

## Innovation@Leeds 2024/25 Revenue Grants

### Guidance and Information

This guidance is for organisations applying to the Innovation@Leeds 2024/25 revenue grant competition, which aims to strengthen the Leeds innovation ecosystem, making it healthier, greener, and more inclusive.

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#### Before You Apply

Consider the following questions to assess your project's suitability for the grant:

- Who benefits from your project?
- How is your project different from existing market offerings?
- Is your project at the right stage for this grant?
- Does it offer good value for public money (i.e., taxpayer funds)?
- Are you a micro or small business? Check the [Companies House Accounts Guidance](#) for definitions under sections 8 and 9.

#### What We Do Not Fund

- Capital projects
  - Late applications
  - Applications that exceed the word count or don't align with the Leeds innovation vision
  - Projects that have been or are currently being delivered
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#### Submitting Your Application

- **Deadline:** 1 pm UK time, 21 November 2024. No late applications will be accepted.
- **Previous applicants:** You may reapply, but only if you fully complied with previous grant conditions.
- **Lead Applicant:** The lead organisation must submit the application and complete all required questions before the deadline.
- **Important:** Review your application thoroughly. No additional information will be accepted after submission. Technical difficulties on your part (e.g., poor internet connection) will not warrant an extension.

- **Financial Health:** Applicants in financial difficulty are not eligible.

### Assessment Process

After the deadline, we will check:

- **Eligibility:** Are you a registered Leeds business? Are your partners eligible (for collaborative projects)? Is the total project cost within limits? Has this project been previously funded?
- **Application quality:** Are your responses clear and complete?

### Assessment Panel:

- Applications will be reviewed by an appointed panel based on expertise. Scores and feedback will be provided for each question. The highest-ranking projects will be recommended for funding.
- The final decision is made by Leeds City Council (Innovation@Leeds), and the panel's decision is final.
- Ineligible or incomplete applications will not be considered.

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### If You Are Awarded a Grant

Successful applicants will receive an email notification. The grant is subject to the UK Government's **Shared Prosperity Fund** and the [Subsidy Control Act 2022](#).

A "subsidy" refers to financial aid provided by a public authority that gives an economic advantage not available on the market, such as grants, below-market loans, or in-kind contributions like free use of office space.

### Compliance

Your project must comply with:

- **West Yorkshire Combined Authority monitoring and evidence requirements**
- **UK Shared Prosperity Fund branding and publicity guidelines** (details will be provided if you receive a grant).

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### Grant Claims Process

- **Grant Agreement:** You must sign a grant agreement with Leeds City Council before starting your project. Any work done before receiving a signed agreement will not be funded.



- **Eligible Costs:** Only costs incurred between the project's start and end dates are eligible.
  - **Payments:** Typically, funding is claimed in two stages—at the start and in arrears. The final claim is processed after audits and reports are completed.
  - **Financial System:** You must be registered on Leeds City Council's Financial Management System to receive funds. Be prepared to provide contact details and business bank account information.
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### Monitoring Your Project

A **monitoring officer** will be assigned to ensure compliance with grant terms and report on project progress. However, they are not responsible for managing your project. Your project lead and the monitoring officer will hold regular virtual meetings to discuss progress updates and risk/issues.

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### Feedback and Decisions

- All applicants will be informed of the decision via email.
  - Feedback will include comments from assessors but there is no right of appeal. Leeds City Council (Innovation@Leeds) will not enter discussions about funding decisions.
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### Support

For help with:

- Eligibility criteria
- Application process

**Contact us** via email at [inclusive.Growth.Strategy@leeds.gov.uk](mailto:inclusive.Growth.Strategy@leeds.gov.uk) at least 10 working days before the competition deadline. Support may be limited if you contact us closer to the deadline.

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### Key Definitions

- **Equality:** Equal access to resources and opportunities.
- **Equity:** Providing resources tailored to individual needs to address inequality.
- **Diversity:** Representation from various backgrounds, reflecting the wider community.
- **Inclusion:** Creating a welcoming environment where everyone feels accepted.



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- **Ethnicity:** Belonging to a population group that shares common cultural or ancestral traits.