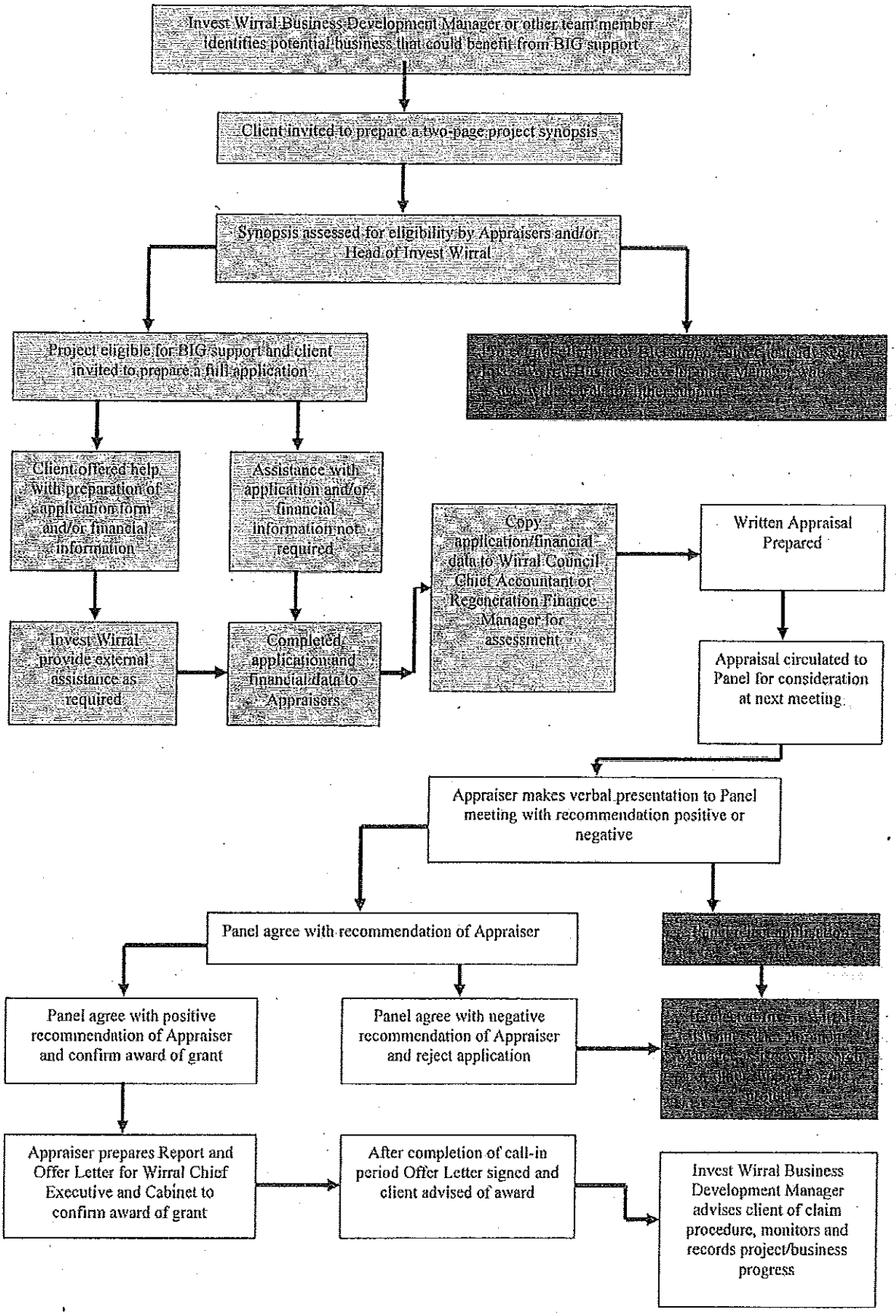Business Investment Grant (BIG) Process below £20,000 DOCUMENT 4