

Covid-19 Business Support Grants: Local Authority Discretionary application form

Please answer the following questions to help us determine your eligibility:

1. Has your business received support from any of the following government schemes?

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant Fund
- The Fisheries Response Fund
- Domestic Seafood Supply Scheme
- The Zoos Support Fund
- The Dairy Hardship Fund

Yes or No (circle as appropriate)

Please note: If you have selected yes to the above question you will not be eligible for this grant so please do not continue or submit an application

2. Was the business trading on 11 March 2020?

Yes or No (circle as appropriate)

Please note: If you have selected no to the above question you will not be eligible for this grant so please do not continue or submit an application

3. Is this business in administration, insolvent or have a striking-off notice issued against it?

Yes or No (circle as appropriate)

Please note: If you have selected yes to the above question you will not be eligible for this grant so please do not continue or submit an application

4. Is the business considered a small or micro-business?

Yes or No (circle as appropriate)

A small business must meet two or more of the following criteria in a year:

Turnover not more than £10.2 million

Balance sheet total: not more than £5.1 million

Number of employees: a headcount of staff less than 50

A micro-business must meet two or more of the following criteria in a year:

Turnover not more than £632,000

Balance sheet total: Not more than £316,000

Number of employees: a headcount of staff of not more than 10

Please note: If you have selected no to the above question you will not be eligible for this grant so please do not continue or submit an application

5. Do you believe that your business has lost more than 40% of its income as a result of this pandemic? We will ask for evidence on this point later on in the application.

Yes or No (circle as appropriate)

Please note: If you have selected no to the above question you will not be eligible for this grant so please do not continue or submit an application

6. Please choose one of the following which best suits your business:

- I am a small or micro business in a shared office or other flexible workspace
- I am a Market Trader who does not have their own business rates assessment
- I own a B & B and pay Council Tax instead of Business Rates
- I represent a Charity in receipt of Charitable Business Rates Relief
- I am none of the above categories

7. Do you have your own business rates assessment or council tax bill?

Yes or No (circle as appropriate)

If Yes, what is your account ID reference:

If yes, please provide a copy of the relevant business rates or council tax bill with your application.

8. What do you consider to be your fixed property costs per month?

£

9. What amount of grant would you like to claim to support your business? (Up to a maximum of £10,000).

£

Please note that whilst we aim to provide the amount requested (if it is within the scope of our policy), we may not be able to if our fund is oversubscribed and may have to pay an amount based on your fixed costs. Section 7 of our policy sets out the amounts we will award in more detail.

Please provide evidence to support the property-related costs above (question 8). Examples of proof in support of this point include, but are not limited to; a Signed Lease Agreement, Signed Licence Agreement, Signed Rental Agreement or Signed Mortgage Agreement. Please summarise your evidence below and provide copies of any evidence to support this.

To be eligible to receive this fund your business must demonstrate that you have suffered a significant fall in income due to the COVID-19 crisis

10. What percentage of your income do you deem to have lost as a result of Covid-19? Please round your answer to one decimal place and note that the highest number you can record is 100%:

%

Please summarise how you have calculated that percentage:

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Please provide evidence to demonstrate this loss of income. The information you can provide will vary based on your business, but could include, but is not limited to:

- Bank statements showing a fall in income over time (e.g. by sharing bank statements for the three months prior to 11th March 2020 and statements since 11th March 2020)
- Documentation from businesses accountant or financial advisers
- Sales data
- Evidence of closure of the business
- And any relevant analysis showing income reductions

To be available to receive this Fund, your business must provide evidence that it was trading on 11th March 2020.

You may provide information in writing to support your evidence and enclose any relevant documents. Examples of proof in support of this include but are not limited to Registration with Companies House, Registration with the Charities Commission or evidence from HMRC.

Please summarise your evidence below and why you believe your evidence shows you were trading on 11th March 2020:

Company Details

Applicant Name	
Address	
Date of Birth	
Contact Number	
Contact Email address	

Please note we may need to contact you on the above details to discuss your application

Business Name	
Business Address	
What sector do you trade in?	
Business website	
Company Number (if applicable)	
VAT Number (if applicable)	

Bank Details

Account Name	
Bank Sort Code	
Bank Account Number	
Roll Number (Building Societies Only)	

To validate your claim we require evidence that the bank account details you are providing is related to the business that would like this discretionary grant. Please ensure you provide a copy of the header of your bank statement so we can see the account details and address. We do not require transaction information.

Declaration

I confirm that:

- I am authorised to make this application and sign these declarations on behalf of this company.
- this award complies with the EU law on State aid on the basis that, including this award, the company making the request shall not receive more than €200,000 in total of de minimis aid within the current financial year or the previous two financial years). See the de minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) *
- All information provided in this application is correct and a true and accurate reflection of your businesses current circumstances
- I understand that any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back.
- I am content to provide North West Leicestershire District Council with the information provided in this form for the purpose of processing this grant claim in line with the privacy policy.

Signature:

Date: