

ECDC Business Growth Fund Application Guidelines

- Make your application clear, concise and comprehensive.
- Read the [Growth Grant webpage](#) carefully so that you can understand the scheme and what we are looking for. If you have any questions before you make an application, please send them to growthgrant@eastcambs.gov.uk
- Answer all the questions and make sure you cover all the relevant bullet points in the application criteria.
- Be clear why you want the grant and what you will use the money for. Make sure this fits the criteria for growing your business and contributing to the East Cambs economy – for example additional jobs, new products or productivity improvements.
- Sell your business to us. You should be proud of what you have achieved and ambitious for its success. What does your future look like?
- Use evidence. What was your turnover, what do you realistically expect it to be? What will your workforce look like tomorrow in comparison to today? How many more items will you produce? Demonstrate your ambition, be transparent and support your application with high quality evidence in line with the application form and policy.
- Be honest. We have limited funding that we want to use to help businesses grow. This is not intended to supplement income or cover existing debt. We want to support viable businesses so please demonstrate your viability in your application.
- Be succinct. Use clear, everyday language and only use acronyms and jargon where there is no alternative.
- Make sure you submit everything we have asked for. If you cannot do this or if the evidence is not qualitative, you risk your application being rejected or receiving a lower grant award.
- Double check before you hit submit. Have you done all the above? Have you submitted all of the attachments and evidence required?

Additional Resources

Write a business plan [Business Plan Template](#)

Search for your [Companies House number](#)

Check your [VAT number](#).

Find your [UTR number](#)

To provide your business property description, as allocated by the valuation office, you can do so by using [Find a property - Valuation Office Agency](#)

Find your [Nature of Business \(SIC Code\)](#) or speak to your trusted financial advisor. You can also view a [condensed SIC list in CSV format](#).