

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.

Minor Grants of up to £5,000 for Productivity, Visitor Economy Development, and Skills

1. If your grant application is approved, you will receive an email to sign the Grant Terms and Conditions within 30 days and provide your bank account details.
2. Upon digital signing of the Grant Terms and Conditions, Jersey Business will send you an email authorising the commencement of expenditure on your project.
3. You may now proceed with your project, utilising the entire approved budget from your own resources.
4. After completing the payment for all items outlined in your grant application, please return to the Better Business Grant Portal to upload the corresponding receipts.
5. Jersey Business will verify your receipts against your initially approved application. This process ensures that the funds were utilised for the items specified in your grant application.
 - If the total amount of receipts exceeds the initially approved project costs, you will receive only the amount originally approved in your application.
 - If the total amount of the receipts is less than the originally approved project costs, 50% of the uploaded receipts will be reimbursed.
 - If the receipts correspond with the initial application, the authorised grant amount will be disbursed.
6. Minor grants will be paid in one instalment to the bank account specified in your application.

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

1. If your grant application is approved, you will receive an email notification regarding the approval. This email will request that you sign the Grant Terms and Conditions within 30 days to accept the grant and provide your bank account details.
2. Upon digital signing of the Grant Terms and Conditions, Jersey Business will send you an email authorising the commencement of expenditure on your project.

3. At this stage, 50% of the approved grant amount will be transferred to the bank account provided during the application process.
4. You receive an initial partial grant payment to start the project. Complete the project and approved spending to receive the second half. Apply for the second half within 12 months of signing the grant terms and conditions; no minimum wait time is required.
5. After completing all project expenditures, please return to the Better Business Grant Portal to upload your receipts and apply for the final grant payment.
6. Jersey Business will verify your receipts against your initially approved application. This process ensures that the funds were utilised for the items specified in your grant application,
 - If the receipts exceed the original approved project costs, you will receive the remaining 50% of the amount initially approved in your application.
 - If the receipts total less than the originally approved project costs, the final grant payment will be adjusted accordingly. The amount paid will be 50% of the total verified project costs, minus the initial grant payment already received.
 - If the receipts correspond to the original application, the remaining 50% of the approved grant amount will be disbursed.
7. The remaining payment of the grant will be transferred directly to the bank account specified during the application process.

Apprenticeship Grants

1. 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. 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. 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 payments are made twice a year, for 2025 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.