



Micro Capital Grant Assessment Process

The assessment process set out in this document will be used by the South Midlands Growth Hub to assess all Micro Capital grant applications.

Stage 1: Gateway

Criteria	Assessment
Applying enterprise is eligible: • A sole trader/micro business or early stage business • A registered enterprise • Not in liquidation, dissolved, struck off or subject to a striking-off notice • Is not an undertaking in difficulty • Registered in the UK • Has a base in the South Midlands area • Plans to realise a project in the area • Passes credit check	Pass/Fail Projects must pass all of these gateway criteria to be considered for selection. Failure to adequately demonstrate one or more of these criteria will result in project rejection.
Application is complete • Application form completed including the Subsidy Control section • Proof of company registration/UTR/Partnership/charity number • Accounts - A copy of the company's most recent filed accounts or draft accounts if appropriate (and/or more recent draft accounts if beyond mid-year) or a projected forecast	

Stage 2: Scoring

Criteria	Example evidence of meeting the criteria	Assessment
	This is non-exhaustive and other evidence may be provided and considered as part of the assessment	
1. The extent to which the grant	This grant scheme is designed to aid growth and innovation.	10 points



project will lead to growth and innovation	• Is there an uplift in turnover • Is there an uplift in customers • Market penetration How does the project lead to innovation. Will the project enable: • a new product being brought to the business • a new product being brought to the market • a new service being brought to the business • a new service being brought to the market	
2. Value for Money	• Company accounts are clear and credit rating is appropriate • Forecasted accounts clear and realistic. • Competitive and comparable quotes are received • A clear rationale for supplier selection	5 points
3. Has the project demonstrated that it is deliverable?	• It is clear that the project can be delivered in the timescale.	5 points Projects must score a minimum of 75% overall to be shortlisted.

Stage 3: Selection

- Projects will be provided with a combined overall score in accordance with the methodology above.
- Projects which score over the minimum threshold of 75% will be presented to the grant panel for a final decision
- Projects which then are approved by panel will be awarded in order of score until the funds allocated have been fully allocated.