

Additional Restrictions Grant COVID Recovery Scheme



Application Process

The Additional Restrictions Grant: COVID Recovery Scheme is a discretionary scheme with a finite pot of money available to award. In order to assess each application fairly, all applicants will be required to submit a summary business case. All applications will be given due consideration and assessed against the aims of the funding scheme. This is a competitive scheme and we anticipate greater demand than funds available.

In order to make a decision on your proposal we will need some basic information on what you plan to do. There is no set application form for the Additional Restrictions Grant: COVID Recovery Scheme, but we expect applicants to be able to make a good case. The more details we have the easier it will be for us to make a decision.

Ahead of making the application, you will need to have thought about and gathered evidence that will show how COVID19 has had an impact upon your business, including bank statements.

Your application should be no longer than 4 sides of A4 and should include the following details:

Summary

Briefly tell us:

- The name of your activity or project, what you want to do and how it will help your business to recover from the impact of COVID or be more resilient in the event of further pandemic
- How much the whole project will cost
- How much you are asking for from the Additional Restrictions Grant

Details

Please give us a more detailed description covering the following:

1. Business

- Business applying for the funding
- Business trading address in Mid Devon
- Company Number or Unique Tax Reference Number (UTRN)
- Business Rates Number (if applicable)
- Trading start date
- VAT number (if registered)
- Principal activity of business / SIC code
- Number of employees and full-time equivalents

2. Applicant

- Name of person making the application and your role within the business
- Contact details – contact name, telephone number and email

3. Business Case

In your application you will need to provide:

- A brief background of your business and how it has been affected by COVID19 (max 300 words).

- Amount being applied for £...
- Provide details of what the grant will pay for (max 300 words) (with breakdown of costs)
- If the total projects exceed the amount of funding request, how will the balance in funding be filled?
- Set out how the grant will make your business more resilient (become stronger) and/or facilitate recovery (max 300 words) – see note below for examples

Helpful Tip:

New ways of providing the service such as expanding online presence, introducing delivery/collection options, new outlets for your product, customer experience visits to your premises eg tasting tours or pop-up events

Upskilling staff to meet new demands such as (e-commerce training, social media training, regulatory training)

Facilitating a new or improved product or service that consolidates position in the market post COVID eg adapting to new market conditions or working practices, expanding existing offer, improved packaging, expanding trading spaces/times (eg for hospitality businesses), move from home-based business into business premises

Consultancy costs to address immediate needs in response to the impact of COVID (eg HR, accountants, legal, financial, H&S, IT / digital or sector specialists)

Purchase of small pieces of equipment or technology that will help facilitate any of the above examples eg improved broadband, specialist software, health and safety equipment such as air conditioning systems to manage risk of COVID

General Recovery eg the grant funding will be used toward a specific new activity for your business that will prevent job loss

4. Payment Information

- Details of the bank account you use for your business. This could be either:
 - A dedicated business account, which is used for business-based transactions only. In which case the name on the bank account must be the same name as the business applying for the grant.
 - A personal account, which is used for both business and personal transactions. All business transactions will need to be highlighted on the bank statements to enable an assessment to be made.

5. Supporting Documents

Remember to include:

- Please provide a recent bank statement (within 3 months) to verify the payment information (the bank statement must show the business name, sort code and bank account number).
- Please provide a recent utility bill (within 3 months) to verify trading address.
- Proof of active trading on or before 1 April 2021 (eg a Bank Statement for March-April 2021).
- Breakdown of project costs.
- Information on your business turnover in the last financial year and estimated turnover for this financial year.
- Two recent comparable quotes/prices (within the last 3 months) for the service and/or purchases of equipment/technology to be funded.
- **Please note:** we may request additional evidence if required.

Consultation and Agreements

If your project will require legal or regulatory permissions (eg Planning, Licensing, Highways), don't forget to include this in your project plan and costs.

6. Subsidy Declaration

Please complete the table below and attach with your application to confirm the subsidies or business grants you have received during the current and two previous fiscal years from any subsidy awarding body. These can include subsidies granted as de minimis aid, Small Amounts of Financial Assistance under Article 3.2(4) of the TCA, subsidies under the COVID-19 business support grant scheme and under Section 3.1 or 3.12 of the European Commission's Temporary Framework across any other UK scheme. If your device doesn't support tables, please write the information in the body of the email instead.

Body providing the subsidy	Value of assistance (in £)	Date subsidy awarded	Nature of subsidy/aid

Helpful Tip: remember to include all business grants received relating to Coronavirus issued by local authorities (including Mid Devon District Council and others). You need to include all grants received over the past 3 years. You do not need to include any Self-Employed Income Support Scheme (SEISS) payments issued directly from HMRC. If you need help identifying all grant payments from us (Mid Devon), contact businessgrants@middevon.gov.uk.

Submission

Please submit your application (with supporting papers) by email to businessgrants@middevon.gov.uk by no later than 14 February 2022. Applications received after this date will not be considered.

Any questions on the Additional Restrictions Grant should be directed to businessgrants@middevon.gov.uk.

Privacy Notice

We will process the information provided on your application in accordance with the General Data Protection Regulation (Data Protection Act 2018) for the sole purpose of administering the Fund. The information provided will be stored securely by Mid Devon District Council (MDDC) and will be retained for the current financial year (April to March) plus three years. The information provided will be subject to the Freedom of Information (FOI) Act, but personal information (names and contact details) will not be released in response to FOI requests. Data will be shared internally within MDDC for the purposes of administering the fund and making funding decisions. **Applicants should note that the Council is required to inform HMRC of all grant payments made to businesses.**