Applying for an **Invest4 grant**

invest4

1 THINKING OF APPLYING

APPLYING FOR AN INVEST4 GRANT.

Check the eligibility criteria. Funding must be agreed before you incur expenditure.

Applying for a LARGE GRANT (over £5k).

Email the Grant Fund Manager invest4@brighton-hove.gov.uk and request an Expression of Interest Form (EOI). After you have completed and returned the EOI, if it is approved you will be sent a Large Grant Application Form.

Applying for a SMALL GRANT (less than £5k).

Email the Grant Fund Manager invest4@brighton-hove.gov.uk and request a Small Grant Application Form.

2 WRITING APPLICATION

Complete and submit the application form with the required documentation.

Access the free workshops and 1-2-1 confidential support sessions that will help you to complete the form and other required documentation

Grant applications for MORE THAN £40,000

You must organise and fund an independent, external due diligence review which must be submitted directly by your review provider to the Grant Fund Manager at the same time as your application form.

Grant applications for UP TO £40,000

3 REVIEWING APPLICATION

The Invest4 Panel will review and score your application

If your application is SUCCESSFUL.

You will be notified of the decision together with a formal letter and funding agreement via email. You will need to sign and return the funding agreement via post.

If your application is UNSUCCESSFUL.

You may be given details on how it can be improved. You can also appeal the decision and we publish guidance on how to do this.

4 MONITORING AND PAYMENT

The Grant Fund Manager will counter-sign the funding agreement.

A copy will be sent to you together with our guidance on our monitoring and payment claims processes.

1. **Commence project**
2. **Monitoring begins**
3. **Complete project**

Complete claims paperwork, ensuring that everything is paid for and that you include the required evidence for the grant claim submission.

INVEST4 TEAM REVIEW THE CLAIM

GRANT AWARDED

CLAIM PASSES THE REVIEW.

Claim paid and monitoring continues to end of programme in July 2022.

THE BUSINESS HOTHOUSE
GRANTS | GUIDANCE | GROWTH

HM Government

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