## **West Oxfordshire ‘Business Boost’ Grant**

## *Helping Your Business Go Further*

**Application Form**

The West Oxfordshire ‘Business Boost’ Grant supports rural businesses in West Oxfordshire to grow, diversify, and build resilience through capital investment. This programme is funded by the [Rural England Prosperity Fund (REPF)](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus), part of the UK Shared Prosperity Fund.

Please read the Guidance Notes to support your application.

**Key Objectives**

* Drive growth and productivity in enterprises
* Support diversification and innovation across sectors
* Promote environmental sustainability and low-carbon practices
* Stimulate job creation and strengthen the workforce
* Improve access to markets, infrastructure, and digital tools

The West Oxfordshire ‘Business Boost’ Grant is exclusively a capital grant scheme. This means it provides funding solely for capital projects—tangible, long-term investments such as purchasing equipment, constructing or upgrading facilities, or implementing infrastructure improvements. These assets are expected to have a lifespan of at least five years and deliver lasting benefits to the rural economy and community.

Capital grants cannot be used for day-to-day operational costs like salaries, rent, or consumables. Instead, they support strategic investments that enhance productivity, sustainability, and resilience in rural businesses. For example, funding might be used to install renewable energy systems, build new production or retail units, or acquire machinery that enables diversification or environmental improvements.

**About Rural England Prosperity Fund (REPF)**

The REPF is a government-funded programme delivered through local authorities in designated rural areas. It provides capital investment to strengthen rural businesses and communities – complimenting the governments UK Shared Prosperity Fund. All funding for REPF needs to be paid by 28 February 2026.

**The REPF supports the government’s rural mission to:**

* Kickstart economic growth
* Remove barriers to opportunity

This grant programme is under the sub-theme of supporting Local business.

More information is available at:
👉 [REPF Prospectus for 2025–26](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-interventions-outputs-and-indicators/interventions-list-for-england)

**Funding Details (West Oxfordshire District Council)**

* **Total Allocation:** £25,000
* **Grant range:** Grants of up to £5,000
* **Match funding:** Minimum 25% required
* **Eligible costs:** Capital investments with a minimum 5-year lifespan and clear benefit
* **Location requirement:** Projects must take place within the West Oxfordshire District Council area
* **Project completion:** Projects must be able to be **completed by 28 February 2026.**

**How to Apply**

Please complete the application form along with your supporting documentation and return it to:
📧 **business@westoxon.gov.uk**
🕔 **Deadline: 5pm, Friday 26 September 2025**

**Please read the supporting guidance notes**

By submitting an application, you confirm the information provided is accurate to the best of your knowledge and that you have the authority to act on behalf of your organisation.

**Project Contact Information**

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| Project Name (be specific not general, to avoid confusion with other similar projects or locations) |
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| Applicant Organisation |
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| Address |  |
| Town |  |
| Postcode |  |

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| Primary Contact (name and role in the organisation) and business website address |
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| Contact Telephone Number and Email Address |
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| UTR or company registration number (for private sector applicants) and Business Rate No. |
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| How long has your business been trading for? (Please note that only businesses that have been trading 6 months or more are eligible to apply.) |
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**Project summary**: In this section you will be required to give more details on your project outcomes and benefits.

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| Describe your project idea clearly and succinctly, including what the investment would buy and why it would meet the aims of the Rural England Prosperity Fund. Include the potential timeframe and any significant drivers or constraints related to the scheduling of the investment. Include details of the organisation(s) that would be involved in its delivery and why public funds are needed. (Max 1250 characters) [Rural England Prosperity Fund: prospectus updates for 2025 to 2026 - GOV.UK](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026) |
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**Project Status**

In this section you will be required to give details of the current status of your project and milestones.

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| How confident are you that the project will be completed before 28th February 2026? Please provide details. |
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| Are you currently applying for or have you applied for other grants from West Oxfordshire District Council within the past 3 years? If so please provide details. |
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**Project Objectives**:

This section looks at the key objectives set out by the Government and how your project relates to both those and the key priorities of West Oxfordshire District Council.

[Rural England Prosperity Fund: prospectus updates for 2025 to 2026 - GOV.UK](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026)

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| REPF Intervention: tick the primary theme that best fits your project |
| Growing the local social economy and supporting innovations |  |
| Small-scale investment in micro and small enterprises in rural areas |  |

Please highlight which of the West Oxfordshire District Council priorities your project is best related to:

Link to West Oxfordshire District Council Corporate Plan here: <https://www.westoxon.gov.uk/about-the-council/plans-and-policies/council-plan-2020-to-2024/>

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| **West Oxfordshire District Council priority:** tick the primary theme that best fits your project |
| Putting Residents First  |  |
| Enabling a Good Quality of Life for All  |  |
| Creating a Better Environment for People and Wildlife  |  |
| Responding to the Climate and Ecological Emergency  |  |
| Working Together for West Oxfordshire |  |

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| **Strategic Fit (max 1000 characters)** (Please expand on the local context for your project). Having identified West Oxfordshire District Council’s priority/priorities in the above question, please expand on this and explain how your project aligns with the objectives of the Council and its partners. |
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| **Partnership working and collaboration**Does your project intend to work with other places or organisations to deliver this project? If so, please provide details.   |
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| **Summary of benefits/outcomes that will be delivered** Expanding on your summary, provide information on the tangible benefits, measurable outputs and outcomes that would be delivered.  These could address challenges or capitalise on opportunities, including those associated with solutions to improve local pride in place, increase life chances, to help spread and create opportunity.  List the expected outputs and outcomes and indicate the timescales. Please refer to the REPF list of outputs and outcomes – [REPF\_Output\_and\_Outcome\_Indicator\_Lists\_2025-2026\_v.2.ods](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fmedia%2F680b9be711d566056bcae8e4%2FREPF_Output_and_Outcome_Indicator_Lists_2025-2026_v.2.ods&wdOrigin=BROWSELINK)   |
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| How will the project support West Oxfordshire District Council's Net Zero goals?  Does the project contribute to wider environmental considerations such as resilience to natural hazards[Climate action - West Oxfordshire District Council](https://www.westoxon.gov.uk/environment/climate-action/) |
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| Summary of the REPF Investment(s) requested and other sources of funding: (Estimated total cost of the project, and (if available) list the main elements of the budget.  Provide details of any potential or secured source(s) of funding and the likely shortfall.)   |
| Total Project Cost (please break down into main elements if possible)  | £  |
| Other sources of funding either agreed or in process (please specify amounts and sources)   | £  |
| **Match funding sought (25% of total project cost or above)** | **£** |
| Current estimated funding shortfall  | £  |
| **Ask of REPF (Capital)** | £  |
| If we cannot offer you the full amount, what is the minimum amount that you would be able to accept in order to deliver this project in the necessary timescale?   | £ |

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| Please provide a brief update on the project's current status, including whether all necessary approvals and consents—such as planning permission or landowner consent—have been secured. If planning permission is required, indicate whether an application has been submitted and include the reference number if available. Please note that projects requiring planning permission may not be eligible to proceed due to the fund's strict delivery timescales (Max 700 characters)   |
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| What are the key challenges and risks associated with the successful delivery of this project?   |
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| **Equalities and diversity:**  Does your project have any positive or negative impact on any of the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation? <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>   |
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| **Please provide as many of these documents as possible to support your application**   |
|  * At least three written quotes for each capital item
* Companies details on letter headed paper
* Business account details and the six most recent months of bank statements (which you would like the grant paid into)
* For new businesses or self-employed applicants:
	+ Latest tax return,
	+ Management accounts, or
	+ A statement from an accountant outlining expected income and operating expenses
* Tenancy or lease agreement and written consent from the landlord (if applicable)
* Schedule of proposed works
* Business rates account number (if applicable)
* VAT registration number or Unique Taxpayer Reference (UTR)
* Business rate number
* Evidence of secured match funding (bank statements or offer letters)
* All relevant permissions (e.g., planning, listed building, leaseholder consent)

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|  **Declarations**  |
|  * I confirm that, to best of my knowledge all the information provided in this application form is true and correct and that I accept full responsibility for it.

 I understand that the Council will not accept deliberate manipulation and fraud and any business/individual caught falsifying their statements or evidence to gain grant money may face prosecution, and any funding issued will be subject to claw back, as may any grants paid in error. * I confirm that the business/organisation will not exceed the UK Subsidy limit by accepting this grant.
* I confirm that I have not received any other grant or funding that has received funding from other **Defra** schemes. This includes:

**The Farming in Protected Landscapes Programme** - funding for farmers and land managers to work in partnership with National Parks and Areas of Outstanding Natural Beauty bodies to deliver projects on climate, nature, people and place**The Farming Investment Fund** - grants to improve productivity and bring environmental benefits, covering 2 funds - the Farming Equipment and Technology Fund and the Farming Transformation Fund**The Platinum Jubilee Village Hall** Improvement Grant Fund - grant funding over 3 years (to 2025) to support capital improvement projects for village halls, covering extending buildings and modernising facilities. More details on how to apply will be available shortly* If awarded, I agree to the Terms and Conditions of the grant in that I will spend the grant detailed in the application as agreed
* I understand that WODC may request further information, including additional financial records, and/or ask to arrange a visit to my project.
* If my application is successful, I will include following funding branding [UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6)
* I have obtained all appropriate consents and permissions, such as, consent from my landlord, listed building consents, planning permission, etc. where applicable and in signing this application confirm that I have done so.

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| Signed: |

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| **Thank you!**  |
| Please send you completed application to business@westoxon.gov.uk along with your supporting documentation. |