



Data Protection Officer
Freedom of Information
NW Leicestershire District Council
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Date: 02 June 2020

FREEDOM OF INFORMATION REQUEST 1160

I write further to your email dated 16 April 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

Regarding the £10,000 COVID-19 Small Business Grant Fund for businesses with rate relief or rural rate relief:

1. What is the council's process for communicating with eligible businesses and handling applications? (e.g automatic payments, businesses notified via letter and asked to apply via link, email notification and link etc.)
Businesses have been contacted by telephone and advised to apply using an online form through the Council's website, and follow a prescribed security protocol. Any businesses unsuccessfully contacted by telephone, have since been written to advising how to apply.
2. When were businesses first notified by the council that they may be eligible to apply?
Telephone calls were made to businesses who may have been eligible for grant funding. Additionally information has been put on the Council's website in relation to qualifying for the grant funding and making an application. The online application form went live on the 01.04.2020. Telephone calls to ratepayers commenced shortly afterwards
3. What is the payment turnaround time from receipt of application?
Currently applications are processed within 24 hours. Payment runs are made twice weekly.
4. Is there a staggered process for making payments, and what is the process? (e.g do you deal with first 1000 applications in a block and pay them by a certain date, before moving onto the next 1000 applications etc.)
Applications are dealt with in a date received order.
5. How many businesses within your council jurisdiction are eligible for the grant?
It was estimated the total number of hereditaments eligible for grant funding was 1,695. This figure is inclusive of all grant funding (Retail, Hospitality & Leisure 25k grant fund).

6. How many applications have been received as of April 17 2020?
1320 (This information is as of the 28/04/2020. Unfortunately we are unable to provide the figure as of the 17/04/2020. Additionally this figure also includes applications for the Retail, Hospitality & Leisure grant fund).
7. How many applications have been rejected as of April 17 2020?
102 (This information is as of the 28/04/2020. Unfortunately we are unable to provide the figure as of the 17/04/2020. Additionally this figure also includes applications for the Retail, Hospitality & Leisure grant fund).
8. How many businesses have been paid as of April 17 2020?
759.

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GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.

Yours sincerely

Mackenzie Keatley
Information Governance Officer