

Better Business Grant payment process

How and when your grant will be paid

Understanding how your grant is paid will help you plan your project, manage costs and complete your application successfully.

The process differs depending on the type of grant you apply for, so we've broken everything down clearly below.

Download a pdf with more information.

Download the
Grant payment process 
(101KB)

Before you start your project

Before you begin any spending, make sure you:

- Understand which payment model applies to your grant
- Know what evidence you will need
- Have read and signed your **Grant Terms and Conditions**
- Wait for the email confirming you are authorised to begin your project (for minor and major grants)

This helps ensure your project runs smoothly and avoids delays in payment.

How Minor Grant Payments Work

Up to £5,000 for Productivity, Visitor Economy Development and Skills

Minor grants are paid **after** your project is completed and

your receipts have been uploaded and verified.

1. Grant approval

You'll receive an email confirming your grant is approved. This email will ask you to sign the Grant Terms and Conditions within **30 days** and provide your bank details.

2. Authorisation to start

Once you sign the Terms and Conditions, you will receive an email telling you that you may begin your project.

3. Complete your project

You fund the project yourself from your own resources, using the approved project budget.

4. Upload your receipts

When your project is complete, upload all receipts through the Better Business Grant Portal.

5. Receipt verification

We compare your receipts with your approved application.

6. Payment issued

You receive the grant in **one instalment** to the bank account provided in your application.

Payment Rules for Minor Grants

- If your receipts are **higher** than the approved amount, you will receive only the approved amount.
- If your receipts are **lower** than the approved amount, you will receive **50% of the verified receipts**.
- If your receipts **match** your approved application, you will receive the full authorized grant amount.

How Major Grant Payments Work

£5,000 to £75,000 for Productivity, Visitor Economy Development and Skills

Major grants are paid in **two instalments**.

1. Grant approval

You'll receive an email confirming your grant is approved and directing you to sign the Grant Terms and Conditions within **30 days**.

2. Authorisation to start

Once you sign the Terms and Conditions, you will receive a second email confirming you may begin project spending.

3. First payment (50%)

After you sign the Terms and Conditions, **50% of your approved grant amount** will be paid into your nominated bank account.

4. Complete your project

You may now proceed with spending according to your approved application.

Apply for the final payment **within 12 months** of signing the Terms and Conditions.

5. Upload your receipts

When the project is complete, upload your receipts through the Better Business Grant Portal.

6. Receipt verification

We verify receipts against your approved project.

7. Final payment issued

The remaining 50% is paid to your nominated bank account.

- If receipts **exceed** your approved project costs, you will receive the **remaining 50%** of your approved grant.
- If receipts are **lower** than approved project costs, your final payment is adjusted to reflect **50% of the verified costs minus the first instalment already paid**.
- If receipts **match** the approved project, you receive the remaining 50% in full.

Payment Rules for Major Grants

How Apprenticeship Grants payments work

Up to £2,000 for Apprenticeship Grants

Apprenticeship grants are scheduled for payment twice per calendar year.

1. Grant approval

Upon approval of your grant application, you will receive an email notification detailing the approval along with the apprenticeship grant payment dates, which are scheduled twice per calendar year.

2. Verification of Apprentice attendance

Jersey Business will wait until the apprentices named in the grant application have completed approximately 8 weeks of their course. This allows verification of attendance from the course provider, as apprentices are verified as attending only after reaching this milestone.

3. Signing Grant Terms and providing bank details

Once the course provider verifies your apprentice's attendance, Jersey Business will email you to log back into your application. You will need to sign the Grant Terms and Conditions within 30 days to accept the grant and provide your bank account details.

4. Grant payment schedule

Grant payments are made twice a year; for 2026 this will be on 1st May and 1st December. You will receive payment at the next scheduled date after your grant application is approved. The verified approved grant amount will be transferred directly to the bank account specified in your application.

Understanding the Better Business Grant Payment Process

The digital Grant application process is designed to be efficient and user-friendly, allowing you to view, upload, sign documents, and receive status updates through the Jersey Business application portal. It's important to understand the different grant payment models available; knowing how your grant is funded will help you better

understand the application process and can influence the successful completion of your project.

Please take the time to familiarise yourself with when and how payments are made before starting your project.

Useful links

› Better Business Grant

› Better Business Grant FAQs

› Better Business Grant Application Guidance
