

Discretionary Grant Application Form

Who this is for

The discretionary scheme is a cash limited scheme and is aimed at supporting some of the small businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund. It will prioritise small and micro businesses with fixed property-related costs which can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis.

Local Authorities have been asked by government to prioritise the following;

- Small businesses in shared offices or other flexible workspaces. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment;
- Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment;
- Bed & Breakfasts which pay Council Tax instead of business rates; and
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

Who cannot apply for the Discretionary Grant?

This grant funding is only for businesses that are not eligible for other support schemes. Businesses who are eligible for any central government Covid- related scheme (apart from Self Employment Income Support Scheme) are ineligible for funding from the Discretionary Grants Fund. Such grant schemes include but are not limited to;

- Small Business Grant Fund;
<https://www.hastings.gov.uk/my-council/covid19/businesses/small-business-grant-scheme/>
- Retail, Hospitality and Leisure Grant;
<https://www.hastings.gov.uk/my-council/covid19/businesses/small-business-grant-scheme/>
- The Fisheries Response Fund;
<https://www.gov.uk/government/publications/fisheries-response-fund-support-for-fishing-and-aquaculture-businesses>
- Domestic Seafood Supply Scheme (DSSS);
<https://www.gov.uk/guidance/domestic-seafood-supply-scheme-dsss-how-to-apply-for-project-funding>
- The Zoos Support Fund;
<https://www.gov.uk/guidance/coronavirus-covid-19-apply-for-the-zoos-support-fund>
- The Dairy Hardship Fund.
<https://www.gov.uk/government/news/dairy-response-fund-set-to-open-for-applications>

Only businesses which were trading on 11th March 2020 will be eligible and companies that are in administration, are insolvent or where a striking-off notice has been made will not be eligible. Businesses who have applied for the Coronavirus Job Retention Scheme are eligible to apply for this scheme.

Information for filling in this form

Before completing this form please ensure you have the following information ready to upload at the end:

Proof of Business ID (i) A copy of your business bank account statement giving details of your business address and business bank account details. (Transactions can be blanked out) (ii) A copy of a business cheque/paying-in slip

Proof of Last Years Turnover (or part thereof if not trading for a full year)

Proof of fixed building costs (rent bills, utility bills etc)

Proof of April and May Turnover 2020

Proof of April and May Turnover 2019 (or consecutive months if not trading in April and May last year)

Proof that the business was active before 11th March 2020 (can be certificate of incorporation, copies of invoices etc)

Discretionary Grant Policy

Before completing this application, please ensure you have read the Hastings Borough Council Policy on the Discretionary Grants Scheme. https://www.hastings.gov.uk/content/covid19/pdf/Hastings_Discretionary_Business_Grant_Policy_Final_.pdf

I confirm I have read the Hastings Borough Council Policy on the Discretionary Grants Scheme *

Business Information

Business Name *

Trading Status *

If other than listed please write in the box.

Companies House Reference Number

If Applicable.

Unique Tax Reference Number (UTR) *

Type of Business *

For example: Restaurant, B&B, Market Trader, etc.

Sector *

Please select the sector as identified by the Department for Business, Energy, and Industrial Strategy

- Small Business in shared offices or workspaces
- Regular Market Traders
- Bed and Breakfasts
- Charities
- None of the Above

Business Address Line 1 *

Business Address Line 2

If Applicable.

Business Address Line 3

If Applicable.

Business Address Town *

Business Address County *

Business Address Postcode *

Landlords Name

If you are a tenant please provide your landlords name.

Number of Full Time Employees *

Please only put in the number of permanent employees based at this address. For example 1,2,3 etc. Please do not account for any freelance or contract workers.

Number of Part Time Employees *

Please only put in the number of permanent employees based at this address. For example 1,2,3 etc. Please do not account for any freelance or contract workers.

Business Bank Details

Name on Business Bank Account *

Business Bank Account Sort Code *

Please only write the numbers, do not put any special characters (for example -,/) or spaces in. An example entry is 123456.

Business Bank Account Number *

Impact of Covid-19

Proof will be needed for any information provided below. There is an upload section at the end of this form for this proof. If the company has not been trading for a full year then proof of trading to date will be needed.

Last Years Annual Turnover *

Please only write the total number. For example £10,000, £10000, or 10000 are all acceptable, £XXk IS NOT. If the company has not been trading for a full year please write the expected annual turnover.

Monthly Fixed Costs for This Business Address *

Including rent, services, etc. Please only write the total number. For example £1,000, £1000, or 1000 are all acceptable, multiple itemised values or words are not.

April and May 2020 Turnover *

Please only write the total number. For example £10,000, £10000, or 10000 are all acceptable, £XXk IS NOT.

April and May Turnover 2019 *

Please only write the total number. For example £10,000, £10000, or 10000 are all acceptable, £XXk IS NOT. If the company was not trading in April and May last year then please enter the amount for the nearest two consecutive months that the company has been trading for.

Has the Company received any grants to support the business? *

These are grants that are outside of the grants listed as reasons for exclusion. Receiving other grants do not themselves exclude the business from receiving the Discretionary Grant, but they may be taken into account in assessing the applications.

If so which grants have been applied for?

Value of any other grants received

If any other grants have been received please enter the total value in numbers only. If no grants have been received leave as 0.

Applicant Information

Title *

First Name *

Surname *

Middle Name(s)

Position within Company *

Is your home address different to your business address? *

Yes

No

Phone Number *

Email Address *

Confirmed Email Address *

Required Proof *

The following documents to supplement the information in this form are required:

Proof of Business ID

(i) A copy of your business bank account statement giving details of your business address and business bank account details. (Transactions can be blanked out)

(ii) A copy of a business cheque/paying-in slip

Proof of Last Years Turnover (or part thereof if not trading for a full year)

Proof of fixed building costs (rent bills, utility bills etc)

Proof of April and May Turnover 2020

Proof of April and May Turnover 2019 (or consecutive months if not trading in April and May last year)

Proof that the business was active before 11th March 2020 (can be certificate of incorporation, copies of invoices etc)

If you are filling in this form from your smartphone or tablet, and you want to take a picture of your evidence, select the "browse files" link. This will give you the option to take a new photo and upload it to this form.

Drag and drop files here or [browse files](#)

Proof Checklist

Please tick to show you have attached the following documents

- Attached Proof Of Business ID *
- Attached Proof Of Turnover *
- Attached Proof Of Fixed Monthly Costs *
- Attached Proof Of April/May 2020 Turnover *
- Attached Proof Of April/May 2019 Turnover *
- Attached Proof Business Active Before 11th March *

State Aid

Before signing this form, please go to <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-business-support-grant-funding>, and read the information about State Aid particularly around eligibility. Please then read and confirm the following declarations.

I confirm that I have read the details in the link above *

I confirm that I have not received 'de minimis' aid exceeding 800,000 Euros in the previous three years and I am entitled to claim this grant. *

I also confirm that I will need to return the grant money, if at a later date information comes to light that shows I was not eligible to claim *

Declaration

By signing below I confirm the following statements:

I confirm the above information is correct to the best of my knowledge. I also confirm that I am not eligible for any other support schemes (excluding the Job Retention Scheme and the Self Employed Income Support Scheme).

I understand that if this form is not filled in correctly and/or the evidence I have submitted does not match the information in the form this may cause a delay or even exclusion from the Discretionary Grant.

If I have given information in this application that I know to be false, I understand that Hastings Borough Council may take action against me. This may be court action.

Signed *

Write your name

Date *

Hastings Borough Council would like to use your name, business name and email to periodically send you business related information and news. *

- Yes, I want to receive this
- No, I do not want to receive this

GDPR Statement

The personal information and business details that you have provided will be used to process the Discretionary Grant Scheme. We will use your information to contact you in relation to the Discretionary Grant Scheme. Your personal information will only be used for this purpose.

All data will be stored and processed in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

To find out more about how Hastings Borough Council protects and respects your privacy, please see <https://www.hastings.gov.uk/privacy/>.

Send me a copy of my responses

Submit

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