



Theme	Supporting Local Business
Programme Name	Social Enterprise Support (Revenue)
Budget	£525,000
Purpose	To grow the local social economy through supporting the creation of new and diversification of existing social enterprises.
Investment Plan Priority	S22: Support for growing the local social economy, including community businesses, co-operatives and social enterprises.
Council Priority	<ul style="list-style-type: none">• Economic Growth• Resilient Communities
Programme Priorities	<ul style="list-style-type: none">• To support the establishment of new social enterprises• To assist existing social enterprises to generate new income streams

Eligibility Criteria	Eligible	Ineligible
Applicants	Social enterprises	Individuals
	Community Interest Companies	Sole Traders
	Registered charities	Public sector organisations
	Community groups	
Geographical Area	Aberdeenshire	N/A
Costs		Costs formally committed to or spent prior to the project start date
	Consultancy	Costs incurred or invoiced after the project end date
	Equipment	Costs involved in winding up a company or organisation
	Marketing	Bad debts, fines, financial penalties and expenses of litigation
	Overheads (max 15% of total direct staff costs)	Payments not supported by invoices and/or documents proving expenditure
	Staff Costs (Direct project delivery)	Recoverable VAT
	Travel Expenses	Costs not procured in line with UK Shared Prosperity Fund requirements
		Alcohol
	Minimum	Maximum
Grant (£)	£25,000	£100,000
Grant (%)	10%	50%

Indicator	Definition	Target
Number of businesses receiving financial support other than grants (numerical value)	<p>Number of enterprises having received financial support other than grants.</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - Non-grant financial support means loans, risk finance, financial investment from the project that is repayable or confers equity in the enterprise. 	0
Number of businesses receiving non-financial support (numerical value)	<p>Number of enterprises that have received non-financial support with the intention of improving performance.</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity - Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice. - Improved performance means reductions in costs or increases in turnover/profit. - Support may be ongoing. 	0
Number of businesses receiving grants (numerical value)	<p>Number of enterprises that have received grants.</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social 	12

	<p>enterprises where these engage in economic activity.</p> <p>- Grant means a cash payment by the project that is not repaid.</p>	
Number of potential entrepreneurs provided assistance to be business ready (numerical value)	<p>Number of entrepreneurs having been assisted to be enterprise ready.</p> <p>- Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business.</p> <p>- Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words it cannot be broadcasted advice.</p>	0
Number of people attending training sessions (numerical value)	<p>Number of people attending training sessions.</p> <p>-Training sessions include, but are not limited to: training focusing on digital, management, leadership, collaboration, networking and lower-carbon alternatives skills.</p>	0
Jobs created (numerical value)	<p>The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.</p> <p>- New means it should not have existed with that employer before the intervention.</p> <p>- Created jobs exclude those created solely to deliver the intervention (e.g. construction).</p>	3

	<ul style="list-style-type: none"> - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek 	
Jobs safeguarded (numerical value)	<p>A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.</p> <p>Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).</p> <p>This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).</p> <ul style="list-style-type: none"> - FTE should be based on the standard full-time hours of the employer. - At risk is defined as being forecast to be lost within 6 months. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek 	3

Number of new businesses created (numerical value)	<p>A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.</p> <p>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p>	1
Increased amount of investment (£)	<p>The increase in amount of tangible investment made by the private sector within a specified area over the reporting period.</p> <p>- Tangible means something physical, for example, buildings, machinery, fixtures and fittings, etc. It excludes financial investments such as stocks or bonds.</p> <p>- Investments should only be included in the measurement once there is a contractual commitment. Investments that have only been announced should not be included.</p> <p>- The area of measurement needs to be specified prior to the first measurement being taken, and this area should remain consistent over the lifetime of the programme.</p>	£525,000
Number of businesses engaged in new markets (numerical value)	<p>Number of enterprises engaged in new markets following support.</p> <p>- Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p> <p>- Engaged means they have launched a product or service into a new domestic or overseas market, or have undertaken research or attended conferences</p>	0

	<p>or events to prepare a launch into a new market.</p> <p>- New market refers to a market the business has not previously engaged with.</p>	
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Decision-Making		
Award Process	Open Challenge Fund	
Assessment Panel/Partnership	Business Stakeholder Group	
	1) Call for expressions of interest issued 2) Eligible projects invited to submit full application by Investments & Projects Team 3) Bids scored/prioritised/ranked by Business Stakeholder Group 4) Award recommendations made by Local Partnership Group 5) Formal sign-off by Chief Officer or Full Council if above £250k	
Scoring Criteria	1) Strategic Fit – To what extent does the project align with the priorities, outputs and outcomes of the framework, Aberdeenshire Council, Locality Plans and Community Action Plans?	20%
	2) Cross-Cutting Themes – Can the project demonstrate a neutral or positive contribution to the following themes?: a. Equalities b. Fairer Scotland Duty c. Town Centre First Principle d. Sustainability e. Children and Young People’s Rights and Wellbeing	15%
	3) Legacy and Sustainability – Will the project deliver a lasting legacy beyond its lifetime and be sustainable once grant funding has ended?	15%
	4) Project Need and Demand – Is there sufficient evidence that the project will meet an unmet demand?	20%
	5) Value for money – Does the project represent good value for the funding requested and deliver programme outcomes and objectives?	20%
	6) Capacity to Deliver – Does the delivery organisation have sufficient capacity (financial and people) to complete the project as set out and on time?	10%

Claims, Monitoring & Reporting	
Frequency	At least quarterly
Process	<ul style="list-style-type: none"> • Project sponsor completes provided template • Project sponsor submits completed template and supporting evidence to externalfunding@aberdeenshire.gov.uk • Investments & Projects Officer acknowledges receipt and processes claim • Any costs which are ineligible or not supported by evidence are removed from the claim • Investments & Projects Executive checks claim • Team Manager approves payment (or refers to Chief Officer if above authorisation limit) • Claim is paid and applicant notified
Evidence required	<ul style="list-style-type: none"> • Invoices • Payroll records (for funded staff) • BACS records • Bank statements • Timesheets for staff working part-time on projects • Activity report including progress against target indicators • Breakdown of data making up indicator report • Quantity surveyor reports /permissions/completion certificates for capital projects
Monitoring	<ul style="list-style-type: none"> • Final project report to be produced • 100% checks on financial information • Minimum 20% checks on activity/indicator records