

APPENDIX F

DRAFT AND CONFIDENTIAL

Guidance for applications to Tameside Council for Additional Restrictions Grant Fund

Introduction

1. This guidance is intended to support Tameside based businesses applying to Tameside Council for a grant from the Additional Restrictions Grant (ARG) 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 Additional Restrictions Grant, 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 which has been provided to support Local Authorities in administering the Additional Restrictions Grant.
3. The Additional Restrictions Grant is intended to allow Local Authorities to support businesses in their local economies and to provide additional support to grant funding under the Local Restrictions Support Grant from the 23 October 2020 (the date Greater Manchester entered LCAL 3 'Tier 3').
4. Tameside Council has been allocated £4,792,000 for the period from 23 October 2020 and is required to spend the money in financial years 2020/21 – 2021/22. Additional funding will not be received if Tameside re-enters national or LCAL 3 'Tier 3' restrictions during that time period.

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 2021/2022 (31/03/2022), however it is expected that the fund will be exhausted in advance of that date.
7. Using the guidance issued to the Council by the Government, it has been determined that the Additional Restrictions Grant fund will be open to any trading businesses which occupy fixed commercial property within Tameside, regardless of liability for that property's business rates/costs severely affected by COVID-19.
8. To be eligible to apply for a grant under this scheme, a business must have been trading prior to the introduction of LCAL 3 'Tier 3' restrictions and have been trading up to the date when restrictions were imposed. The applicable date for Tameside is the 22 October 2020.
9. Businesses who have applied for 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.
11. Businesses will only be able to receive funding from ARG if they have not received LRSG (Closed)/(Closed) Addendum/(Sector)

Tameside Council's approach

12. Eligible businesses have the opportunity to access this fund when the application window opens from 10 December 2020 on a first come first serve basis until funding is exhausted.
13. All applications will be assessed to confirm eligibility and employee number banding. Should insufficient evidence be supplied to support an application, the applicant will be informed they have 7 working days to provide this.
14. To ensure that grant payments remain within the funding allocated by Government, payments will be made on a first come, first serve basis to eligible applicants until the funding is exhausted.
15. 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

16. 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 to confirm the business was trading from Tameside fixed commercial premises on 22 October 2020:
 - a business bank statement for the applicant business showing business related transactions (MANDATORY)
 - other document demonstrating active trade continuing up to 22 October 2020 with an explanation of how it is relevant.

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

 - Confirmation of the number of employees based within Tameside premises of the business e.g. monthly employee payment summary (please ensure any summary has personal details redacted and only shows aggregate number of employees based within Tameside premises).
 - Lease, rental or business mortgage agreement to evidence Fixed Property Costs (rent) if trading business has no rateable value liability.
 - Business Rates Reference Number of rateable value details if applicable
 - Bank statement provided must confirm the bank account details provided for receipt of grant award payment are related to the applicant business.
 - Passport or driving licence as proof of identity.
 - Confirmation of State Aid compliance

State aid

17. 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

18. The Council has access to limited funds from Government for this scheme and it is expected that grant allocations will be made using a tiered payment structure, as shown in the table below. Eligible businesses will be able to access one off grants of between £1,000 and £20,000 dependent on their number of employees based within Tameside premises of their business. The grant is available only once to each eligible business that trades from a Tameside fixed commercial premises.

Number of employees based within Tameside premises of the business	Grant payment
0 – 9 employees	£1,000
10 – 49 employees	£2,500
50 – 249 employees	£10,000
250 or more employees	£20,000

19. The scheme will operate on a first come, first serve basis until all funding fully utilised and exhausted to ensure the Council does not overspend on its allocated funding from Government.
20. 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)

21. The timeline for the scheme is:
- Applications open – Thursday, 10 December 2020, 4pm.
 - Payment of grants – From 17 December awarded and paid out on a first come, first serve basis.

Other information

22. Grant income received by a business is taxable. The Additional Restrictions Grant will need to be included as income in the recipient business' tax return.
23. 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.
24. State Aid rules and requirements apply to this grant scheme.

25. 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.
26. 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.
27. Enquiries about the scheme can be emailed to tamesidegrant@tameside.gov.uk