

# APPENDIX E

## DRAFT AND CONFIDENTIAL

### Guidance for applications to Tameside Council for Local Restrictions Support Grant (Open) Fund

#### Introduction

1. This guidance is intended to support Tameside based businesses applying to Tameside Council for a grant from the Local Restrictions Support Grant (Open) scheme announced by the Government (<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>) on 22 October 2020.
2. This guidance sets out the criteria under which businesses will qualify to make an application to the LRSG (Open), the levels of grant award that are expected to be made and the evidence required to support an eligible application. This is aligned with the Government guidance issued November 2020, and subsequent clarifying Frequently Asked Questions documents, which has been provided to support Local Authorities in administering the LRSG (Open) scheme.
3. This is part of the Local Restrictions Support Grant funds, which include (Open), (Closed), (Closed) Addendum and (Sector) schemes which provide support for businesses that were still open but severely impacted by Local COVID-19 Alert Level 'High' (LCAL 2) and 'Very High' (LCAL 3) restrictions.
4. The LRSG (Open) is intended to help kickstart recovery for businesses that are not legally required to close but are severely impacted by the restrictions under LCAL 2 (Tier 2) and LCAL High type restrictions (defined as when no indoor household mixing was introduced), and is retrospective applying from 1 August 2020. Tameside Council has been allocated £1,811,940 for the period 1 August 2020 to 4 November 2020, when National Lockdown restrictions were introduced on the 5 November 2020. Tameside Council expects to receive a further 28 day allocation from 2 December 2020 following the end of National Lockdown.

#### Scope and eligibility

5. The Government guidance gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final. There is no appeal process for this grant scheme.
6. The fund is available until the end of the financial year 2020/2021. The initial award of grant will be for the period 1 August to 4 November 2020. Any further award of grant will be subject to additional funding being received from Government.
7. Using the guidance issued to the Council by the Government, it has been determined that the businesses to be prioritised for access to this scheme are businesses within the hospitality, hotel, bed & breakfast and leisure sectors, who occupy property with a rateable value and without a rateable value in fixed commercial property within Tameside severely affected by COVID-19.

8. To be eligible to apply for a grant under this scheme, a business must have been established prior to the introduction of LCAL 2 type restrictions, and have been trading up to the date when restrictions were imposed. The applicable date for Tameside is the 31 July 2020.
9. Businesses who have applied for, and been in receipt of, the Coronavirus Job Retention Scheme are eligible to apply for this scheme.
10. 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**

11. Eligible businesses have the opportunity to access this fund when the application window opens from 10 December 2020. The fund will be reviewed regularly and will close when allocated funding no longer remains.
12. All applications will be assessed to confirm eligibility and Rateable Value banding or Fixed Property Costs (rent). Should insufficient evidence be supplied to support an application, the applicant will be informed they have 7 working days to provide this.
13. To ensure that grant payments remain within the funding allocated by Government, payments will be made until allocated funding no longer remains.
14. The Council reserves the right to vary the terms of the scheme, including the value of awards made under the scheme, at any time, and without notice, should it be necessary to do so.

### **Evidence Required**

15. 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:
  - Evidence that the business' main area of trade falls within the eligible sectors of hospitality, hotel, bed & breakfast and leisure. This could be by providing;
    - A link to a business website, Facebook account or relevant website such as trip advisor etc.
    - A brochure / list of services supplied, with clear evidence that it relates to the applicant business and its trading address in Tameside.
    - Landlord, client or supplier testimony, demonstrating that the person making the testimony is aware that they would be liable should it be demonstrated that the claim was fraudulent.
  - Evidence to confirm the business was established prior to, and trading on, 31 July 2020:
    - a business bank statement for the applicant business showing business related transactions (MANDATORY),
    - Other document demonstrating active trade continuing up to 31 July 2020 with an explanation of how it is relevant.

Any document provided must be dated within, or applicable to, the period July 2020.

  - Business rates reference to confirm the rateable value of the hereditament and the applicant's liability for this charge.

- Lease, rental or business mortgage agreement to evidence Fixed Property Costs (rent) if trading business has no rateable value liability.
- Bank statement provided must confirm that the bank account details provided for receipt of grant award payment relate to the applicant business.
- Passport or driving licence as proof of identity.
- Confirmation of State Aid compliance.

## State aid

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

## Grant Amounts and how payments will be made

17. The Council has access to limited funds from Government for this scheme and it is expected that grant allocations will be made using the tiered payment structure suggested by Government, as shown in the table below. Eligible Businesses will be able to access up to £2,100 per 28-day period that they were impacted by restrictions. There is currently no deadline for applications. The grant is available per trading commercial Tameside property (hereditament) so a business may receive more than one award if they have more than one eligible property.

|  | <b>Rateable value of exactly £15k or under,<br/>or<br/>if Non RV annual fixed property cost (rent) exactly £15k or under</b> | <b>Rateable value over £15k and less than £51k<br/>or<br/>if Non RV annual fixed property cost (rent) over £15k and less than £51K</b> | <b>Rateable value exactly £51k or above<br/>or<br/>if Non RV annual fixed property cost (rent) exactly £51K or above</b> |
|--|--|--|--|
| <b>28 day cycle payment</b>  | £934   | £1,400   | £2,100   |
| <b>Indicative<br/>1 Aug to 4 Nov 2020 or pro rata if not equivalent to 83 days</b> | £2,802   | £4,200   | £6,300   |

18. To ensure that grant payments remain within the funding allocated by Government, payments will be made until allocated funding no longer remains to ensure the Council does not overspend on its allocated funding from Government. The Government guidance gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final. There is no appeal process for this grant scheme.
19. Applications for the grant can be made online at (webpage address to be set up) and payments will be made directly to approved recipients' bank accounts by electronic transfer.

Non electronic application forms can be requested and applications will be dated as the date the form is requested with 15 working days allowed for return of the application form and the requested evidence.

**Proposed timeline for the grant scheme** (these dates may change to accommodate the release of the online application form by the supplier and applicants should check this guidance regularly for updates)

20. The timeline for the scheme is:

- Applications open – Thursday, 10 December 2020, 4pm.
- Payment of grants – From 17 December awarded and paid. The fund will be reviewed regularly and will close when allocated funding no longer remains.

### **Other information**

21. Grant income received by a business is taxable. The Local Restrictions Support Grant will need to be included as income in the recipient's tax return.

22. 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.

23. State Aid rules and requirements apply to this grant scheme.

24. All data submitted in relation to an application for this scheme will be shared across departments of Tameside Council, National Government and approved suppliers of anti-fraud services, for the purposes of preventing fraud, in line with GDPR regulations.

25. 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.

26. Enquiries about the scheme can be emailed to [tamesidegrant@tameside.gov.uk](mailto:tamesidegrant@tameside.gov.uk)