

Guidance on the Additional Restrictions Grants Fund

Background

In response to the Covid-19 crisis and the England wide lockdown (5 November 2020 to 2 December 2020), the government announced there would be funding for Councils to support businesses in their local economy. Councils are able to determine how much support to provide to businesses from the Additional Restrictions Grant funding and exactly which businesses to target.

The government anticipates that this funding will be used from now through to the end of the 2021/22 financial year (31 March 2022) and therefore, the Council will be running a series of application windows over that period to provide support to businesses as the impact of the Covid-19 pandemic continues to be felt. The qualifying criteria for each window will be amended to reflect the requirements of the local economy.

The Council will make grant payments from this fund under the powers of Section 1 of the Localism Act 2011.

This guidance provides an outline of the criteria which will be used to determine eligibility for grants under the Additional Restrictions Grant Fund. Each application will be considered on its own merits and grants will not be paid to any businesses other than those meeting the criteria set out during each application window.

The Council has received a limited amount of funding for this scheme which will be allocated to qualifying businesses until the funding has been fully utilised. The Council will allocate a portion of the funding it has received to each application window and the level of grant awarded will be adjusted based on number of applications received.

Qualifying Criteria for Additional Restrictions Grant

Government has set national criteria which must apply to all grants made from this fund. In accordance with this, grants will only be paid to:

- Businesses that were trading on the first full day of national restrictions (5 November 2020)

As set out above, the Council intends to make this funding available via a series of application windows. The number of windows will depend upon the level of funding remaining from the allocation the Council has received. Appendix A outlines the criteria for the current application window.

Businesses **will not qualify** for a grant under this scheme, in any window, if any of the following apply:

- The business was not trading on 5 November 2020

- The business is in administration, is insolvent, or a striking-off notice has been made.

Grants will be paid per business, not per premises occupied i.e. a business will receive one grant regardless of the number of locations or sites it occupies.

Level of Grant

The total value of grants paid will be limited to the level of funding awarded to the Council. Subject to demand, the maximum grant payment will be £25,000.

Applying for a Grant

There will be a two-stage process.

Stage 1

This stage involves applicants submitting an application form and the specified supporting information. This must be submitted by **midnight on the closing date for the current window (see Appendix A)**.

To be considered for a grant, businesses will need to apply via the Council's [COVID-19 business support page](#) and provide the evidence specified on the form.

Grants will only be paid to those businesses which complete and submit an application form via the website and provide the specified evidence.

Stage 2

The Council will review all applications and initially check that the business meets at the government set national criteria as listed above.

The grant payments will be determined based on the applicable criteria set out in Appendix A.

The level of grant, if any, will then be determined according to the degree to which the criteria listed in Appendix A are met and having regard to the total sum available.

Grant payments will be made via BACS using the account details provided on the application form, which must match the bank statements provided as supporting evidence. Payments will only be made into the business' bank account.

The application process will close at **midnight on the closing date for the current window (see Appendix A)**. Applicants will be notified as soon as possible whether they will receive a grant.

Evidence

Businesses applying for an Additional Restrictions Grant will be required to make a statement that confirms their eligibility. The Council places responsibility on the applicant to agree that their statement is correct to the best of their knowledge.

The Council will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records to gain a grant award will face prosecution and any funding issues will be subject to clawback, as may any grants paid in error.

Appeals

The Council will allocate funds as it deems appropriate. Therefore, the decision made to award a grant and the value of that grant is final and there is no further appeals mechanism.

Appendix A – Qualifying Criteria for Additional Restrictions Grant

This appendix sets out the qualifying criteria which will be used to determine eligibility for and the value of, grants to be paid under the application window which runs from **8 December 2020 to 18 December 2020**.

The first tranche of funding is aimed at those businesses which were not eligible for grants under the schemes which were in place between March and September 2020.

Applying for a Grant

Businesses wishing to apply for an Additional Restrictions Grant during this window, must submit an application form and the specified supporting information via the Council's [COVID-19 business support page](#). This must be submitted by **midnight on Friday 18 December 2020**.

Grants will be paid to business which can demonstrate that they have been **significantly affected** by the Covid-19 pandemic. This will be done via a written statement submitted as part of the application process.

Businesses **will not qualify** for a grant under this scheme if any of the following apply:

- The business has received a grant from another support scheme including:
 - Small Business Grant Fund
 - Retail, Hospitality and Leisure Grant
 - Discretionary Grants Scheme (for which applications were made between 12 and 26 June 2020)
- The business was not trading on 5 November 2020
- The business is in administration, is insolvent or a striking-off notice has been made.

Businesses that have applied for the Coronavirus Job Retention (furlough) Scheme or the Self-Employed Income Support scheme (SEISS) **are eligible** to apply for a grant from this fund.

Grants will be paid per business, not per premises occupied i.e. a business will receive one grant regardless of the number of locations or sites it occupies.

The grant payments will be linked to the business' fixed costs. Fixed costs are defined as any costs relating to the operation of the business that cannot be cancelled during a period of closure or inactivity. These could include property costs such as rent for businesses that do not pay business rates and utility costs. Fixed costs **do not** include employee costs.

In the event that the number of applications received results in the potential value of grant payments exceeding the funding available, the Council adjust the grant award levels pro-rata based on fixed costs.

The application process will close at **midnight on Friday 18 December 2020**. Applicants will be notified as soon as possible whether they will receive a grant.