

EXECUTIVE CABINET

Day: Wednesday
Date: 24 June 2020
Time: 1.00 pm Or at the rise of Strategic Commissioning Board
whichever is the later
Place: Zoom Meeting



Item No.	AGENDA	Page No
6.	URGENT ITEM - TAMESIDE DISCRETIONARY GRANT FUND ROUND 1 OUTCOME	1 - 18

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KEY DECISION NOTICE

SERVICE AREA:	GROWTH
SUBJECT MATTER:	TAMESIDE DISCRETIONARY GRANT FUND ROUND 1 OUTCOME
DECISION:	<p>That it be DETERMINED that:</p> <ol style="list-style-type: none"> 1. The 57 applications which have been processed as being eligible for award of grant are approved for payment subject to the businesses submitting declarations of state aid compliance where outstanding. 2. That the 40 applicants identified as requiring more evidence before eligibility established including submitting declarations of state aid compliance continue to be processed with the decision on their approval for payment being delegated to the Executive Member for Finance and Growth in consultation with the Director of Place. 3. Any unspent ring fenced budget from Round 1 will only be released to Round 2 when all the eligible awards under recommendation 2 are approved and paid. Ring fenced budget from Round 1 being retained from Round 2 until eligibility established and approved or rejected for payment as per recommendation 1 above. 4. That a list of businesses paid under the discretionary scheme will be published under the transparency data together with a summary as to the reasoning for those bids that have rejected. 5. That Round 2 commences on Thursday 25 June 2020 for a period of two weeks from this Key Decision and that the outcome from Round 2 is returned to COVID Response Board on the 15 July 2020 for urgent Key Decision.
DECISION TAKER(S):	Executive Cabinet
DESIGNATION OF DECISION TAKER (S):	Executive Cabinet
DATE OF DECISION:	24 June 2020
REASON FOR DECISION:	The Tameside Discretionary Fund was approved by Key Decision on the 3 June and set out the requirement for a further Key Decision to be taken to approve award of grants providing financial support for small businesses impacted by COVID19.
ALTERNATIVE OPTIONS REJECTED (if any):	The Council is required to put a discretionary grant in place to support local businesses impacted by COVID19 not to do this would be detrimental to the Tameside economy.
CONSULTEES:	Tameside Prosperous Board Business Leaders have been consulted on the establishment of this Discretionary Grant Fund.

<p>FINANCIAL IMPLICATIONS: (Authorised by Borough Treasurer)</p>	<p>The Local Authority Discretionary Grants Fund announced by the Government on 1 May 2020 allocated £2,345,250 to the Council. A Key Decision taken on 3 June 2020 approved the criteria for the award of this money. Following the application process for Round 1, there are currently 98 applicants in processing which will lead to a maximum pay out of £663,000.</p> <p>As all the allocated funds will not be fully utilised in Round 1, it is currently proposed that £330k is paid, but with 42 applications currently judged ineligible or requiring additional information, claiming an additional £333k. This means that there is a maximum potential payout of £663k.</p> <p>Given this the funding available for Round 2 is between £1,682.25k and up to a maximum of £2,015.25k.</p> <p>As identified in section 4 the Council intends to work with National Anti-Fraud Network (NAFN) on a free pilot they have developed with partners to meet the Government's Counter Fraud requirements on payments. Should the pilot not be able to meet the Councils requirements which are highly unlikely the Council would be required to pay for a Government provided service costing in the region of £150 for round 1 and £210 for Round 2. This equates to an estimated £360 across the two Rounds which would be funded from existing identified Economy, Employment and Skills Service budget and not from the Discretionary Grant Fund budget or requiring additional funding request.</p> <p>There remains a risk that some of the applications deemed ineligible may be challenged by the applicant. For transparency purposes it is important that the reasons for ineligible bids are categorised and published as to why they are ineligible when mapped to the scheme.</p>
<p>LEGAL IMPLICATIONS: (Authorised by Borough Solicitor)</p>	<p>Members need to be satisfied that the discretionary scheme has supported our priorities and reached the businesses that the government's statutory scheme did not support but are important to us support their sustainability for the economy in order to ensure round 2 still meets the necessary remit.</p> <p>As the nature of businesses that will be successful is not set out in this report for the reasons of transparency the statutory officers (MO & s151) have recommended that a list of successful businesses is published as soon as practicable and this can be updated on a regular basis as and when businesses are awarded grant. This differs from the statutory scheme, which remains open where those businesses have been awarded have not been published to prevent fraud. The round 1 scheme is closed and therefore no further businesses have been closed.</p> <p>The reports sets out that 42 business that have applied have been assessed as ineligible but does not explain why; some of these will be because they were already successful under the statutory scheme. Consequently there may still be a risk that some of these businesses may challenge that outcome and the Executive Member for Finance and Growth needs to be satisfied that sufficient money is retained from round 1 to</p>

	<p>meet any claims prior to distributing the remainder of the grant envelope in round 2.</p> <p>The full legal implications in relation to the delivery of this discretionary grant fund are set out in the initial report dated 2 June 2020. This report now seeks the authority to make the grant payments to those who were successful in round 1 and to proceed to round 2.</p> <p>Section 5 of the report sets out the steps taken in relation to the due diligence undertaken to ensure the eligibility of the applications. In addition each eligible applicant will be required to return their State Aid declaration before the payment is actually made,</p> <p>As with round 1 the aim of the scheme is to provide support to micro and small businesses who have not come under the remit of previous schemes. In addition in an attempt to ensure that the grants have the maximum positive impact central government require local authorities to use their local knowledge and develop local criteria. These criteria must be clearly articulated in the scheme and application process to ensure that all those who are eligible are able to apply.</p> <p>Detailed modelling in relation to the likely application levels has not been possible and so it is not possible to predict currently what the demand is likely to be and therefore to model the number and level of the possible payments. It is therefore important that there is regular and clear communication with all applicants from the outset in relation to the likely level of grants which may be awarded in order to manage expectations and to allow the businesses to start planning with the minimum of delay.</p> <p>Again as with round 1 the service will have to have robust screening in place in order to identify any fraudulent or ineligible claims. The Council must comply with central governments requirements in relation to managing risk and fraud as well as complying with the monitoring and reporting requirements.</p>
CONFLICT OF INTEREST:	N/A
DISPENSATION GRANTED BY STANDARDS COMMITTEE ATTACHED:	N/A
ACCESS TO INFORMATION:	<p>The background papers relating to this report can be inspected by contacting the Report Writer, David Berry by:</p> <p> Telephone: 07854163188</p> <p> E-mail: david.berry@tameside.gov.uk</p>



Signed Dated: 24 June 2020

Insert name and designation of decision taker

KEY DECISION REPORT

SERVICE AREA:	GROWTH
SUBJECT MATTER:	TAMESIDE DISCRETIONARY GRANT FUND ROUND 1 OUTCOME
DATE OF DECISION:	24 June 2020
DECISION TAKER(S):	Executive Cabinet
DESIGNATION OF DECISION TAKER (S):	Executive Cabinet
REPORTING OFFICER:	Jayne Traverse Director of Growth
REPORT SUMMARY:	This report sets out that 140 applications, of which 98 may be eligible, totalling a maximum award of £663,000 have been received to the Tameside Discretionary Grant Fund in Round 1. This leaves £1,682,250 remaining for Round 2. This Key Decision Report recommends that those eligible for payment are approved to enable Round 2 to commence with an identified minimum budget which may be increased following successful processing of all Round 1 applicants.
RECOMMENDATION:	That it be DETERMINED that: <ol style="list-style-type: none"> 1. The applicants as eligible for award of grant are approved for payment. 2. The applicants identified as requiring more evidence before eligibility established continue to be processed with ring fenced budget from Round 1 being retained from Round 2 until eligibility established and approved for payment as per recommendation 1 above. 3. That Round 2 commences on Thursday 25 June 2020 for a period of two weeks from this Key Decision and that the outcome from Round 2 is returned to COVID Response Board on the 15th July 2020 for urgent Key Decision.
JUSTIFICATION FOR THE DECISION:	The Tameside Discretionary Fund was approved by Key Decision on the 3 June and set out the requirement for a further Key Decision to be taken to approve award of grants providing financial support for small businesses impacted by COVID19.
ALTERNATIVE OPTIONS REJECTED (if any):	The Council is required to put a discretionary grant in place to support local businesses impacted by COVID19 not to do this would be detrimental to the Tameside economy.
CONSULTEES:	Tameside Prosperous Board Business Leaders have been consulted on the establishment of this Discretionary Grant Fund.
FINANCIAL IMPLICATIONS: (Authorised by Section 151	The Local Authority Discretionary Grants Fund announced by the Government on 1 May 2020 allocated £2,345,250 to the

<p>Officer)</p>	<p>Council. A Key Decision taken on 3 June 2020 approved the criteria for the award of this money. Following the application process for Round 1, there are currently 98 applicants in processing which will lead to a maximum pay out of £663,000.</p> <p>As all the allocated funds will not be fully utilised in Round 1, it is currently proposed that £330k is paid, but with 42 applications currently judged ineligible or requiring additional information, claiming an additional £333k. This means that there is a maximum potential payout of £663k.</p> <p>Given this the funding available for Round 2 is between £1,682.25k and up to a maximum of £2,015.25k.</p> <p>As identified in section 4 the Council intends to work with National Anti-Fraud Network (NAFN) on a free pilot they have developed with partners to meet the Government's Counter Fraud requirements on payments. Should the pilot not be able to meet the Councils requirements which are highly unlikely the Council would be required to pay for a Government provided service costing in the region of £150 for round 1 and £210 for Round 2. This equates to an estimated £360 across the two Rounds which would be funded from existing identified Economy, Employment and Skills Service budget and not from the Discretionary Grant Fund budget or requiring additional funding request.</p> <p>There remains a risk that some of the applications deemed ineligible may be challenged by the applicant. For transparency purposes it is important that the reasons for ineligible bids are categorised and published as to why they are ineligible when mapped to the scheme.</p>
<p>LEGAL IMPLICATIONS: (Authorised by Borough Solicitor)</p>	<p>Members need to be satisfied that the discretionary scheme has supported our priorities and reached the businesses that the government's statutory scheme did not support but are important to us support their sustainability for the economy in order to ensure round 2 still meets the necessary remit.</p> <p>As the nature of businesses that will be successful is not set out in this report for the reasons of transparency the statutory officers (MO & s151) have recommended that a list of successful businesses is published as soon as practicable and this can be updated on a regular basis as and when businesses are awarded grant. This differs from the statutory scheme, which remains open where those businesses have been awarded have not been published to prevent fraud. The round 1 scheme is closed and therefore no further businesses have been closed.</p> <p>The reports sets out that 42 business that have applied have been assessed as ineligible but does not explain why; some of these will be because they were already successful under the statutory scheme. Consequently there may still be a risk that some of these businesses may challenge that outcome and the Executive Member for Finance and Growth needs to be satisfied that sufficient money is retained from round 1 to meet any claims prior to distributing the remainder of the grant envelope in round 2.</p>

	<p>The full legal implications in relation to the delivery of this discretionary grant fund are set out in the initial report dated 2 June 2020. This report now seeks the authority to make the grant payments to those who were successful in round 1 and to proceed to round 2.</p> <p>Section 5 of the report sets out the steps taken in relation to the due diligence undertaken to ensure the eligibility of the applications. In addition each eligible applicant will be required to return their State Aid declaration before the payment is actually made,</p> <p>As with round 1 the aim of the scheme is to provide support to micro and small businesses who have not come under the remit of previous schemes. In addition in an attempt to ensure that the grants have the maximum positive impact central government require local authorities to use their local knowledge and develop local criteria. These criteria must be clearly articulated in the scheme and application process to ensure that all those who are eligible are able to apply.</p> <p>Detailed modelling in relation to the likely application levels has not been possible and so it is not possible to predict currently what the demand is likely to be and therefore to model the number and level of the possible payments. It is therefore important that there is regular and clear communication with all applicants from the outset in relation to the likely level of grants which may be awarded in order to manage expectations and to allow the businesses to start planning with the minimum of delay.</p> <p>Again as with round 1 the service will have to have robust screening in place in order to identify any fraudulent or ineligible claims. The Council must comply with central governments requirements in relation to managing risk and fraud as well as complying with the monitoring and reporting requirements.</p>
CONFLICT OF INTEREST:	N/A
DISPENSATION GRANTED BY STANDARDS COMMITTEE ATTACHED:	N/A
ACCESS TO INFORMATION:	<p>The background papers relating to this report can be inspected by contacting the David Berry, Head of Economy, Employment and Skills by:</p> <p> Telephone: 07854163188</p> <p> E-mail: david.berry@tameside.gov.uk</p>

1.0 INTRODUCTION

- 1.1 Following a Key Decision on the 3 June 2020 to approve Tameside's Discretionary Grant Fund Scheme this report provides an outcome from Round 1 and recommends commencement to Round 2. The value of Round 1 applications did not exceed the total funding available of £2,345,250 and therefore funding remains to deliver Round 2.
- 1.2 Round 1 has resulted in a high number of unique visits to the scheme webpage (2,106) and the operation of an online application form, we believe has kept ineligible applications to a low level (30%) compared to other GM Authorities. There have been no formal complaints at this stage and feedback from applicants relates mainly to the Government set mandatory criteria. It has become clear that the Council needs to operate Round 2 as expediently as possible as many businesses eligible for this Round are awaiting its opening to support continued trading.
- 1.3 Since the announcement of the scheme by Government in early May the national Guidance has changed 3 times and the Frequently Asked Questions (FAQs) have changed 4 times. Some of the changes have been substantial (including making the Self Employment Income Support Scheme eligible and capping then uncapping the Rateable Value of eligible properties to £51k). The changes have yet to significantly impact Tameside's scheme although it should be noted that changes in Government guidance could continue to impact and change our local scheme in the future. The Key Decision Report on the 3 June 2020 set out the following mitigations, which would enable Tameside Council to manage any future changes from Government that negatively impact the scheme.
- The Government guidance issued on 13/05/2020 and updated 22/05/2020 gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final.
 - The Council reserves the right to vary the terms of the scheme at any time, and without notice, should it be necessary to do so.
 - If the fund is oversubscribed with the applications received, the Council reserves the right to amend the grant levels to a pro-rata basis, based on the applications received and approved, as a way of dealing with this situation, should it arise.

2.0 ROUND 1 OUTCOME

- 2.1 Table 1 below sets out there have been 98 eligible applications in Round 1 with a total value of £663,000. There have been no applications at the £25,000 grant level. 42 applications have been assessed as ineligible.

TABLE 1 Indicative Spend by level (all applications)	Applications	Up to £1000	Up to £5000	Up to £10,000	Up to £25,000
Applications in processing - No.	98	13	40	45	0
Approved <i>subject to State Aid declaration</i>	46	5	17	24	
Applications in processing - Total Value	£663,000	£13,000	£200,000	£450,000	£0
Of which approved	£330,000	£5,000	£85,000	£240,000	£0
Assessed and ineligible (not included above)	42				

- 2.2 Table 2 below sets out that there is £1,682,250 funding remaining for Round 2 and no amendment to grant levels is required in Round 1. The allocated funding includes those applicants where eligibility has yet to be finalised due to the application being submitted towards the end of the application period and further evidence being required and requested for processing and compliance checks. Therefore the Total Remaining Spend for Round 2 of £1,682,250 may increase as Round 1 applications are finalised.

TABLE 2 Allocated and Remaining	
Indicative applicant allocated spend Round 1	£663,000
Total available spend	£2,345,250
Total remaining spend	£1,682,250

3.0 ROUND 2

- 3.1 It is proposed that Round 2 commences on Thursday 25 June 2020 immediately following the approval of this Key Decision with a 2 week application window. We are aware that we have had a high number of visits to the scheme webpage and a high number of enquiries from businesses who have indicated they will apply due to eligibility criteria for Round 2. It is important that we operate our scheme expediently to provide maximum support to our local business community eligible in our scheme.
- 3.2 Round 2 will have a minimum spend of £1,682,250. Should further applications be found ineligible from Round 1 this may increase. The Tameside Discretionary Grant Fund Scheme is attached as **Appendix A**. The Round 2 eligible areas are set out in section 27 of the scheme. It should be noted that further changes or clarifications to Government Guidance may impact the criteria. Any changes will be dealt with immediately, with the agreement of the Director of Growth.
- 3.3 As with Round 1 the scheme will not be able to overspend in Round 2 due to the controls set out in the Key Decision on the 3 June 2020.
- The Council reserves the right to vary the terms of the scheme at any time, and without notice, should it be necessary to do so.
 - If the fund is oversubscribed with the applications received, the Council reserves the right to amend the grant levels to a pro-rata basis, based on the applications received and approved, as a way of dealing with this situation, should it arise.
- 3.4 Round 2 timelines (subject to the approval of this Key Decision) will be:
- Applications open - Thursday 25 June, 4pm
 - Application window closes – Thursday 9 July, 5pm
 - Award of grants – from Thursday 9 July onwards

4.0 ADDITIONAL SPEND

- 4.1 The Government has provided additional guidance on Counter Fraud measures. Tameside Council intends to work with National Anti-Fraud Network (NAFN) on a free pilot they have developed with partners to meet the Government's Counter Fraud requirements on payments. Should the pilot not be able to meet our requirements (highly unlikely) Tameside Council would be required to pay for a Government provided service costing in the region of £150 for round 1 and £210 for Round 2. This equates to an estimated £360 across the two Rounds which would be funded from existing identified Economy, Employment and Skills Service budget and not from the Discretionary Grant Fund budget or requiring additional funding request.

5.0 PROJECT MANAGEMENT APPROACH AND RISK

- 5.1 The operation and project management of the Scheme has been led by Economy, Employment and Skills with Risk and Audit and Finance attending all operational Task and Finish Group meetings (x3 per week). The Task and Finish Group has dealt with new guidance and issues arising. Fraud checks have been a central feature of our operational running with all Risk and Audit control recommendations pre-project and in-project being adopted. Risk and Audit have also been operationally involved in the compliance team to provide direct feedback on process and implementation. Daily briefings and performance have been provided to manage the Scheme effectively.

6.0 RECOMMENDATIONS

- 6.1 As set out at the front of this report.

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Guidance for applications to Tameside Council for Local Authority Discretionary Grants Fund.

Introduction

1. This guidance is intended to support Tameside based businesses applying to Tameside Council for a grant from the Local Authority Discretionary Grants Fund announced by the Government on 1 May 2020.
2. This guidance sets out the criteria under which businesses will qualify to make an application to the Local Authority Discretionary Grants Fund, and the evidence required to support an application, and is aligned with the Government guidance issued on 13/05/2020 and updated in 22/05/2020.
3. This is an additional fund to the Small Business Grant Fund (SBGF) or the Retail Hospitality and Leisure Grant Fund (RHLGF), and it is aimed at certain small businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund, and which have relatively high ongoing, fixed property-related costs, and which can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis.

Scope and eligibility

4. The Government guidance issued on 13/05/2020 and updated 22/05/2020 gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final.
5. Under the guidance issued to the Council by the Government, it has been determined that the small businesses to be prioritised for access to the funding are:
 - Small and micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006.
 - Businesses with relatively high ongoing fixed property-related costs
 - Businesses which can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis
 - Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.
 - Small businesses in shared offices or other flexible workspaces.
 - Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.
6. To be a small business, under the Companies Act 2006, a business 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

7. To be a micro business, under the Companies Act 2006, a business must satisfy 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

8. To be eligible to apply for a grant under this scheme, a small business must:

- Be a trading Business in Tameside
- Have been trading on 11th March 2020
- Be small, with fewer than 50 employees
- Have a Rateable Value below £51,000
- Have relatively high ongoing fixed property-related costs (over £1,000 per annum) in Tameside, and
- They must also be able to demonstrate that they have had a significant drop of income due to Coronavirus restriction measures.

9. This grant funding is for businesses that are not eligible for other support schemes. Businesses which have received cash grants from any central government COVID related scheme are ineligible for funding from the Discretionary Grants Fund. 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

10. Businesses who have applied for the Coronavirus Job Retention Scheme are eligible to apply for this scheme. The Government issued a Version 2 of the Guidance on the 22 May to enable Self Employment Income Support Scheme applicants to be eligible to apply for this scheme also.

11. Only businesses which were trading on 11 March 2020 are eligible for this scheme.

12. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

Tameside Council's approach

13. In order to ensure all eligible businesses have the opportunity to apply for the scheme, the Council will administer a phased approach over 2 Rounds to the grants scheme to assess and quantify the level of demand for funding from businesses that fall within the priority areas set out in the Government guidance and meet the eligibility criteria and evidence requirements set out above.

14. After the Council has processed and decided on grant allocations for all applications from Round 1, there will be an assessment of whether there is any Government funding left for Round 2. If all allocated funding is spent in Round 1 then Round 2 would not take place.

15. In line with the guidelines, Round 1 will include any businesses falling within the following categories:

- Small businesses in shared offices or other flexible workspaces. Examples could include mills, units in industrial parks, science parks and incubators which do not have their own business rates assessment; Exclusions include Businesses operating from domestic settings (including Airbnb operators) or those that do not have fixed, property related costs.
- 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.

16. The Council reserves the right to vary the terms of the scheme at any time, and without notice, should it be necessary to do so.

17. The Council will not approve or make payment of a further grant to a business that has already received a grant or partial grant passed on by a landlord under one of the schemes mentioned in 6 above, this will be reviewed via the application process (self-declaration) and landlords. Businesses that have not previously been able to apply for a grant in their own right as they do not have a separate rating assessment, may now apply to this scheme if they meet all of the other eligibility criteria set out in this guidance, and have not received payments under any other scheme (except for the Job Retention Scheme and Self Employment Income Support Scheme).

Evidence Required

18. In order for the application to be considered, we require businesses to demonstrate that they meet the eligibility criteria above. We anticipate that to do this, you will need to provide per business, per hereditament (Where an eligible business has more than one qualifying property in the borough, they will be eligible for 1 payment per property. Where multiple businesses operated from the same property, each distinct eligible business can receive one payment for their costs incurred at that property).

- Evidence of Tameside property costs such as rent, rates, utility or mortgage payments above £1,000 per annum. This should take the form of leases/agreements showing an obligation to pay and bank statements showing that payments have actually been made
- Evidence to demonstrate a substantial loss in income as a result of the current situation (10% fall in income in the period since 11 March 2020). This is likely to be in the form of filed accounts for previous years and management accounts/bank statements for the current period and or evidence that the business was to close to members of the public as a result of COVID19 by Government Guidance. Where a company does not have filed accounts for the previous year's management accounts and bank statements will be used.
- Evidence of complying with the definition of a Small or Micro Business
- Confirmation that the business has not received any grant under the grant schemes mentioned in Section 6 above.
- Confirmation of State Aid compliance.
- Website or online sales catalogue in the first instance to prove sector (if manufacturing/engineering/digital and creative/construction).
- A contract (in place before 11 March 2020) to show obligation to acquire new premise (after 11 March 2020) and where appropriate evidence of relevant insurances (if business was trading before 11 March but was not in their current premise or a new owner has taken over the operation because they were contractually obliged to do so.

State aid

19. There is a requirement for all grants made under this scheme to be state aid compliant, please see the further guidance on this at this link – [State Aid Guidance](#)

Grant Amounts and how payments will be made

20. The Council has access to limited funds from Government for this scheme and it is expected that most grant allocations made will be under £10,000. The maximum allocation permitted of £25,000 will only be made in very exceptional circumstances.

21. In order for the Discretionary Grant to benefit the maximum number of eligible small businesses, it is proposed to have 4 levels of grant, which will directly be proportionate to the level of property costs for the business (based on evidence provided). Should the Council receive more applications than funding available the impact on income due to the Corona Virus crisis will be used to determine new grant levels. A business that has experienced a loss of income below 10% since March 11 2020 will not be eligible for the grant. The grant levels are:

Upto £1,000 grant
 Upto £5,000 grant
 Upto £10,000 grant
 £25,000 grant in exceptional circumstances*

In the event of over subscription The Council will alter the level (size) of grants awarded to eligible businesses based on the principle that we aim to support as many businesses as possible with this allocated funding. The Council will not be using any other funding other than the amount provided by Government to administer this scheme (£2,345,250).

Annual Property Related Costs	Level of TMBC grant (levels of grant subject to change based on oversubscription of applications)
£1,000 to £2,000 per year	Up to £1,000
£2,001 to £5,000 per year	Up to £5,000
£5,001 or more	Up to £10,000

*Grants of £25,000 will be made only in exceptional circumstances where a business can demonstrate property costs of over £25,001 and income fall over 95%, over a sustained 3 month period and demonstrate substantial benefit to the Tameside economy

22. If the fund is oversubscribed with the applications received, the Council reserves the right to amend the grant levels to a pro-rata basis, based on the applications received and approved, as a way of dealing with this situation, should it arise.

23. Annual property cost will include, rent, mortgage payments, insurance, utility and rates. If a business is in a sector that has not been allowed to open or provides services that are not permitted due to social distancing rules, and have not been able to move to online services, the level of income lost will be more significant to that of a business still able to operate but at a reduced level.

24. Applications for the grant can be made online at <https://www.tameside.gov.uk/discretionarygrantfund>. and awards will be made directly to approved recipients' bank accounts by electronic transfer.

ROUND 1 IS NOW CLOSED - Proposed timeline for Round 1 of the grant scheme (these dates may change to accommodate the release of the online application form and applicants should check this guidance regularly for updates)

25. The timeline for the scheme is:

Applications open – Thursday, 4th June, 4pm.

Application window closes – Thursday, 18th June, 5pm.

Award of grants – from Monday 22nd June onwards.

Proposed timeline and criteria for Round 2 of the grant scheme

26. The second phase – Round 2 will enable increased local flexibilities and discretionary elements to be applied to the fund. However, this would need to be considered in light of the level of funding that is remaining from Round 1. It is likely that Round 2 will comprise of a number of grant priority area's that will be offered subject to funding. The priority areas are outlined below but they could be refined as more analysis takes place during phase 1.

27. Subject to the completion of Round 1 the proposed timeline for Round 2 of the scheme is:

Applications open – (25th June – 9th July 2020)

Application window closes – (9th July 2020)

Award of grants – (9th July 2020 onwards)

Round 2 eligible	Criteria (Criteria for Round 1 unless stipulated differently below)
Manufacturing and Engineering companies	Rateable value £15-51K (non-domestic trading properties are eligible, domestic trading properties are not eligible)
Digital and Creative	
Childcare (Nursery) providers	
Construction	
(PLEASE NOTE WE AWAIT FURTHER GOVERNMENT GUIDANCE ON ELIGIBILITY FOR THIS CATEGORY) Businesses (for clarity must be micro or small) awaiting Valuation Office assessment that subsequently were not eligible for a grant in RHLG or SBRR Grant	Rateable value will be unknown (non-domestic trading properties are eligible, domestic trading properties are not eligible)
(PLEASE NOTE WE AWAIT FURTHER GOVERNMENT GUIDANCE ON ELIGIBILITY FOR THIS CATEGORY) Businesses that were trading before 11 March but were not in their current premise or a new owner has taken over the operation (contractually obliged to do so)	Rateable value £15-51K Business trading before 11 March and new owner able to demonstrate contract in place prior to 11 March to trade from the hereditament applied for. (non-domestic trading properties are eligible, domestic trading properties are not eligible)
Registered Charities not supported under the Government set priority criteria	Registered Charity, (non-domestic trading properties are eligible, domestic trading properties are not eligible)

Other information

28. Grant income received by a business is taxable therefore funding paid under the Local Authority Discretionary Grants Fund will be subject to tax. Only businesses which make an overall profit once grant income is included will be subject to tax.

29. The Government and the Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

30. State Aid rules and requirements apply to this grant scheme; see the link attached for further details; [State Aid Guidance](#).

31. The Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving grant payments under this scheme.

32. Enquiries about the scheme can be emailed to tamesidegrant@tameside.gov.uk

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