

Creative Export Accelerator Bursary – Terms & Conditions

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1. Introduction

1.1 The Creative Export Accelerator Bursary Programme (the “Bursary”) is delivered by Full Circle on behalf of the West Yorkshire Combined Authority (WYCA) as part of the Export Accelerator Programme.

1.2 The programme aims to support West Yorkshire-based creative businesses in expanding into international markets by offering financial assistance to attend trade events, business meetings, and sector-specific export activities.

1.3 By applying for the Bursary, you agree to comply with these Terms & Conditions.

2. Eligibility

2.1 The Bursary is open to freelancers, sole traders, and businesses operating in the creative industries sector within West Yorkshire.

2.2 Applicants must:

- Be based in West Yorkshire and actively trading in the creative sector.
- Have a clear export development strategy or demonstrate intent to enter international markets.
- Be attending a trade event, market visit, or business meeting that aligns with the programme’s objectives.
- Not have received an Export Accelerator Bursary in the last 12 months, unless otherwise stated.

2.3 The bursary cannot be used for:

- Events that have already been attended (unless in exceptional circumstances which has had formal approval).
- Activities not directly related to export development.
- Retrospective funding/costs incurred before approval (unless specifically identified and agreed as part of the application process).

- Travel to countries subject to UK government sanctions or travel restrictions.

3. Application Process

3.1 Applications must be submitted via the official Creative Export Accelerator website within the application window.

3.2 Applicants must provide:

- Details of the event they wish to attend.
- A clear justification for how the event aligns with their export goals.
- A breakdown of expected costs.

3.3 Full Circle reserves the right to request further information or supporting documentation before approval.

4. Funding Allocation & Eligible Costs

4.1 **The Bursary covers 100% of eligible costs, including:**

- **Travel costs** – Economy class flights, train, or coach fares (excluding first-class/business class travel).
- **Accommodation** – Reasonable overnight costs, up to a set cap per night (cap details will be provided upon application approval).
- **Delegate or exhibitor fees** – Costs associated with participation in trade shows, networking events, or industry-specific conferences.
- **Event registration fees** – Tickets or passes required to attend export-related business events.
- **Visa costs** – If required for business-related international travel.
- **Freight and shipping costs** – If required for sample products or exhibition materials sent to the event.
- **Marketing materials** – Printed or digital materials (e.g., brochures, banners, business cards) directly linked to participation in the event.
- **Translation and interpretation services** – Where required for export engagement at an event.
- **Sector-specific compliance costs** – Essential documentation fees for product demonstrations or regulatory approvals linked to the export activity.

4.2 **The bursary does NOT cover:**

- Daily expenses, meals, or per diems.

- Salaries, business operational costs, or wages.
- Equipment purchases unrelated to event participation.
- Costs already covered by another funding source.
- Personal leisure travel or additional tourism-related expenses.

4.3 VAT Reimbursement Policy:

- If the applicant is **VAT-registered**, VAT **will not be reimbursed**, as it can be reclaimed through HMRC.
- If the applicant is **not VAT-registered**, **Full Circle will reimburse VAT costs**, provided valid invoices/receipts are submitted.

4.5 Exchange Rates & Currency Conversions

4.5.1 Currency of Payment: The bursary will be reimbursed in GBP (£), regardless of the currency in which the original expense was incurred.

4.5.2 Exchange Rate Calculation:

- Any expenses incurred in a foreign currency must be converted to GBP (£) using the exchange rate on the date of payment.
- The exchange rate will be determined using:
 - The rate applied on the applicant's bank statement or credit card transaction for the expense.
 - If unavailable, the Bank of England exchange rate on the date of payment will be used.

4.5.3 Proof of Exchange Rate:

Applicants must provide evidence of the exchange rate used, which can include:

- A bank or credit card statement showing the GBP-equivalent amount charged.
- A screenshot or document showing the official exchange rate on the date of transaction (if a bank statement is not available).

4.5.4 Fluctuations & Overpayments:

- The bursary will only cover the **actual amount paid in GBP (£)**, based on submitted proof.
- If a significant exchange rate fluctuation results in an underpayment or overpayment, Full Circle reserves the right to adjust the reimbursed amount accordingly.

5. Payment & Claim Process

5.1 The bursary is paid in arrears, meaning successful applicants must cover their costs first and then submit a claim for reimbursement.

5.2 To claim the bursary, applicants must provide:

- Proof of attendance (e.g., boarding passes, event badges, confirmation emails).
- Receipts or invoices for approved costs.
- A completed claim form, submitted within 30 days of the event.

5.3 Payments will be processed within 30 days of an approved claim submission.

5.4 Full Circle reserves the right to withhold or reclaim funds if:

- The event was not attended.
- The claim includes ineligible or unapproved expenses.
- Fraudulent or misleading claims are submitted.

6. Promotional & Evaluation Participation

6.1 Recipients must participate in promotional activities, such as providing testimonials or case studies for marketing purposes.

6.2 Recipients must acknowledge WYCA's support in any public communications related to the funded activity.

6.3 Recipients are also required to participate in evaluation activities managed by [Wavehill](#), an independent research company commissioned by WYCA.

- This includes surveys, interviews, or case studies.
- The evaluation will take place between receiving the grant and March 2026.
- Participation is mandatory as part of the funding agreement.

7. Compliance & Reporting

7.1 Applicants must comply with all relevant UK laws, including tax regulations and international travel requirements.

7.2 Full Circle and WYCA reserve the right to audit bursary-funded activities and request further details on how the bursary has impacted the recipient's export development.

7.3 Any changes to event attendance (e.g., cancellations, postponements) must be communicated immediately to Full Circle.

7.4 Please ensure you are fully insured for your trip as we cannot refund costs that have been incurred should you need to cancel at short notice.

8. Withdrawal & Termination

8.1 Full Circle and WYCA reserve the right to withdraw, suspend, or amend the bursary programme at any time without prior notice.

8.2 If an applicant is found to have provided false information, the bursary will be withdrawn, and any disbursed funds may need to be repaid.

9. Data Protection & Confidentiality

9.1 Full Circle and WYCA will process applicant data in accordance with UK GDPR and Data Protection regulations.

9.2 Information provided as part of the application may be shared with programme partners for assessment purposes.

9.3 Wavehill will store evaluation data securely until six months after the programme ends (June 2026).

- All feedback and survey responses will be anonymised.
- Participants have the right to access, correct, or erase their data, in accordance with GDPR guidelines.

10. Governing Law

10.1 These Terms & Conditions are governed by the laws of England and Wales, and any disputes will be subject to the jurisdiction of the English courts.