



1 Background

- 1.1 As a part of the England wide lockdown (5 November 2020 – 2 December 2020) the Government has provided local authorities for funding to support local businesses. Guildford Borough Council is administering two grants. These are:
- Local Restrictions Support grant – aimed at businesses with a rateable value who are required to not trade because of the lockdown
 - Additional Restrictions Grant – for businesses that have been forced to close but are unable to access the Local Restrictions Support Grant because they do not have a separate business rates account or who have not been forced to close but are nonetheless severely impacted by the national government restrictions put in place to control the spread of Covid-19. In addition to the payment of discretionary grants local authorities can use the funding for wider business support activities. Guildford Borough Council has been given a fund of £2,979,960 to provide support until 31 March 2022.
- 1.2 This document sets out which businesses are entitled to apply for Additional Restrictions Grants (Discretionary Scheme) and the process for applications.
- 1.3 The fund is limited, and as such it may not be possible to help all applicants or to help applicants for an extended period.
- Grants were initially be paid for the period of national lockdown beginning 5 November 2020.
 - January 2021 the scheme has been reviewed to provide further help to sectors severely impacted by the social distancing rules and to confirm arrangement from 2 December onwards.
 - Use of the remaining fund will be reviewed in future weeks and months and revised guidance published.

2. Additional Restrictions Grants 5 November to 2 December 2020

- 2.1. The following types of businesses will be eligible for grants from this funding pot during the national lockdown 5 November to 2 December 2020:
- 2.1.1 Ratepayers with a business that has not been mandated to close which are in the supply chain to the
- hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
- 2.1.2 Businesses that share rated premises, but are not the ratepayer, where the business has been mandated to close or the business is in the supply chain to the
- hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
- 2.1.3 Bed and Breakfast businesses where Council Tax is paid by the proprietor.

- 2.1.4 Businesses that do not have a rateable value but have been mandated to close and have high business related property costs (e.g. rent or service charges).
- 2.1.5 Council Tax payers operating a business from home that has not been mandated to close and is in the supply chain to the
- hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
- 2.2. Additional eligibility:
- 2.2.1 The Additional Restrictions Grants Fund is for businesses that are not eligible for other support schemes.
- 2.2.2 Businesses need to have been trading on 5 November 2020.
- 2.2.3. Companies that are in administration, are insolvent or where a striking off notice has been made are not eligible for funding under this scheme.
- 2.2.4 Businesses that have not been mandated to close, or cannot demonstrate that they are part of a relevant supply chain will not be eligible for this scheme.
- 2.2.5. Apart from Bed and Breakfast premises or those satisfying criteria 2.1.4 and 2.1.5 businesses operating from premises without a rateable value or with a zero rateable value will not be eligible for this scheme. The rateable value used will be the one on the Local Rating List at 5 November 2020.
- 2.3 Evidence required for the Discretionary Grants application

For an application to be considered, we require businesses to demonstrate that they meet the eligibility criteria stated above. Applicants need to provide:

- references from their rate demand (or their Council Tax bill), or details of the ratepayer (where premises are shared)
- confirmation of the proportion of a shared property that is occupied by the business
- proof of rent and service charges where a property is shared, or there is no rateable value
- where the business is part of a supply chain an explanation of which supply chain and how this affects the business.
- an image of their bank account, showing account name, number and sort code
- their company number, charity number and VAT registration number if they apply
- information on any funds received through state aid or a declaration that the level of funds received does not exceed the limits.

2.4 How much funding will be awarded?

Grant funding will be linked to the grant sums being provided through the Local Restrictions Support Grant (Closed) for the National Lockdown period.

The rate of payment will be:

- For properties with a rateable value of £15k or under (and for Bed and Breakfast premises paying Council Tax, and supply chain businesses paying Council Tax), £1,334 per four weeks;

- For properties with a rateable value of over £15k and below £51k, £2,000 per four weeks;
- For properties with a rateable value of £51k or over, £3,000 per four weeks;
- For shared properties where the applicant is not the ratepayer the award will be determined taking account of the rateable value of the premises and the proportion occupied by the applicant;
- For businesses without a rateable value that have been mandated to close, the award will be determined taking account of the value of the rent and service charges. The award will be either £1,334, £2,000 or £3,000 per four weeks.

2.5 The Application Process

2.5.1 Applications will be made online at <https://www.guildford.gov.uk/article/23827/Business-rate-payers-help>

2.5.2. Before any payments are made, pre-payment checks will be undertaken to confirm eligibility.

3. Additional Restrictions Grants 2 December 2020 to 31 March 2021

3.1 During any period that the property is subject to Tier 2 or 3 restrictions it may be eligible for a Local Restrictions Support Grant (OPEN) payment. This is a discretionary grant scheme for businesses that remain open but are severely affected by the tier restrictions. Please see separate guidance. Funding is aimed at Hospitality, Hotel, Bed & Breakfast and Leisure Businesses.

The rate of payment for the Local Restrictions Support Grant (OPEN) is:

- For properties with a rateable value of £15k or under £467 per 14 day period;
- For properties with a rateable value of over £15k and below £51k, £700 per 14 day period;
- For properties with a rateable value of £51k or over, £1,050 per per 14 day period;
- For shared properties where the applicant is not the ratepayer the award will be determined taking account of the rateable value of the premises and the proportion occupied by the applicant;

3.2 On 20 December 2020 Guildford Borough entered Tier 4, and on 5 January 2021 a further national lockdown. During these periods Additional Restrictions Grants will be available as per the criteria set out in section 2 of this document.

The rate of payment is:

- For properties with a rateable value of £15k or under (and for Bed and Breakfast premises paying Council Tax, and supply chain businesses paying Council Tax), £1,334 per four weeks;
- For properties with a rateable value of over £15k and below £51k, £2,000 per four weeks;
- For properties with a rateable value of £51k or over, £3,000 per four weeks;
- For shared properties where the applicant is not the ratepayer the award will be determined taking account of the rateable value of the premises and the proportion occupied by the applicant;
- For businesses without a rateable value that have been mandated to close, the award will be determined taking account of the value of the rent and service charges. The award will be either £1,334, £2,000 or £3,000 per four weeks.

- 3.3 Grants will be topped up to be a double rate for the following businesses as they face specific difficulties:
- 3.3.1 Ratepayers with a business that has not been mandated to close which are in the supply chain to the
- hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
- 3.3.2 Businesses that share rated premises, but are not the ratepayer, where the business is in the supply chain to the
- hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
- 3.3.3 Council Tax Payers operating a business from home that has not been mandated to close and is in the supply chain to the
- hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
- 3.4 The Application Process
- 3.4.1 We will email recipients of the 5 November lockdown grants with instructions on how to apply for further Additional Restrictions Grants, where we have evidence that they are likely to meet the criteria.
- 3.4.2 Where new applicants may become eligible because, for example, the type of business mandated to close has changed an application form will be made available.
- 3.4.3 Before any payments are made, pre-payment checks will be undertaken to confirm eligibility.

4. Additional Restrictions Lump Sum Grants

- 4.1 Business Grants are to help businesses with high fixed property costs, that are severely affected by the pandemic social distancing restrictions. The Additional Restrictions Fund cannot be used to create additional business rate discounts however rates are a high property cost. A lump sum grant, equal to the 2020 rate liability as it stands at the point of payment will be paid to applicants. Where applicants are joint ratepayers the grant will be proportionally reduced. Applicants must meet all the following criteria:
- a. They have been awarded an Additional Restrictions Grant for the period 5 November to 2 December 2020.
 - b. They are ratepayers with a business that has not been mandated to close which is in the supply chain to the
 - hospitality and leisure sector
 - travel, holiday and airline sector
 - cultural, arts and tourism sector
 - c. They are not in administration or insolvent, and a striking off notice has not been made.
 - d. They have not exceeded the State Aid thresholds

- 4.2 The government has announced additional lump sums for businesses during the Lockdown commencing 5 January 2021. Where applicants qualify for an Additional Restrictions Grant for the Lockdown (see section 3.2) we will pay an additional lump sum grant.

The rate of payment is:

- For properties with a rateable value of £15k or under, or where Council Tax is paid, £4000
- For properties with a rateable value of over £15k and below £51k, £6000
- For properties with a rateable value of £51k or over, £9000
- For shared properties where the applicant is not the ratepayer the award will be determined taking account of the rateable value of the premises and the proportion occupied by the applicant;
- For businesses without a rateable value that have been mandated to close, the award will be determined taking account of the value of the rent and service charges. The award will be either £4000, £6000 or £9000.

- 4.3 The Application Process

As recipients of the Lump Sum grants must be in receipt of an Additional Restrictions Grant for either the Lockdown commencing 5 November 2020 or 5 January 2021, we will email them for any additional information that may be needed.

5. State Aid

There is a requirement for all grants made under this Discretionary Grants fund to be state aid compliant. Please see further government guidance on this via this link (Section 58 - 62):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932623/V.1._Additional_Restrictions_Grant_-_FINAL_LA_guidance_03112020.pdf

6. Decision Making

- 6.1 The decision of senior officers based on the approved guidelines will be final. There is no right to appeal.
- 6.2. All decisions will be communicated to businesses by email.

7. Payments of Grant and Tax

- 7.1 All payments of grant will be made by a BACS transfer to the company or business nominated bank account.
- 7.2 Grant income received by a business is taxable therefore funding paid under the Additional Restrictions Grant will be subject to tax.
- 7.3. Only businesses which make an overall profit once grant income is included will be subject to tax.

8. Managing the risk of fraud

- 8.1 Guildford Borough Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records, providing false information or declarations to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.
- 8.2 All information is subject to internal and external audit checks.