



EAST RIDING
OF YORKSHIRE COUNCIL

County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone (01482) 393939
www.eastriding.gov.uk

DISCRETIONARY GRANT APPLICATION FORM

The Government has made £4million available in the East Riding for a local discretionary grant fund to help small and micro businesses and charities that have not been able to access other forms of support, that have suffered a significant loss of income during the lockdown and that have not qualified for other forms of financial support.

Before completing this application, please check the eligibility criteria and exclusions listed on our website. If you are awarded the grant, the maximum grant for small business is £25,000 and for micro business is £10,000.

Before you complete this form, this explains how we will use this information.

We will use your information to assess your application for a grant. We will confirm information about you and your business from credit referencing agencies to confirm account validity and your identity.

If you provide false or inaccurate information, we will record this. We and other fraud prevention agencies may use and search these records to prevent fraud and money laundering. The Government will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back. To minimise the risk of fraudulent grant claims, the Council's Fraud Investigation Team will undertake checks to verify the validity of claims and detect fraud or errors. In addition, we may use other external agencies to check data received, such as the National Anti-Fraud Network (NAFN). We will store this information electronically and share it with other council officers who may be involved in considering your grant application or where it is in your interest to do so, such as our Business Advisors.

Please note that this grant funding is taxable.

The following exclusions apply to phase one of this scheme. Do not proceed if any of the following apply to you:

- Any applicant which is eligible for other Covid-19 support schemes and grants, whether they have claimed them or not (this does not include payments made under the Coronavirus Job Retention Scheme).
- Applicants that were not trading on 11 March 2020.
- Applicants not legitimately trading in accordance with all applicable laws, regulations, local bye-laws and planning consent rules.
- Applicants not registered with HMRC or the Charity Commission.
- Applicants operating from home, other than bed & breakfast premises.
- Applicants that do not have ongoing, fixed annual rent, business rates or mortgage payments.
- Where the property costs relate to domestic mortgage payments, other than those for bed & breakfast premises.
- Applicants which occupy property, or part of a property, with a rateable value, annual rent or annual mortgage payments above £51,000.
- Applicants that have not demonstrably suffered a fall of 30% or more in their normal expected levels of income due to the Covid-19 crisis.
- Applicants, in particular market traders, who trade across county boundaries and have received a payment from another local authority under their respective grant schemes.
- If an applicant has more than 49 employees, the grant will not be paid.
- Applicants that are in administration, insolvent, dormant or where a striking-off notice has been made.
- If an applicant falls within the UK state aid rules concerning 'Undertakings in Difficulties' on 31 December 2019, the grant will not be paid.

- Where payment of the grant will breach state aid rules.

Business Details

Business Name	
Business Address	
Postcode	
If you are in shared premises, please advise which other businesses share the premises	

Application details

Main Contact Name	
Position	
Email address	
Telephone Number	
Date of Birth (sole traders only)	

Business Information

Date your business commenced trading	
What is the primary service of your business?	
Please provide the following details if applicable to your business :	
Limited Company name	
HMRC Company Registration Number	
VAT Registration Number	
Charitable Commission registration number	
HMRC sole Trader self assessment number	
Is your business trading from more than one business premises? If yes, please provide the property details for each business	Yes / No *delete as appropriate
Was your business actively trading on 11 March 2020?	Yes/No *delete as appropriate

Category of business (tick which applies to you)	
A business in a shared or flexible workspace and you are not billed for business rates.	
A regular market trader with fixed and ongoing property costs and you are not billed for business rates, you must be trading within East Riding of Yorkshire	
A Bed & Breakfast and you are billed for council tax and not business rates.	
A charity property in receipt of charitable business rates relief	
None of the above	

Size of your business	
Micro business: (please tick all which apply)	
Is your annual turnover less than £632,000? (Annual turnover is the total sales made by a business over the period of a year. It's sometimes referred to as 'gross revenue' or 'income')	
Is your balance sheet total less than £316,000? (A balance sheet is a statement of the financial position of a business that lists the assets, liabilities, and owner's equity at a particular point in time. In other words, the balance sheet illustrates your business's net worth)	
Do you have headcount of no more than 10 staff? (Headcount means the total number of staff employed by you, regardless of whether they work full or part-time)	
Small business: (please tick all which apply)	
Is your annual turnover less than £10.2 million? (Annual turnover is the total sales made by a business over the period of a year. It's sometimes referred to as 'gross revenue' or 'income')	
Is your balance sheet total less than £5.1 million? (A balance sheet is a statement of the financial position of a business that lists the assets, liabilities, and owner's equity at a particular point in time. In other words, the balance sheet illustrates your business's net worth)	
Do you have headcount of less than 50 staff? (Headcount means the total number of staff employed by you, regardless of whether they work full or part-time)	

Have you applied for / been awarded any of the following? (please tick all which apply)	Applied for	Granted
Small Business Grant Fund provided to businesses in receipt of Small Business Rates Relief or Rural Rates Relief		
Retail, Hospitality and Leisure Grant		
The Fisheries Response Fund		
Domestic Seafood Supply Scheme (DSSS).		
The Zoos Support Fund		
The Dairy Hardship Fund		

Does your property/properties have fixed ongoing costs?	Property 1 (enter the annual cost £)	Property 2 (enter the annual cost £)	Property 3 (enter the annual cost £)
Mortgage payments			
Rent payments through a tenancy agreement or licence to occupy			
Rent payments owed as a result of non-contractual obligations but where it can be demonstrated that there is an agreement to pay in place. (e.g. where there isn't a formal lease or rental agreement in place)			
A business rates liability calculated using a rateable value that is less than £51,000. This can be found on your business rates bill or at https://www.gov.uk/correct-your-business-rates			
None of the above (please enter £0 into the property columns)			

Business status (please tick any which apply)	
Active	
Insolvent	

In liquidation	
In administration	
Partnership dissolved or being dissolved	
Subject of a striking off notice	
Sole trader business which is bankrupt	

Has your business experienced a loss in income of 30 % or more due to the COVID-19 crisis for the period 24 March 2020 to 31 May 2020? (please tick the box which applies)

Yes	
No	

State Aid

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market.

Payments made under East Riding's Business Discretionary Grant Fund can be provided under the existing De Minimis rules, provided doing so does not exceed the €200,000 threshold. Where the De Minimis threshold has been reached, these should be paid under the Covid-19 Temporary Framework for UK Authorities.

The maximum level of aid that a company may receive is €800 000, (€120 000) per undertaking active in the fishery and aquaculture sector or €100 000 per undertaking active in the primary production of agricultural products).

Please provide details of De Minimis aid received in the table below. This should cover any De Minimis aid which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years, to ensure that our support added to that previously received, will not exceed the threshold of €200,000 over the last 3 fiscal years. De Minimis Aid includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in doubt about whether previous assistance received classes as De Minimis assistance please discuss with the business support team. Business.Rates@eastriding.gov.uk

Following completion of the grant process and in the event of a successful award and payment, you will receive a state aid letter confirming the value of aid provided through this scheme. This is for information purposes only but should be retained for future reference until 31 December 2033.

Statement of De Minimis aid received

I confirm that the business and any linked businesses have received the following De Minimis aid during the previous 3 fiscal years (i.e. current fiscal year and the previous two fiscal years):

Body providing the assistance	Value of assistance (€)	Date of assistance Continue

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Are any of the directors or shareholders related to a senior council officer or Councillor with East Riding of Yorkshire Council? Please tick which applies

Yes – please provide details

No

If your application is successful, the grant will be paid direct into your business bank account. Please provide the following details. If your business is a Limited Company the bank account must be in the Limited Company name

Payee Name

Payee Address

Sort Code

Bank Account Number

Declaration -

East Riding of Yorkshire Council will not accept deliberate manipulation and fraud. Any business or person falsifying records to gain additional grant money will face prosecution under the Fraud Act 2006 and any funding issued will be subject to claw back, as may any grants paid in error. Please tick to confirm

I have read and understood the State Aid (see guidance note above). The details provided in relation to previous state aid under De Minimis and the Covid 19 Temporary Framework are true and accurate to the best of my knowledge. I accept that it is my responsibility to monitor state aid received as outlined.

I can confirm the business was not an undertaking in difficulty as of 31st December 2019 (see guidance note above)

I confirm that none of the directors/shareholders have ever:

Been convicted of any offence (whether spent or not and whether or not in the United Kingdom) involving fraud, theft, false accounting, offences against the administration of public justice (such as perjury, perverting the course of justice, intimidation of witnesses or jurors), serious tax offences or other dishonesty)

Been subject to any current criminal proceedings

Been given a caution in relation to any criminal offence

I can confirm that the information I have provided in this form is correct to the best of my knowledge and I understand that it is an offence to provide false information to obtain this grant funding.

Confirm that I am authorised to submit the application on behalf of

Signature

Date	

Evidence - to help us approve your application, please provide documents to support your application, examples of evidence are listed below but not exhaustive.
If we are unable to verify your eligibility, we will be unable to process your application.

Your latest annual accounts	Bank statements
Tax returns	Cash-flow projection
Payroll/PAYE records to evidence employee numbers	Lease/rental agreement, utility bill, other bill/invoice, buildings insurance (evidencing property costs if not on the business rate system)
Evidence of trading on or before 11 th March 2020 – only required if a newly established business, not already on the business rates system	Profit and loss account

Please use this space to provide details of additional property details or anything else which you think is relevant to the application.

If you have printed off this form for completing, please return the form and supporting evidence to Adjudication@eastriding.gov.uk or alternatively post to the address below:

Discretionary Team
County Hall
Cross Street
Beverley

HU17 9BA