

# CORONAVIRUS BUSINESS SUPPORT FUND

## BUSINESS SUPPORT APPLICATION FORM



The Scottish Government Coronavirus Business Support Fund is being administered by Local Authorities.

The ratepayers of businesses located in a non-domestic property that is on 17 March;

- 1) in receipt of the Small Business Bonus Scheme (SBBS);
- 2) in receipt of Rural Relief; or
- 3) eligible for SBBS but in receipt of Nursery Relief or Disabled Relief;

can apply to access a support fund and receive a one-off small business support grant of £10,000. This is only available if they were the ratepayer for a premises occupied for that business use on 17 March 2020.

A separate one-off grant of £25,000 is available to the ratepayers of businesses in the Retail, Hospitality, Leisure sectors operating in a premises with a rateable value of £18,001 or up to £50,999. This is the rateable value as at 17 March 2020 regardless of any subsequent reduction in rateable value due to an appeal. This is only available if they were the ratepayer for a premises occupied for that business use on 17 March 2020.

Eligible ratepayers can apply for a one-off grant payment as detailed below up to 31 March 2021. Only one grant is allowed per ratepayer regardless of the number of premises held.

These grants are aimed at helping keep companies in business and keep productive capacity so that they can recover. Their intention is to:

- Protect jobs
- Prevent business closure
- Promote economic recovery

We are currently developing an online application form that will be available on our Website on Thursday 26 March. **Applying online will be the most efficient way to apply and will ensure we are able to process your grant application and make your payment as quickly as possible.** A PDF version of the application is available here which you can, if required, download, print and return by email to [business.rates@south-ayrshire.gov.uk](mailto:business.rates@south-ayrshire.gov.uk) or by post to South Ayrshire Council, Revenues & Benefits Service, PO Box 31, Ayr, KA7 2PL

South Ayrshire Council will review your application and assess if you are eligible for the grant. Councils will aim to make payment within 10 working days from receipt of a fully completed application.

The deadline for applications to the Business Support Fund is **31 March 2021**.

Please check just one of the following boxes:

**SMALL BUSINESS SUPPORT GRANT**

Application for a one-off £10,000 grant available for the ratepayers of properties which had a rateable value of £18,000 or less and were, on 17 March 2020, 1) in receipt of the Small Business Bonus Scheme (SBBS), 2) in receipt of Rural Relief, or 3) eligible for SBBS but in receipt of Nursery Relief or Disabled Relief.

If you are eligible for the £10,000 grant please complete **Section 1 over the page.**

**RETAIL, HOSPITALITY, LEISURE SUPPORT GRANT**

Application for a £25,000 grant available for relief recipients with a rateable value between £18,001 and £50,999 in the retail, hospitality, and leisure sectors.

If you are eligible for the £25,000 grant please complete **Section 2 over the page.**

## SECTION 1: IS YOUR BUSINESS ELIGIBLE FOR SUPPORT FROM THE CORONAVIRUS FUND?

To be eligible for payment of £10,000, statements a) and b) must apply to your business while statement c) must not apply:

<i>Please tick the statement that applies to your business</i>	Yes	No	Guidance Note
<p>(a) Please confirm you were in occupation of the business premises as at 17 March 2020 and in receipt of any of the following reliefs:</p> <ul style="list-style-type: none"> <li>• Small Business Bonus Scheme (SBBS) or Rural Rate Relief</li> <li>• Nursery Relief or Disability Relief but eligible for SBBS</li> </ul>			<p>Information on SBBS eligibility is available at:  <a href="https://www.mygov.scot/non-domestic-rates-relief/small-business-bonus-scheme/">https://www.mygov.scot/non-domestic-rates-relief/small-business-bonus-scheme/</a></p>
<p>(b) Your property is <b>NOT</b> one of the following listed property types (check your property type by inputting your property details into <a href="http://www.saa.gov.uk">www.saa.gov.uk</a>):</p> <ul style="list-style-type: none"> <li>• Advertising</li> <li>• Anemometer Mast</li> <li>• ATM Site</li> <li>• Boathouse</li> <li>• Bothy</li> <li>• Burial Ground</li> <li>• Cable</li> <li>• Car Park</li> <li>• Car Space</li> <li>• Caravan</li> <li>• Castle</li> <li>• Common Room</li> <li>• Coup</li> <li>• Deer Forest</li> <li>• Display Area</li> <li>• Electricity</li> <li>• Fishing Hut</li> <li>• Fuel Tank</li> <li>• Gallop</li> <li>• Game Larder</li> <li>• Grazings</li> <li>• Ground</li> <li>• Hangar</li> <li>• Heliport</li> <li>• Holiday Hut</li> <li>• Hut</li> <li>• Jetty</li> <li>• Land</li> <li>• Lighthouse</li> <li>• Lock-Up</li> <li>• Mast</li> </ul>			<p>If your property is listed as any of the property types listed then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p>

<ul style="list-style-type: none"> <li>• Monitoring Site</li> <li>• Oil Tank</li> <li>• Parking Bay</li> <li>• Peat Moss</li> <li>• Pier</li> <li>• Pigeon Loft</li> <li>• Public Toilet</li> <li>• Quarry</li> <li>• Sand &amp; Gravel</li> <li>• Self Catering</li> <li>• Shootings</li> <li>• Site</li> <li>• Site Huts</li> <li>• Slipway</li> <li>• Stance</li> <li>• Taxi Rank</li> <li>• Telecommunications</li> <li>• Time Share Units</li> <li>• Traffic Monitoring</li> <li>• Waste</li> <li>• Waste Water Treatment</li> <li>• Water</li> <li>• Weighbridge</li> <li>• Wind turbine</li> <li>• Yard</li> </ul>			
<p>(c) The occupier of the premises has made an application for a support grant for another eligible premises.</p>			<p>If a ratepayer has more than one eligible premises, they will only qualify for the grant in relation to one of the properties.</p>

**Once you have completed this section, please complete Section 3.**

## SECTION 2: IS YOUR BUSINESS ELIGIBLE FOR SUPPORT FROM THE CORONAVIRUS FUND?

1. To be eligible for payment of £25,000, statements a) and c) must apply to your business while statement b) must not apply:

<i>Please tick the statement that applies to your business</i>	Yes	No	Guidance Note
<p>(a) The business operates in a premises in the retail, hospitality, and leisure sectors that is currently in one of the following:</p> <ul style="list-style-type: none"> <li>• Amusements</li> <li>• Animal Welfare</li> <li>• Arts Centre</li> <li>• Auction Mart</li> <li>• Bakery</li> <li>• Bed &amp; Breakfast Accommodation</li> <li>• Bingo Hall</li> <li>• Bowling Alley</li> <li>• Bowling Club</li> <li>• Cafe</li> <li>• Camping Site</li> <li>• Car Wash</li> <li>• Caravan Site</li> <li>• Chalet</li> <li>• Cinema</li> <li>• Clinic</li> <li>• Club</li> <li>• Cricket Club</li> <li>• Depot</li> <li>• Entertainment Centre</li> <li>• Exhibition Venue</li> <li>• Football Ground</li> <li>• Funeral Parlour</li> <li>• Gallery</li> <li>• Garden</li> <li>• Garden Centre</li> <li>• Golf Club</li> <li>• Golf Driving Range</li> <li>• Guest House</li> <li>• Hall</li> <li>• Harbour</li> <li>• Hostel</li> <li>• Hotel</li> <li>• Ice Rink</li> <li>• Kiosk</li> <li>• Laundry</li> <li>• Leisure Centre</li> <li>• Market</li> <li>• Military Facility</li> </ul>			<p>If you feel that your property should qualify based on this list but is not listed here please continue the application and see section 3(d) below.</p>

<ul style="list-style-type: none"> <li>• Museum</li> <li>• Office</li> <li>• Outdoor Centre</li> <li>• Park</li> <li>• Petrol Filling Station</li> <li>• Play Centre</li> <li>• Playing Field</li> <li>• Post Office</li> <li>• Public House</li> <li>• Race Track</li> <li>• Racecourse</li> <li>• Recreation Ground</li> <li>• Restaurant</li> <li>• Retail Warehouse</li> <li>• Riding School</li> <li>• Sailing Club</li> <li>• Shooting Range</li> <li>• Shop</li> <li>• Showhouse</li> <li>• Showroom</li> <li>• Ski Club</li> <li>• Snack Bar</li> <li>• Snooker Club</li> <li>• Sports Centre</li> <li>• Sports Ground</li> <li>• Squash Club</li> <li>• Stable</li> <li>• Stadium</li> <li>• Sui Generis</li> <li>• Swimming Pool</li> <li>• Tennis Club</li> <li>• Theatre</li> <li>• Visitor Centre</li> <li>• Warehouse</li> <li>• Workshop</li> <li>• Youth Hostel</li> </ul>			
<p>(b) The non-domestic premises is one of property types listed below:</p> <ul style="list-style-type: none"> <li>• Boathouse</li> <li>• Caravan</li> <li>• Self Catering</li> <li>• Site</li> <li>• Slipway</li> <li>• Stance</li> <li>• Time Share Units</li> </ul>			<p>Only properties in the retail, hospitality, and leisure sectors qualify for this grant. In addition, if your property is listed as any of the property types listed here then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p>
<p>(c) The occupier of the premises has <b>not</b> made an application for a support grant for another eligible premises</p>			<p>If a ratepayer has more than one eligible premises, they will only qualify for the grant in relation to one of the properties.</p>

Once you have completed this section, please complete Section 3.

**SECTION 3: ABOUT YOUR BUSINESS**

<b>ABOUT YOUR BUSINESS AND PROPERTY</b>	<b>Guidance Note</b>
(a) The 'trading' name of business	The name on the 'shopfront' and/or used on a day to day basis. <b>If you are a Sole Trader please provide your name if different from the trading name.</b>
(b) The 'legal' name of business (even if same as above)	The formal 'legal' name of the business used with, for example, HMRC, Companies House etc.
(c) A rates reference number for your business	Please provide your rates reference number (this will be on your 2019-20 rates bill).
<b>14 digit reference number</b>	
(d) Provide the following information: <ul style="list-style-type: none"> <li>• Full Address of your non-domestic premises</li> <li>• Post Code</li> </ul>	
(e) What use is the business premises put to?	Briefly describe what your business does e.g. sandwich shop; Italian restaurant; bar and music venue; clothes shop; café etc.

## SECTION 4: CONTACT DETAILS

Please provide the full name and contact details for the person within the applicant business to whom any queries relating to this application should be directed.

7. CONTACT DETAILS	
First and last name	
Job Title	
E-mail	
Tel/Mob. No.	
Correspondence address (if different from address given above)	

## SECTION 5: BANK ACCOUNT DETAILS

Please provide details of the bank account to which any funds should be paid. Applicants should also provide a scanned bank statement or image of the nominated online account dated within 3 months of the application date.

8. BANK ACCOUNT DETAILS	
Name <i>Indicate if Business or Personal a/c</i>	
Account Name	
Account Number	
Sort Code	



## SECTION 6: STATE AID

8. STATE AID	
<p>These grants could be considered as 'State Aid' under European Commission rules, which can limit the amount of such aid per recipient. Further information on State Aid is available at:  <a href="http://www.gov.scot/Topics/Government/State-Aid">www.gov.scot/Topics/Government/State-Aid</a></p>	
<p>Have you (i.e. your business) received any public sector assistance through the State Aid Scheme over the last 3 years? Yes/No. If yes, please provide details below.</p>	
<p>Was your business in financial difficulty on 31 December 2019? Yes/No. If yes, please provide details below.</p>	

## SECTION 7: TERMS AND CONDITIONS

9. TERMS AND CONDITIONS	
Please check and tick all boxes to confirm and sign below	Tick Here
(a) I am authorised to make the application on behalf of the above business.	
(b) I understand that any relief awarded in contravention of State Aid rules irrespective of whether there was a deliberate or otherwise deception or error, or as a result of any misleading statements given on this form will be recoverable in full and that I may be liable for legal action to be taken.	
(c) I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business.	
(d) 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.	
(e) 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.	
(f) I accept all of these terms and conditions.	
<b>Name of applicant (print)</b>	
<b>Position</b>	
<b>Signature</b>	

Please complete all parts of this application in full and email to [business.rates@south-ayrshire.gov.uk](mailto:business.rates@south-ayrshire.gov.uk)  
 The deadline for applications to the Recovery Fund is **31 March 2021**.