

**South Oxfordshire Discretionary Grant Fund
Online Application Form**

This form is to apply for a grant from the Local Authority Discretionary Grant Fund, as announced by the Chancellor on 1 May 2020. In response to the Coronavirus, the government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund. This Discretionary Grant Fund is aimed at small businesses who were not eligible for the Small Business Grant or the Retail, Leisure and Hospitality Fund.

The Discretionary Grant Fund is for businesses that are not eligible for other support schemes. However, businesses who have applied for the Coronavirus Job Retention Scheme and Self Employment Income Support Scheme are eligible to apply for this scheme.

Once you completed the form and submitted all the required evidence, you will not have an opportunity to edit your application so please ensure all the information is correct and all evidence is provided before submitting the application.

If you require additional support for your business, please visit www.svbs.co.uk for a full list of support during this difficult time

Your Contact details

Contact name:

Contact email address:

Contact telephone number:

Business Details

Business name: (Please list registered business name)

Registered business address:

Trading address (if different from registered address):

Company Registration number: (if applicable)

Other registration number: (if applicable) e.g. if a registered charity or registered society

VAT Registration number: (if applicable)

Business Rates Account Number: (if applicable)

Business website:

Business social media links:

Is the businesses predominately business-to-business or business-to-customer?

Eligibility Questions

1. Was the business trading on 11 March 2020?

Yes – continue

No - ineligible

2. As at 1 June 2020, was the business in administration, is insolvent or a striking-off notice has been made?

Yes – ineligible

No- continue

3. Is the business eligible for any central government COVID related scheme. Such grant schemes include but are not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant
- The Fisheries Response Fund
- Domestic Seafood Supply Scheme (DSSS).
- The Zoos Support Fund
- The Dairy Hardship Fund
- OxLEP COVID - 19 Business Resilience Fund
- Coronavirus Community Support Fund

Yes – ineligible

No- continue

4. Is the business defined as a micro business, under the Companies Act 2006? To be classed as a micro business, you must satisfy two or two or more of the following requirements—

- Turnover: Not more than £632,000
- Balance sheet total: Not more than £316,000
- Number of employees: a headcount of staff of not more than 10

Yes –

4.a What was the turnover in 2019/2020?

4b. What was the balance sheet total for 2019/2020?

4c How many employees on 11 March 2020? continue to question 9.

Evidence: The following evidence will be accepted:

Turnover: Any of the following

- Profit & Loss Accounts / Annual filed accounts
- Director Report / Financial Statement
- Turnover Report from online accounting software (should be possible from Sage / Quickbooks etc)
- Signed declaration from chartered accountant
- Other financial records such as annual business banking statement

Balance Sheet: Any of the following

- Balance Sheet from filed accounts
- Director Report / Financial Statement
- Balance Sheet Report from online accounting software (should be possible from Sage / Quickbooks etc)
- Internally we could check FAME database

- Signed declaration from chartered accountant

Number of employees

- Director Report / Financial Statement / Annual Accounts / Filleted Accounts
- Employee or payroll report from online accounting software / (screenshot showing all employees might work too)
- Internally we could check FAME database
- Signed declaration from chartered accountant or payroll company
- Monthly payroll record or report

No – go to question 5

5. Is the business defined as a small business, under the Companies Act 2006? To be classed as a small business, you must satisfy two or more of the following requirements in a year—

- Turnover: Not more than £10.2 million
- Balance sheet total: Not more than 5.1 million
- Number of employees: a headcount of staff of less than 50

Yes –

5a What was the turnover in 2019/2020?

5b. What was the balance sheet total for 2019/2020?

5c How many employees on 11 March 2020? continue to question 9.

Evidence: The following evidence will be accepted:

Turnover: Any of the following

- Profit & Loss Accounts / Annual filed accounts
- Director Report / Financial Statement
- Turnover Report from online accounting software (should be possible from Sage / Quickbooks etc)
- Signed declaration from chartered accountant
- Other financial records such as annual business banking statement

Balance Sheet: Any of the following

- Balance Sheet from filed accounts
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Number of employees

- Director Report / Financial Statement / Annual Accounts / Filleted Accounts
- Employee or payroll report from online accounting software / (screenshot showing all employees might work too)
- Internally we could check FAME database
- Signed declaration from chartered accountant or payroll company

- Monthly payroll record or report

6. Does the business occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000?

Yes – continue.

Evidence: please provide any of the following:

RV less than £51,000:

- Latest Business rates bill
- Confirmation of the property address if the business rates bill is unavailable

Annual rent:

- copy of lease;
- copy of bank statement

Mortgage payments:

- copy of mortgage;
- copy of bank statement

No – ineligible

7. On 11 March 2020, did the business occupy a shared office, flexible workspace or individual unit located in the South Oxfordshire district which did not have its own business rates assessment? This includes but is not limited to units in industrial parks, science parks, incubators and business parks

Yes – continue to question 10.

Evidence: please provide a copy of the lease

No – go to question 8

8. Is the business a Bed & Breakfast located in the South Oxfordshire district, which pays Council Tax instead of business rates?

Yes – continue to question 10.

Evidence: please provide the latest council tax bill and evidence of public listing e.g. website

No – go to question 9

9. Does the business operate out of a charity property located in the South Oxfordshire district and is in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief?

Yes – continue to question 10.

Evidence: please provide a copy of the latest business rates bill or confirm the business rates account number

No – ineligible

10. Can you demonstrate the business has relatively high ongoing fixed property-related costs?

Yes –

13a. What is the monthly ongoing fixed property-related costs?

13.b. What percentage of your monthly expenditure is ongoing fixed property-related costs? E.g. Property costs divided by expenditure times by 100.

Evidence: please provide copies of bank statements or bills showing costs of rent and utilities for 1 April to 30 June 2019

No – ineligible

11. Can you demonstrate the business has suffered a significant fall in income due to the COVID-19 crisis?

Yes –

14a. What was the income 1 March 2019 – 31 May 2019

What was the income for 1 March 2020-31 May 2020:

Evidence: please provide bank statements for 1 March – 31 May 2019 and 1 March – 31 May 2020.

No – ineligible

12. Has the business had rent waived for three or more months during the period 1 March 2020 to 31 May 2020?

Yes – ineligible

No – continue. Evidence please provide a statement or letter from landlord confirming that the rent has been deferred and not waived from 1 March 2020 to 31 May 2020 OR a bill showing the rent has been paid from 1 March 2020 to 31 May 2020

Payment Details

Your Business Sort code:

Your Business Account Number:

The Business Payment Name:

Declaration

To apply for this funding please read the following declaration carefully

I confirm the business was trading on 11 March 2020.

I confirm the business is not in administration, insolvent or a striking-off notice has been made.

I confirm I am not eligible for support from any other support scheme, such as but not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant

- The Fisheries Response Fund
- Domestic Seafood Supply Scheme (DSSS).
- The Zoos Support Fund
- The Dairy Hardship Fund
- OxLEP COVID - 19 Business Resilience Fund

I confirm that the business meets the criteria to be defined as a small or micro business, under the Companies Act 2006 or the OECD 2005

I confirm that the business is not in receipt of state funded support in excess of the current temporary State Aid limit of €800,000 Euros over 3 years.

I confirm the payment details provided in this application are in respect of the official business account of the eligible business.

I understand that giving false or misleading information or omitting information to gain grant funding is a criminal offence and accept that if I/my business does this, I/my business will be prosecuted.

I understand that any funding issued which is found to be incorrect will be subject to claw back using all legal powers available.

I confirm that the information contained in the form is true, complete and correct.

We will use your information to assess your application for grant funding. We will confirm information about you and your account 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.