

Seed Fund Process

If you have any queries, please refer them to Kerry via SeedFund@aberdeencity.gov.uk in the first instance.

STAGE 1: REFERRAL & ELIGIBILITY

- i. Clients are referred to ABZWorks from Business Gateway via SeedFund@aberdeencity.gov.uk.
- ii. ABZWorks assess eligibility and, if eligible, informs Business Gateway of decision.
- iii. Business Gateway supports client to develop Business Plan and Financial Forecast and submits via SeedFund@aberdeencity.gov.uk.

NB 1: Clients who come directly to ABZWorks will be referred to Business Gateway to be assigned and work with a business adviser.

NB2: **Eligibility:** Seed Funding is accessible to all who are eligible for ABZWorks support until SEED Funding is fully allocated. In addition, SEED Funds clients must have reasonable **English Language** skills and certain 'rules' apply. See Appendix A below for full eligibility criteria.



STAGE 2: APPLICATION, REGISTRATION & REVIEW

- i. Business Gateway submits Business Plan and Financial Forecast to SeedFund@aberdeencity.gov.uk.
- ii. ABZWorks contacts client to arrange an appointment. Client supported to complete ABZWorks Registration Form, Action Plan and Seed Fund Application Form.
- iii. ABZWorks reviews the business plan and application form. Should additional information be required or any concerns identified, a meeting will be arranged with the client to discuss.

NB: There are few hard and fast rules as to what Seed Funds can/can't be used for. However, funding can't be used to finance illicit or illegal activity or activity that Aberdeen City Council and Public Funding should not be associated with. See Annex B for further details.



STAGE 3: GRANT AWARD

- i. Where SEED Fund applications are successful, funding is awarded via a Grant; the full value of the award is based upon the financial forecast accompanying the Business Plan.
- ii. ABZWorks will go through Grant Letter, terms & conditions with client.
- iii. Client accepts grant offer and returns signed grant agreement to SeedFund@aberdeencity.gov.uk.

Where Seed Fund applications are **unsuccessful**, ABZWorks will inform the client and provide feedback. Client may re-submit once and be encouraged to liaise with Business Gateway Adviser before doing so.



STAGE 4: PAYMENT

Once approved THE Clients Bank details will be added to our payment systems for approval. Once approved, client will receive payment in 3-5days depending on bank.



STAGE 5: RECEIPTS

- i. Clients must submit all receipts ASAP and within **6 months** of signing the Grant Letter.
- ii. Receipts to be emailed directly to SeedFund@aberdeencity.gov.uk

ANNEX A

ELIGIBILITY CRITERIA FOR SEED FUNDING

Seed Funding is normally accessible to all who are eligible for ABZWorks support.

1. Aberdeen City residents. You can use postcode checker to confirm: <https://www.gov.uk/find-local-council>

2. Parents who satisfy any of the following criteria:

- Lone Parents who are unemployed or experiencing in work poverty
- Parents with a disability or families in which there is a disabled child who are unemployed or experiencing in work poverty
- Parents with 3 or more children who are unemployed or experiencing in work poverty
- Parents from a minority ethnic background who are unemployed or experiencing in work poverty
- Parents with a youngest child <1 who are unemployed or experiencing in work poverty
- Parents who are aged <25 who are unemployed or experiencing in work poverty

Eligible parents must have the right to live and work in the UK. Parents must also have the primary responsibility of their child(ren) who are living with them and under the age of 18 years old.

3. AGE: Seed Fund Clients must be **16-67**

4. English Language: SEED Funds clients must have reasonable *English Language* skills. If they do not, we can offer to support them *first* with ESOL training before they can be considered for Seed Funds.

5. Economic Status:

- Unemployed or economically inactive
- In low paid employment or underemployed ie earning less than £22,945 per annum for full-time employment or pro rate for part-time
- Made redundant (no time frame for how recent as if longer term then they're unemployed) or at risk of redundancy: especially for those most at risk of entering long term unemployment, including those who are low skilled, were/ are on low income or are unable to digitally self-serve.
- At risk of losing an apprenticeship
- Leaving training, volunteering, college or university without a positive destination
- Not participating in learning, training or employment
- Have the right to live and work in the UK
- Participants experiencing at least one of the listed barriers to employment (as below)

Barriers: >50 years of age; armed forces veteran; asylum seeker; at risk of becoming not in education, employment or training (NEET); criminal convictions; disability; from employment deprived areas; homeless or affected by housing exclusion; living in a jobless household; living in a jobless household with dependent children; long-term physical illness/ condition; long term unemployed; looked after young person; living in a household with children in poverty; low skilled; material deprivation; mental health issues; migrants; no or limited work experience; primary carer of child/ children (under 18) or adult; refugee; substance related conditions; has exited Fair Start Scotland and requires additional support. Full definitions available in Guidance.

ANNEX B

There are few hard and fast rules as to what Seed Funds can/can't be used for. However, funding can't be used to finance illicit or illegal activity or activity that Public Funding should not be associated with.

Some examples are provided below. This is a living document; the lists are not exhaustive and will be kept updated as further examples arise.

Eligible Spend	Prohibited Spend
<ul style="list-style-type: none">• Capital equipment Furniture / fittings e.g. shelving• Trade licences• Training programmes for certification or CPD• Consumable items for services e.g. beauty products, art materials, photography paper/frames etc• Administrative products e.g. stationery• Social media• Marketing activity• Digital equipment and licences	<ul style="list-style-type: none">• Animals (pets or livestock)• Alcohol• Drugs inc tobacco• Profanity items• Sex Industry activity• Vehicles