

COVID ECONOMIC RECOVERY FUND - DISCRETIONARY BUSINESS SUPPORT GRANTS

Am I Eligible?

The purpose is to provide a one-off grant of £6,000 to businesses affected by the December 2021/January 2022 Covid-19 measures. Businesses should be, but it is not limited to, from the following sectors Hospitality and Leisure, Supply Chains, Events and Close Contact. Retailers which offer Hospitality are also eligible.

Eligible businesses will pay NDR and have been unable to get any further recent financial support from any of the administrative public bodies since December 2021. Businesses need to provide evidence to show that their business /services were reduced because of these restrictions.

Please note grants are discretionary and dependant on funding being available.

To be eligible, businesses must meet **all** of the following criteria.

| Yes/No | ELIGIBILITY CRITERIA |
|--------|--|
| | My business has been adversely impacted by the Covid-19 restrictions that were put in place December 2021/January 2022 |
| | I have a dedicated business bank account (you will be required to provide the account details as part of the application process and this is the account your grant will be paid into if successful). |
| | My business was trading on 22 nd December 2021 |
| | My business premises are registered for Non-Domestic rates (if you pay rates through your landlord rather than directly to a Council, you are still eligible to apply but must provide evidence of this arrangement through copy of your lease agreement). |
| | My business is not connected to a tax haven, as set out in the Coronavirus (Scotland) (No. 2) Act 2020. |
| | My business is based within the local authority to which I am submitting this application. |

| APPLICANT/BUSINESS DETAILS | |
|---|------------|
| First Name: | Last Name: |
| Phone Number: | |
| Email Address: | |
| Legal Name of the Business: | |
| Trading Name of the Business: | |
| Company Registration No. (if applicable): | |
| Business HQ Address: | |

| | |
|------------------------------|--|
| Business HQ Postcode: | |
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| ELIGIBLE PREMISES | |
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| Business Address: | |
| Business Postcode: | |
| Nature of Premises (e.g. Restaurant, Public House): | |
| Rateable Value of Premises: | |
| Non Domestic Rates Reference: | |
| You can look up your Rateable Value on the Scottish Assessors website - www.saa.gov.uk . | |
| Are you registered as the Non-domestic Rates Account Holder for the above noted premises? | Yes / No |
| If you answered no to the above questions, please upload a copy of your lease or other evidence that you are required to contribute to the Non-domestic Rates cost for the premises. | |

| BUSINESS BANK ACCOUNT DETAILS | |
|---|--|
| Account Name: | |
| Account Number: | |
| Sort Code: | |
| Bank Name and Branch Address: | |
| Bank Statement Upload Field | |
| <p>This is the account your grant will be paid into and must be in the name of the Business. Please upload a recent statement for this account, clearly showing the account details (including account holder name, account number and sort code) in order for us to verify these match the details provided on the application form.</p> <p>In exceptional circumstances personal bank accounts can be accepted, for example where a business is able to evidence that they have been unable to set up a business bank account.</p> | |

| Supporting Documentation | |
|--|--|
| Please upload images or digital copies of the following in support of your application: Mandatory Item: | |
| <ul style="list-style-type: none"> • Evidence (e.g. profit and loss accounts, invoices and receipts, details of contracts lost, cancelled booking diaries/work schedules, cancelled customer bookings) to demonstrate loss of income due to the December 2021/January 2022 COVID Restrictions . | |
| Plus any one of the following: | |
| <ul style="list-style-type: none"> • Company (inc. Scottish Charitable Incorporated Organisations and Community Interest Companies): Certificate of Incorporation or Companies House/SCIO registration number. • Partnership: Partnership agreement or HMRC registration. • Sole Trader: HMRC registration, Self-assessment documents or valid business insurance document. • Trust: Constitution documents, HMRC registration or VAT registration document. | |
| Multiple Documents Upload Option | |

| | |
|-------------|---|
| Please tick | Subsidy Control / Public Sector Support |
| | Any COVID related support I have received from UK, Scottish and Local Government, combined with this grant, will not breach any subsidy controls. |

| DECLARATION |
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| <p>I am applying in full knowledge that the purpose of this grant is to provide support to businesses who have been affected by December 2012/January 2022 restrictions and have been unable to access financial support from any of the administrative public bodies since December 2021.</p> <p>I confirm that:</p> <ul style="list-style-type: none"> • I am authorised to make this application on behalf of the above business and that the business operates in this Local Authority area. • I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business. • I confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making. • I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required and depending on circumstances criminal proceedings might be instigated. • I understand that I am required to notify the Local Authority I am applying to of any material changes that may affect the eligibility of my business to receive future payments. |

| | | |
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| I declare that I have completed this form accurately to the best of my knowledge. | | Tick Box |
| Name: | | |
| Date: | | |

Privacy Notice – Discretionary Business Support Fund

How we use your information

You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus Support Fund, and to administer that funding to your business. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. This local authority is administering the Scottish Government Coronavirus Business Support Fund.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council’s basis in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR) because processing this information is considered part of the Council’s public task.

Who we share your information with

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

As part of the processing your personal data may be shared with third parties. These third parties include, but are not limited to, Scottish Government (for the purposes of determining your application and administering it).

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the information is held for

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

http://www.moray.gov.uk/moray_standard/page_92820.html (found on the Moray Council website under Section 5 of the Records Management Plan)

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. You have the right to withdraw consent to your personal data being used for this process. For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

Website: www.ico.org.uk