



Reading
Borough Council
Working better with you

DECISION BOOK

Issue: 598 Date: 29 MAY 2020

Decisions set out in the book have been made under delegated powers by the Chief Executive, Executive Directors or the Chief Finance Officer and Monitoring Officer, in consultation either with the relevant committee or Lead Councillor.

The Decision Book process has been altered to suspend the current Councillors' call-in arrangements within the 10-day period after its publication and replace it with the ability during that period for three Councillors to request a retrospective review of the decision in writing to the Head of Legal and Democratic Services.

The decision book can be accessed on the Council's website - www.reading.gov.uk/decisionbooks.

The officer reports accompanying the decisions are attached.

Contact:	Richard Woodford	Committee Services
Tel:		0118 937 2332
e-mail:		richard.woodford@reading.gov.uk

DECISION BOOK - ISSUE 598 - 29 MAY 2020

1. LOCAL AUTHORITY DISCRETIONARY GRANT FUND

<u>DECISION</u>	<u>LEAD COUNCILLOR(S)</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO.</u>
1. LOCAL AUTHORITY DISCRETIONARY GRANT FUND	COUNCILLOR EMBERSON	BOROUGHWIDE	1

In response to the Coronavirus, COVID-19 pandemic, the government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund respectively.

On 1st May, the Government announced that it is providing local authorities with additional funding to target those small businesses with high fixed property-related costs not eligible for the above grant schemes. The additional funding represents a 5% uplift on the £12.33b funding previously announced for the Small Business Grants Fund and the Retail, Hospitality and Leisure Grants Fund, so up to £617m, is available nationally. The exact amount for each authority is still to be confirmed, but Reading's share will be in the region of £1.4m.

The Government have set some broad national criteria for the funds but are allowing local authorities to determine their own local award schemes as they recognise that economic need will vary across the country, so want local authorities to exercise their local knowledge and discretion.

This report sets out the national guidance and proposed offer to Reading Businesses, taking into consideration demand, economic need and consistency with our neighbouring authorities

It is the decision of the Chief Executive, in consultation with the Leader of the Council that a 2 tier Discretionary Grant Fund Scheme in respect of businesses meeting the following criteria is introduced:

- Small businesses in shared offices or other flexible work spaces which do not have their own business rates assessment but have an estimated rateable value of £15,000 or less to align with the small business rates grant scheme. The assumed RV will be based on annual rent or mortgage payments due in the financial year. In addition, checks will be undertaken to ensure the business would be eligible for Small Business Rates Relief, had it had its own liability to pay business rates. The Small Business Rates Relief criteria will be used to determine eligibility.

- Bed & Breakfasts which pay Council Tax instead of business rates will be considered where there is an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The estimated RV will be based on annual rental or mortgage payments due in the financial year.

- Regular market traders who do not have their own business rates assessment, but with fixed locations in the borough and an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The assumed RV of £51,000 or less will be based on an annual rent or mortgage payment due in the financial year.

- Charitable businesses in receipt of Charitable Business Rates Relief, who would otherwise have been entitled to Small Business Rates Relief will require an assessment to ensure the business would be eligible for Small Business Rates Relief. The Small Business Rates Relief criteria will be used to determine eligibility.

That a two-tier payment approach is introduced as follows:

Tier One Payments- Significant loss of income due to Covid19, with an estimated rateable value of between £15,000 and £51,000 based on annual rent or mortgage payment.

Tier Two Payments- Significant loss of income due to Covid19, with an estimated rateable value of £15,000 or less based on equivalent annual rent or mortgage payment.

And that grants awarded from this fund will be capped at £10,000.

That the value of the grant awards. for both tiers will be determined by the number of eligible applications following closure of the application window. Tier 1 will be capped at £10,000, this is however dependant on eligible demand and therefore may decrease on a pro-rata basis once demand has been established, Tier 2 will be proportionately lower than Tier 1 and determined once eligible demand is understood.

That a 2-week application window will run from 1st June to 14th June inclusive.

That the Executive Director of Resources, in consultation with the Leader of the Council and the Lead Councillor for Corporate and Consumer Services, review the policy on 15 June 2020. The Council reserves the right to modify eligibility criteria, and funding thresholds, as a result.

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

LEAD COUNCILLOR:	COUNCILLOR EMBERSON		
DATE:	29 MAY 2020		
TITLE:	LOCAL AUTHORITY DISCRETIONARY GRANT FUND		
SERVICE:	FINANCE	WARDS:	BOROUGHWIDE
AUTHOR:	SAMANTHA WILLS	TEL:	0118 937 2711
JOB TITLE:	REVENUES & BENEFITS MANAGER	E-MAIL:	SAMANTHA.WILLS@READING.GO V.UK

1. EXECUTIVE SUMMARY

- 1.1 In response to the Coronavirus, COVID-19 pandemic, the government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund respectively.
- 1.2 On 1st May, the Government announced that it is providing local authorities with additional funding to target those small businesses with high fixed property-related costs not eligible for the above grant schemes. The additional funding represents a 5% uplift on the £12.33b funding previously announced for the Small Business Grants Fund and the Retail, Hospitality and Leisure Grants Fund, so up to £617m, is available nationally. The exact amount for each authority is still to be confirmed, but Reading's share will be in the region of £1.4m.
- 1.3 The Government have set some broad national criteria for the funds but are allowing local authorities to determine their own local award schemes as they recognise that economic need will vary across the country, so want local authorities to exercise their local knowledge and discretion.
- 1.4 This report sets out the national guidance and proposed offer to Reading Businesses, taking into consideration demand, economic need and consistency with our neighbouring authorities
- 1.5 An Equality Impact Assessment for these proposals has been carried out and is set out in Appendix One.

2. DECISION

- 2.1 It is the decision of the Chief Executive, in consultation with the Leader of the Council that a 2 tier Discretionary Grant Fund Scheme in respect of businesses meeting the following criteria is introduced:

- Small businesses in shared offices or other flexible work spaces which do not have their own business rates assessment but have an estimated rateable value of £15,000 or less to align with the small business rates grant scheme. The assumed RV will be based on annual rent or mortgage payments due in the financial year. In addition, checks will be undertaken to ensure the business would be eligible for Small Business Rates Relief, had it had its own liability to pay business rates. The Small Business Rates Relief criteria will be used to determine eligibility.

- Bed & Breakfasts which pay Council Tax instead of business rates will be considered where there is an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The estimated RV will be based on annual rental or mortgage payments due in the financial year.

- Regular market traders who do not have their own business rates assessment, but with fixed locations in the borough and an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The assumed RV of £51,000 or less will be based on an annual rent or mortgage payment due in the financial year.

- Charitable businesses in receipt of Charitable Business Rates Relief, who would otherwise have been entitled to Small Business Rates Relief will require an assessment to ensure the business would be eligible for Small Business Rates Relief. The Small Business Rates Relief criteria will be used to determine eligibility.

That a two-tier payment approach is introduced as follows:

Tier One Payments- Significant loss of income due to Covid19, with an estimated rateable value of between £15,000 and £51,000 based on annual rent or mortgage payment.

Tier Two Payments- Significant loss of income due to Covid19, with an estimated rateable value of £15,000 or less based on equivalent annual rent or mortgage payment.

And that grants awarded from this fund will be capped at £10,000.

2.2 That the value of the grant awards. for both tiers will be determined by the number of eligible applications following closure of the application window. Tier 1 will be capped at £10,000, this is however dependant on eligible demand and therefore may decrease on a pro-rata basis once demand has been established, Tier 2 will be proportionately lower than Tier 1 and determined once eligible demand is understood.

2.3 That a 2-week application window will run from 1st June to 14th June inclusive.

2.4 That the Executive Director of Resources, in consultation with the Leader of the Council and the Lead Councillor for Corporate and Consumer Services, review the policy on 15 June 2020. The Council reserves the right to modify eligibility criteria, and funding thresholds, as a result.

Appendix 1 - Equality Impact Assessment

Appendix 2 - Application Form for Small Business Discretionary Grant Fund Scheme

Appendix 3 - Local Authority Discretionary Fund Guidance

3. POLICY CONTEXT

NATIONAL GUIDANCE

- 3.1 The Government recognised that the original grant schemes in respect of small businesses and the retail, leisure and hospitality sector omitted a number of businesses. This was due to the requirement to have liability for Business Rates, as a result, the Government announced on 1 May that additional funding would be made available to local authorities to administer a discretionary grant scheme.
- 3.2 On 13 May guidance was issued to Local Authorities, and although discretion has been given to devise a local scheme, there are a number of businesses which the Government have identified as a priority, in addition to setting national criteria.
- 3.3 The Guidance indicates Local Authorities should prioritise the following types of businesses for grants from this funding pot:
 1. Small businesses in shared offices or other flexible work spaces e.g. industrial parks, science parks, incubators etc, which do not have their own business rates assessment;
 2. Regular market traders who do not have their own business rates assessment;
 3. Bed & Breakfasts which pay Council Tax instead of business rates; and
 4. Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.
- 3.4 The list set out is not intended to be exhaustive, but it is intended to guide Local Authorities as to the types of uses that the Government considers should be a priority for the scheme.
- 3.5 Authorities should determine for themselves whether particular situations not listed are broadly similar in nature to those above and, if so, whether they should be eligible for grants from this discretionary fund. The government recognise that economic need will vary across the country, and so the precise design of the discretionary fund will be up to each local authority, and authorities are free to make payments to businesses outside of the above list.
- 3.6 Where limits to funding available for this scheme require local authorities to prioritise which types of businesses will receive funding, it is at the local authorities' discretion as to which types of business are most relevant to their local economy. There will be no penalty for local authorities because of their use of discretion to prioritise some business types.

4. NATIONAL CRITERIA

- 4.1 The Government has set the following eligibility criteria for receipt of this funding:

- 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.
 - Turnover of not more than £10.2 million
 - Balance sheet value of not more than £5.1 million
 - Number of employees/ headcount of staff of less than 50
- 4.2 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
- 4.3 Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.
- 4.4 Those with fixed accommodation costs in excess of £51,000 are not eligible for funding.
- 4.5 Self-employed individuals that work primarily from home and do not have additional ongoing, fixed building-related costs outside of their residential property costs will not be eligible for funding.
- 4.6 Businesses who have applied for the Coronavirus Job Retention Scheme and Self Employment Income Support Scheme are eligible to apply for this scheme.
- 4.7 Only businesses which were trading on 11 March 2020 are eligible for this scheme.
- 4.8 In the unlikely event the business has received a significant amount of public funding then EU State Aid limitations may apply.
5. NATIONAL GRANT AWARDS
- 5.1 Local authorities may disburse grants to the value of £25,000, £10,000 or any amount under £10,000. The value of the payment to be made to a business is at the discretion of the local authority.
- 5.2 Grants under the Local Authority Discretionary Grants Fund are capped at £25,000.
- 5.3 Local authorities have discretion to make payments of any amount under £10,000. It is for local authorities to adapt this approach to local circumstances, such as providing support for micro-businesses with fixed costs or support for businesses that are crucial for their local economies. It is expected that payments of under £10,000 will be appropriate in most cases.

- 5.4 In taking decisions on the appropriate level of grant, local authorities can take into account the level of fixed costs faced by the business in question, the number of employees, whether businesses have had to close completely and are unable to trade online and the consequent scale of the impact of COVID-19 losses.
- 5.5 Local Authorities are required to publish the details of their Scheme on their website, including the criteria they are using to prioritise the types of businesses which will receive grants, and how they are assessing the level of grants that companies will receive. The published details do not have to include a breakdown of the specific number and size of grants to be paid.

6. NATIONAL GUIDANCE PROCESS

- 6.1 The Government recognise that there will be need to run some form of application process as the potential beneficiaries are unlikely to be known directly by local authorities.
- 6.2 The application process will enable proportionate pre-payment checks to be undertaken to confirm eligibility for the scheme and application of discretion in relation to the appropriate level of grant. Prepayment checks must include confirming that by accepting payments recipients are in compliance with State aid rules.
- 6.3 Local authorities must use their discretion in identifying the right person to receive the funding, based on the application process.
- 6.4 Authorities are required to call or write to individual businesses advising them that by accepting the grant, they are confirming they are eligible for the grant scheme and that any payments accepted will be in compliance with State aid requirements.

7. LEVEL OF DISCRETIONARY GRANTS PROPOSED BY READING

- 7.1 The additional funding for Reading will be approximately £1.4m and we therefore expect demand to outweigh supply.
- 7.2 The Council will make grant awards to the four priority business types outlined in the national guidance and set out at paragraph 3.3 above.
- 7.3 The Council will apply the following criteria to the four priority business types to ensure the same principles as were in place for both the small business grant and retail, hospitality and leisure grant schemes will apply, to ensure fairness:
 - Small businesses in shared offices or other flexible work spaces e.g. industrial parks, science parks, incubators etc, which do not have their own business rates assessment and have an estimated rateable value of £15,000 or less to align with the small business rates grant scheme. The estimated RV of less than £15,000 will be based on annual rent or mortgage payments due. In addition, checks will be undertaken to ensure the business would be eligible for Small Business Rates Relief, had it had its own liability to pay business rates. The Small Business Rates Relief criteria will be used to determine eligibility.
 - Regular market traders who do not have their own business rates assessment, have fixed locations in the borough and an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The

estimated RV of £51,000 or less will be based on an annual rent or mortgage payments due.

- Businesses in receipt of charitable business rates relief, which would otherwise have been eligible for small business rates relief will require an assessment to be undertaken to ensure the business would be eligible for small business rates relief, the RV must be £15,000 or less to be eligible, and must meet the small business rates criteria.
- Bed & Breakfasts which pay Council Tax instead of Business Rates will only be considered where there is an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The estimated RV of £51,000 or less will be based on an annual rent or mortgage payments due.

The level of award will be determined by taking account of the fixed property costs and loss of income as outlined below and the demand from eligible businesses. Particular emphasis will be placed on the sustainability of the business following receipt of the grant.

- 7.4 We recognise that other authorities have designed more complex approaches taking into account additional criteria, which include but not limited to social value and contribution to climate change. To apply this level of criteria to this grant tranche would be inequitable as it was not applied to previous schemes. There is also a need to balance complexity of administration of the scheme with the ability to get funds out to those businesses most in need. We will however take into consideration how payment of the grant will support their future sustainability and the number of staff employed that are residents of the Borough.
- 7.5 The Council will offer a 2-tier grant scheme, grants awarded through this scheme will be capped at £10,000.
- 7.6 The Council will determine the 2-tier grant values upon closure of a 2-week application window, to enable demand to be established and support to be awarded to the maximum number of eligible applicants.

Tier One Grant	Significant loss of income due to Covid 19	Those with an estimated Rateable Value of between £15,000.01 and £51,000 per annum The estimate will be based on evidence of annual rent or mortgage payments of between £15,000.01 and £51,000
Tier Two Grant	Significant loss of income due to Covid 19	Those with a Rateable Value of £15,000 or less, but greater than zero per annum OR Those who do not pay Business Rates but who have annual rent or mortgage payments of £15,000 or less, but greater than zero

8. READING'S PROPOSED PROCESS

8.1 Due to the limited funds available and the anticipated level of demand for the scheme, applications will be considered in a round. This means that there will be an applications window with a fixed closing date and applications will be reviewed for eligibility thereafter. This approach ensures consistency in decision-making and enables the Council to maximise the number of businesses benefiting from the limited funds available.

8.2 There will be an online application form published on the Council's website on 1st June. Any queries in respect of applications should be addressed to business.rates@reading.gov.uk

8.3 The window for applications will be open for 14 days with a cut-off date of 14th June.

Business applying should ensure that they fully completed the on-line application form at Appendix 2. Any incomplete applications will be deemed ineligible. Any applications received outside of this period will not be considered.

8.4 In the unlikely event that there are any funds remaining, after the first round of applications have been reviewed and awarded, a second round may be scheduled and implemented.

8.5 Applications will be considered by a dedicated review team within the Revenues department, overseen by the Revenues & Benefits Manager.

8.6 Following review of applications to determine eligibility a recommendation will be made to the Revenues & Benefits Manager specifying the proposed Tier 1 and Tier 2 award amounts.

8.7 It is anticipated payments to successful businesses will be made week commencing 22nd June by BACS.

8.8 No grants will be awarded without an application being made.

8.9 Any unsuccessful applicants will be advised, by e-mail, as soon as is reasonably practicable after 22nd June.

9. POLICY REVIEW

9.1 To ensure that the Discretionary Business Support Grant reaches those businesses most in need, this policy will be reviewed on 15th June by the Revenues & Benefits Manager together with the Executive Director of Resources. The council reserves the right to modify eligibility criteria, and funding thresholds, as a result.

10. APPEALS

10.1 Discretionary grants are not subject to any formal statutory appeals process and therefore there are no appeal rights.

11. FRAUD

11.1 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 will any grants paid in error.

- 11.2 Post payment, the government Grants Management Function and Counter Fraud Function will support local authorities to carry out post-event assurance work to identify high risk payments.

12. CONTRIBUTION TO STRATEGIC AIMS

- 12.1 This proposal will contribute to the following key priority set out in the Council's Corporate Plan 2018-21:

Securing the economic success of Reading - The proposed policy enables financial support to businesses that would otherwise have little to no support during this current crisis.

13. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

- 13.1 None to note.

14. COMMUNITY ENGAGEMENT AND INFORMATION

- 14.1 In addition to details being contained on the Council's website, the scheme will be advertised via social media and through from Reading UK media channels.

15. EQUALITY IMPACT ASSESSMENT

- 15.1 A Full Equality Impact Assessment is set out at Appendix 1.

16. LEGAL IMPLICATIONS

- 16.1 Section 1 of the Localism Act 2011 provides the mechanism by which local authorities are able to make these payments.

17. FINANCIAL IMPLICATIONS

- 17.1 The cost of these grant payments will be met in one of two ways:

- Where Council's have or plan to spend all of the grants fund allocation for the Small Business Grants Fund and Retail, Hospitality and Leisure Grants Fund, they will receive an additional payment of 5% of the funding allocation (using a grant under section 31 of the Local Government Act 2003).
- Where, having taken all reasonable steps to provide grants to eligible businesses for the Small Business Grants Fund and/or the Retail, Hospitality and Leisure Grants Fund, Council's still have unspent initial grant fund allocations, Council's will fund the grants from this unspent residual sum. Local authorities with a projected underspend of more than 5% cannot allocate awards above their 5% threshold.

- 17.2 In either case, the Ministry of Housing Communities and Local Government will continue to monitor the local authority's spend performance for the Small Business, Retail, Hospitality and Leisure Grants Funds and the Local Authority Discretionary Grants Fund and ensure we have sufficient funding and the correct

5% cap for the Discretionary Grants Fund and will top up funding where necessary.

- 17.3 The Government are committed to meeting the delivery costs to local authorities for this scheme and will meet associated New Burdens costs.
- 17.4 Local authorities will be required to report on their progress in developing and delivering the Local Authority Discretionary Grant Fund weekly to the Department for Business, Energy and Industrial Strategy alongside the existing reporting on the Small Business Grants Fund and Retail, Hospitality and Leisure Grants Fund. Criteria for local authority schemes must be published and shared with BEIS.
- 17.5 Once the scheme is developed and payments are made, reports from June onward will cover:
- Numbers of businesses allocated £25,000 grants, for which Reading will report nil.
 - Numbers of businesses allocated £10,000 grants
 - Numbers of businesses allocated grants of less than £10,000
 - Total funding paid out in grants of less than £10,000
 - Expected date of completion of all grant payments to businesses
 - Issues encountered in implementing the scheme to allow BEIS to support development of solutions with local authorities.
- 17.6 The Ministry of Housing Communities and Local Government will also contact a sample of LAs each month to:
- Check they are awarding in line with the mandatory criteria and;
 - Understand the ways in which Councils are applying their discretion

18. BACKGROUND PAPERS

- 18.1 There are none



Provide basic details

Name of proposal/activity/policy to be assessed

1. Local Authority Discretionary Grant Fund

Directorate: Corporate Resources

Service: Finance

Name and job title of person doing the assessment:

Samantha Wills

Job Title: Revenues & Benefits Manager

Date of initial assessment: 20th May 2020

Scope your proposal

What is the aim of your policy or new service?

The grant scheme widens access to support to businesses who are struggling to survive due to the Corona virus shutdown but are unable to access other grant funding

Who will benefit from this proposal and how?

Small businesses and charities with high fixed property-related costs but that are not eligible for the current grant schemes.

What outcomes will the change achieve and for whom?

Assist small businesses during the current pandemic to ensure their future sustainability and secure Reading's economic success.

Who are the main stakeholders and what do they want?

Reading Businesses

Consultation

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
Members / Senior Officers	Lead Member Briefing	Tuesday 26 th May
Berkshire Authorities Revenues Group	Series of regular meetings	Every Friday since Covid lockdown

Collect and Assess your Data

Describe how this proposal could impact on Racial groups

Data regarding ethnicity is not available

Is there a negative impact? No

Describe how this proposal could impact on Gender/transgender (cover pregnancy and maternity, marriage)

Specific data is not available on those protected characteristics

Is there a negative impact? No

Describe how this proposal could impact on Disability

Specific data is not available on those protected characteristics

Is there a negative impact? No

Describe how this proposal could impact on Sexual orientation (cover civil partnership)

Specific data is not available on those protected characteristics

Is there a negative impact? No

Describe how this proposal could impact on Age

Specific data is not available on those protected characteristics

Is there a negative impact? No

Describe how this proposal could impact on Religious belief?

Specific data is not available on those protected characteristics

Is there a negative impact? No

Make a Decision

If the impact is negative then you must consider whether you can legally justify it. If not you must set out how you will reduce or eliminate the impact. If you are not sure what the impact will be you **MUST** assume that there could be a negative impact. You may have to do further consultation or test out your proposal and monitor the impact before full implementation.

Tick which applies

1. No negative impact identified Go to sign off
2. Negative impact identified but there is a justifiable reason

How will you monitor for adverse impact in the future?

Listen to business feedback, comments, appeals and complaints.

Signed (completing officer) Samantha Wills
(reviewed)

Date 20th May 2020

Signed (Lead Officer) Jackie Yates

Date

Information for website page:

COVID-19 Business Support Grants: Local Authority Discretionary Grant Fund

The government has introduced measures to support Small Businesses, as a result of the COVID-19 pandemic

The Local Authority Discretionary Grant Fund seeks to support the following types of business:

- Small businesses in shared offices or other flexible work spaces which do not have their own business rates assessment but have an estimated rateable value of £15,000 or less to align with the small business rates grant scheme. The assumed RV will be based on annual rent or mortgage payments due in the financial year. In addition, checks will be undertaken to ensure the business would be eligible for Small Business Rates Relief, had it had its own liability to pay business rates.
- Regular market traders who do not have their own business rates assessment, but with fixed locations in the borough and an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The assumed RV of £51,000 or less will be based on an annual rent or mortgage payment due in the financial year.
- Bed & Breakfasts which pay Council Tax instead of business rates will be considered where there is an estimated maximum rateable value of £51,000 in line with the retail, hospitality and leisure grant scheme. The estimated RV will be based on annual rental or mortgage payments due in the financial year.
- Charitable businesses in receipt of Charitable Business Rates Relief, who would otherwise have been entitled to Small Business Rates Relief will require an assessment to ensure the business would be eligible for small business rates relief, the RV must be £15,000 or less to be eligible.

Businesses who received financial support from the Small Business Grant Fund or the Retail, Hospitality, and Leisure Grant Fund are NOT eligible to receive a Grant from this Discretionary Fund.

Eligibility Criteria

The eligibility criteria for this Fund have been set by Central Government. Grants awarded by Reading Borough Council from this Fund will be capped at £10,000. Any application submission must be accompanied by evidence in support of the criteria below. A business must meet all the criteria to be eligible:

- Businesses with ongoing fixed building-related costs
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.
- Businesses which can demonstrate that they have suffered a significant fall in income due to the Covid-19 crisis and will be required to confirm how payment of the grant will ensure future sustainability

- Business with fewer than 50 employees and will be required to confirm how many employees are residents within the Reading Borough
- Businesses that were trading on or before 11th March 2020
- Turnover of less than £10.2m
- Balance Sheet total of less than £5.1m
- 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 that are eligible for other grant schemes will be ineligible.

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

Self-employed individuals that work primarily from home and do not have additional ongoing, fixed building-related costs outside of their residential property costs will not be eligible for funding.

How we will use your information

The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back.

We will use your information to assess your application for financial support. In doing so we will confirm information about you and your account from Council departments, credit reference agencies and companies house to confirm account validity and your identity. If you provide false or inaccurate information, we will record this.

Local Authority Discretionary Grant Fund Application

Applicant Details

Applicant Name*

First Name

Last Name

Position in relation to the business*

Applicant Address*

Address Line 1

Address Line 2

City

County/Region

Postcode

Applicant Date of Birth*

Applicant Email*

Applicant Phone Number*

You will be required to supply proof of identification. Examples of proof include passport or driving license*

Upload Facility*

Company Details

Business Name*

Business Sector*

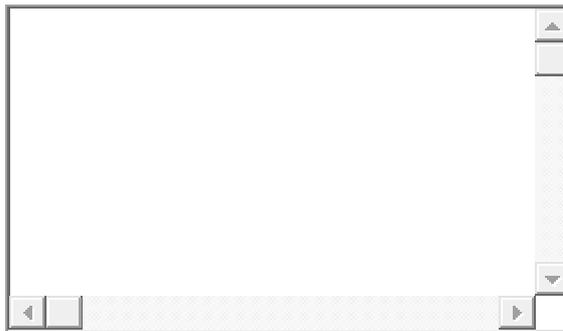
Business Website

Please list the services, trades or business products your business provides*

Company Number (as registered with Companies House)

VAT Registration Number (as registered with HMRC)

Accounts Contact*



Please confirm by ticking the following that your company complies with the following statements:

- Turnover of less than £10.2m
- Balance Sheet total of less than £5.1m
- The business is a Small or micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006.

You may supply provide text to support your evidence and may attach documents. Examples of proof in support of these points include, but are not limited to last set of accounts;



Please summarise your evidence here*

Upload facility

I confirm that this Business has not received any other Grant awarded in support of dealing with COVID-19, that would make this application ineligible, this includes but 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

Tick to agree

Category of Business

Please choose one of the following options *

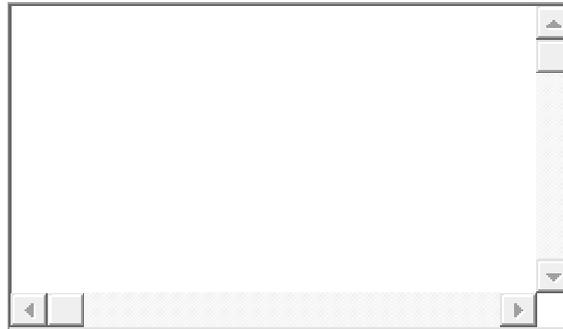
- I am a small business in a shared or flexible workspace
- I am a market trader who does not pay business rates and trade exclusively in the Reading Borough
- I own a B&B and pay Council Tax instead of Business Rates
- I represent a Charity in receipt of Charitable Business Rate Relief

Do you have your own business rates assessment? *

Yes No

To be able to receive this Fund, your business must evidence ongoing fixed building-related costs and occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.

You must provide evidence to support your claim and attach relevant documents. Examples of proof in support of this point include, but are not limited to; a Signed Lease Agreement, Signed Licence Agreement, Signed Rental Agreement or Signed Mortgage Agreement;

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Please summarise your evidence here*

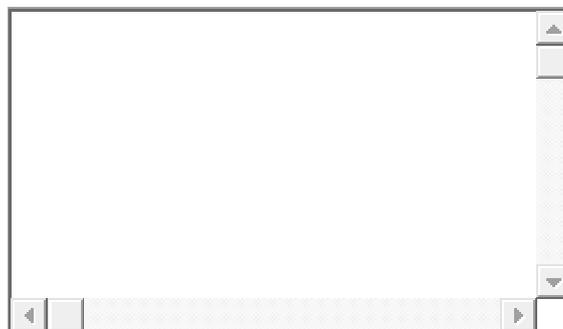
Upload facility

Loss of Income Due To COVID-19

To receive this Fund, your business must demonstrate that you have suffered a significant fall in income due to the COVID-19 crisis.

This can include evidence of physical business closure, loss of regular business income, reduced sales/activity volumes supported by evidence that the gross amount earned less costs incurred during the COVID-19 period represent a significant fall in net income.

Examples of proof in support of this point include, but are not limited to documentation from your Bank, Accountant or Financial Advisers

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Please summarise your evidence here*

Upload facility

Number of Employees

To receive this Fund, your business must have less than 50 employees.

An employee is defined as a person who has received remuneration from your company in the last 6 months (up to March 11 2020) and who has a full-time or part-time contract to work for your company.

You may supply provide text to support your evidence and may attach documents. Examples of proof in support of this point include, but are not limited to Payroll or Personnel records, in addition we require you to confirm of the total number employees, the number of employee's that are resident in the Borough;



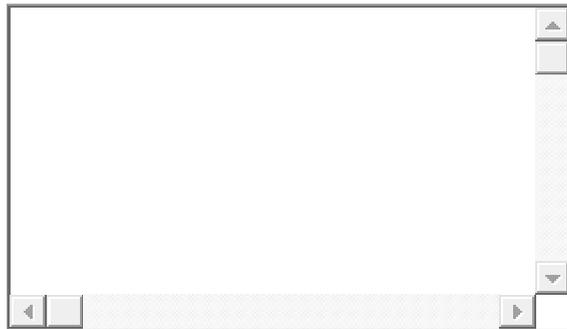
Please summarise your evidence here*

Upload facility

Trading Dates

To receive this Fund, your business must have been trading on or before March 11 2020.

Please provide evidence to support your claim. Examples of proof in support of this point include, but are not limited to Registration with Companies House, Registration with the Charity Commission or evidence from HMRC;



Please summarise your evidence here*

Upload facility

Bank Details

Sort Code*

Bank Account Number*

Account Name*

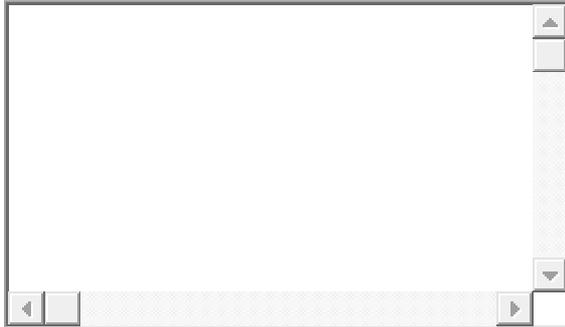
Roll Number (Building Society)

You will be required to supply proof of business bank account. Examples of proof include bank statement confirming full sort code and account number*

Upload Facility*

Declaration of Sustainability & Compliance

Please supply text to confirm how payment of this grant will support your future sustainability.



I confirm that this award complies with the EU law on State aid on the basis that, including this award, the company making the request shall not receive more than €200,000 in total of de minimis aid within the current financial year or the previous two financial years). See the de minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013)*

Yes

Consequences of misrepresentation

A serious misrepresentation in supplying this information may have the following consequences for the signatory that made the misrepresentation:-

- The Council may sue the signatory for damages under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the signatory may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- The signatory may be excluded from bidding for Council contracts for three years, under regulation 57(8)(h)(i) of the Public Contract Regulations 2015;

I understand that any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back.

Yes

Signature*

[\[clear\]](#)

Use your mouse or finger to draw your signature above



Department for
Business, Energy
& Industrial Strategy

Grant Funding Schemes

Local Authority Discretionary Grants Fund –
guidance for local authorities



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Any enquiries regarding this publication should be sent to us at: enquiries@beis.gov.uk

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About this guidance

1. This guidance is intended to support local authorities in administering the Local Authority Discretionary Grants Fund announced on 1 May 2020. This guidance applies to England only.
2. This guidance sets out the criteria which local government should consider as they manage the Local Authority Discretionary Grants Fund. This does not replace [existing guidance](#) for the Small Business Grant Fund (SBGF) or the Retail Hospitality and Leisure Grant Fund (RHLGF).
3. Local authority enquiries on this measure should be addressed to businessgrantfunds@beis.gov.uk. Businesses seeking information should refer to their local authority for further information on their discretionary scheme.

Introduction

4. In response to the Coronavirus, COVID-19, the government announced there would be support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund.
5. This additional fund is aimed at small and micro businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund.

How will the grants be provided?

6. Local authorities will be responsible for delivering grants to eligible businesses. Section 1 of the Localism Act 2011 provides all local authorities with the vires to make these payments.
7. The cost to local authorities of these grant payments will be met in one of two ways:
 - Where they have or plan to spend all of the grants fund allocation for the Small Business Grants Fund and Retail, Hospitality and Leisure Grants Fund, they will receive an additional payment of 5% of their funding allocation (using a grant under section 31 of the Local Government Act 2003).
 - Local authorities that, having taken all reasonable steps to provide grants to eligible businesses for the Small Business Grants Fund and/or the Retail, Hospitality and Leisure Grants Fund, still have unspent initial grants funds allocation, will fund the grants from this unspent residual. Local authorities with a projected underspend of more than 5% cannot allocate awards above their 5% threshold.
8. In either case, we will continue to monitor each local authority's spend performance for the Small Business, Retail, Hospitality and Leisure Grants Funds and the Local Authority Discretionary Grants Fund and ensure they have sufficient funding and the correct 5% cap for the Discretionary Grants Fund and will top up funding where necessary.

9. We will use the data return from local authorities of Monday 4th May 2020, which includes a projection of spend totals for the Small Business and Retail, Hospitality and Leisure Grants Funds, as the baseline for calculating either:
 - The 5% funding envelope that each local authority can utilise to meet the costs of this discretionary grants scheme, where they have residual funding available;
 - Or, the allocation of the additional amount of grant to be paid to those local authorities expecting to have no residual funding or not enough residual funding from the initial allocation of Small Business and Retail, Hospitality and Leisure Grants Funds.
10. This is a baseline to provide the fixed minimum 5% allocation for each local authority, to give certainty. We do not want to penalise local authorities that subsequently manage to achieve a higher number of business hereditaments supported and grants awarded; their 5% allocation will be adjusted upwards.
11. We are committed to meeting the delivery costs to local authorities for this scheme and will meet associated New Burdens costs.
12. Local authorities that will be responsible for making payments to businesses and which will receive funding from government are billing authorities in England.
13. This grant scheme widens access to support to businesses who are struggling to survive due to the Corona virus shutdown but are unable to access other grant funding. Local authorities should make payments as quickly as possible to support struggling businesses. We anticipate that the first payments made under the scheme will be received by businesses by early June.

How much funding will be provided to businesses?

14. Local authorities may disburse grants to the value of £25,000, £10,000 or any amount under £10,000. The value of the payment to be made to a business is at the discretion of the local authority.
15. Grants under the Local Authority Discretionary Grants Fund are capped at £25,000.
16. The next level payment under the Local Authority Discretionary Grants Fund is £10,000.
17. Local authorities have discretion to make payments of any amount under £10,000. It will be for local authorities to adapt this approach to local circumstances, such as providing support for micro-businesses with fixed costs or support for businesses that are crucial for their local economies. We expect that payments of under £10,000 may be appropriate in many cases.
18. In taking decisions on the appropriate level of grant, local authorities may want to take into account the level of fixed costs faced by the business in question, the number of employees, whether businesses have had to close completely and are unable to trade online and the consequent scale of impact of COVID-19 losses.
19. Bearing in mind the above, local authorities should set out clear criteria for determining the appropriate level of grant to give businesses clarity.

Who will benefit from these schemes?

20. These grants are primarily and predominantly aimed at:
- 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.
21. 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
22. 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
23. We want local authorities to exercise their local knowledge and discretion and we recognise that economic need will vary across the country, so we are setting some national criteria for the funds but allowing local authorities to determine which cases to support within those criteria.
24. We are asking local authorities to prioritise the following types of businesses for grants from within this funding pot:
- 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.

25. The list set out above is not intended to be exhaustive but is intended to guide local authorities as to the types of business that the government considers should be a priority for the scheme. Authorities should determine for themselves whether particular situations not listed are broadly similar in nature to those above and, if so, whether they should be eligible for grants from this discretionary fund.
26. Where limits to funding available for this scheme require local authorities to prioritise which types of businesses will receive funding, it will be at the local authorities discretion as to which types of business are most relevant to their local economy. There will be no penalty for local authorities because of their use of discretion to prioritise some business types.
27. Local authorities should set out the scope of their discretionary grant scheme on their website, providing clear guidance on which types of business are being prioritised, as well as the rationale for the level of grant to be provided (either £25,000, £10,000 or less than £10,000).
28. Local authorities may wish to consider collaborating as they design their discretionary schemes to ensure there is consistency where they are working across a functional economic area (e.g. a Mayoral Combined Authority or Local Enterprise Partnership area) and may want to engage with MCAs and LEPs to ensure alignment and reduce duplication with other local discretionary business grants that may have been established.

Eligibility

29. This grant funding is for businesses that are not eligible for other support schemes. Businesses which are eligible for cash grants from any central government COVID-related scheme (apart from SEISS) 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
30. Businesses who have applied for the Coronavirus Job Retention Scheme are eligible to apply for this scheme.
31. Businesses who are eligible for the Self-Employed Income support scheme (SEISS) are eligible to apply for this scheme as well.
32. Only businesses which were trading on 11 March 2020 are eligible for this scheme.
33. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

Who will receive this funding?

34. It is recognised that local authorities will need to run some form of application process.
35. This will allow local authorities to undertake proportionate pre-payment checks to confirm eligibility relative to their local scheme and to allow each local authority to determine how to use its discretion in relation to the appropriate level of grant. Prepayment checks must include confirming that by accepting payments recipients are in compliance with State aid rules.
36. Local authorities must use their discretion in identifying the right person to receive this funding, based on their application process.
37. The local authority must call or write to the business, stating that by accepting the grant payment, the business confirms that they are eligible for the grant scheme, including that any payments accepted will be in compliance with State aid requirements. Suggested wording for State aid declarations is included at [Annex B](#).

Will these grant schemes be subject to tax?

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

Managing the risk of fraud

40. The government 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.
41. The government Grants Management Function and Counter Fraud Function will make their digital assurance tool, Spotlight, available to local authorities, and will offer support in using the tool and interpreting results. Alongside other checks conducted by local authorities, the tool can help with pre-payment and post payment assurance. We also want local authorities to work with us and each other in identifying and sharing good practice, including protecting eligible businesses which may be targeted by fraudsters pretending to be central or local government or acting on their behalf.

Post event assurance

42. Post payment, the government Grants Management Function and Counter Fraud Function will support local authorities to carry out post-event assurance work to identify high risk payments.

Monitoring and reporting requirements

43. Local authorities will be required to report on their progress in developing and delivering the Local Authority Discretionary Grant Fund weekly to BEIS alongside the existing reporting on the Small Business Grants Fund and Retail, Hospitality and Leisure Grants Fund. Criteria for local authority schemes must be published and shared with BEIS.
44. Once the scheme is developed and payments are made, reports from June onward will cover:
 - Numbers of businesses provided £25,000 grants
 - Numbers of businesses provided £10,000 grants
 - Numbers of businesses provided less than £10,000 grants
 - Total funding paid out in relation to the discretionary grant scheme paying less than £10,000
 - Expected date of completion of all grant payments to businesses
 - Issues encountered in implementing the scheme to allow BEIS to support development of solutions with local authorities.
45. We will also contact a sample of LAs each month to:
 - Check they are awarding in line with the mandatory criteria;
 - Understand the ways in which they are using their discretion.
46. Annex A contains information on Post Payment Monitoring requirements.

State aid

47. The United Kingdom left the EU on 31 January 2020, nonetheless under the Withdrawal Agreement the State aid rules continue to apply during a transition period, subject to regulation by the EU Commission. The local authority must be satisfied that all State aid requirements have been fully met and complied with when making grant payments, including, where required, compliance with all relevant conditions of the EU State aid De-Minimis Regulation, the EU Commission Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak, the approved COVID-19 Temporary Framework for UK Authorities, and any relevant reporting requirements to the EU Commission.
48. Local authorities have a discretion to make payments to eligible recipients under either the De Minimis rules or the COVID-19 Temporary Framework for UK Authorities (provided all the relevant conditions are met).
49. Payments of up to and including £10,000 can be provided under the De Minimis rules, meaning applicants can receive up to €200,000 of aid within a three year period.
50. Payments of up to and including £25,000 (or £10,000 where the De Minimis threshold has been reached) should be paid under the COVID-19 Temporary Framework for UK Authorities. Local authorities should note the conditions attached to the Temporary Framework, including the €800,000 threshold per undertaking (€120 000 per

undertaking active in the fishery and aquaculture sector or €100 000 per undertaking active in the primary production of agricultural products), and requirement for recipients to declare they were not an undertaking in difficulty on 31 December 2019. An 'undertaking in difficulty' is defined by GBER (2014) as an undertaking in which at least one of the following circumstances occurs:

- a) In the case of a limited liability company (other than an SME that has been in existence for less than three years), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital.
- b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.
- c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.
- d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.
- e) In the case of an undertaking that is not an SME, where, for the past two years:
 - i) The undertaking's book debt to equity ratio has been greater than 7.5 and
 - ii) The undertaking's EBITDA interest coverage ratio has been below 1.0.

51. Annex B of this guidance contains two sample declarations which local authorities may wish to use with either payments under the De Minimis rules or under the COVID-19 Temporary Framework for UK Authorities. Where local authorities have further questions about De Minimis or other aspects of State aid law, they should seek advice from their legal department in the first instance.

Annex A: Post-payment reporting

Background

1. Local authorities will be required to report weekly to BEIS on the Local Authority Discretionary Grants Fund, alongside the existing reporting on the Small Business Grants Fund and Retail, Hospitality and Leisure Grants Fund
2. Reports will cover:
 - Numbers of businesses provided £25,000 grants
 - Numbers of businesses provided £10,000 grants
 - Numbers of businesses provided less than £10,000 grants
 - Total funding paid out in relation to the discretionary grant scheme paying less than £10,000
 - Expected date of completion of all grant payments to businesses
 - Issues encountered in implementing the scheme to allow BEIS to support development of solutions with local authorities
3. The return will be completed using the DELTA Reporting system.

Process

4. Local authorities are required to complete the weekly return for BEIS by 10am Monday (from early June), reporting on the previous Monday – Sunday period.
5. Each weekly report will only cover grants provided by local authorities to eligible business during the period of the previous week as per paragraph 4. The Cities and Local Growth Unit will consolidate the reports to create a cumulative total and monitor progress against the allocation of funding per local authority.

Definitions

Total number of grants provided under each level of the scheme (£25,000; £10,000; and less than £10,000)	Number of grants paid (in that week) to the eligible businesses identified by the local authorities.
Total funding paid out in relation to the discretionary grant scheme paying less than £10,000	This should reflect the amount of money paid in grants against the under £10k grant in the reporting week under this scheme.
Expected Date of Completing all payments to Eligible Businesses	Date at which the local authorities believes it will have provided all grants under the scheme.
Comments	Highlight in this box issues that local authorities are encountering while implementing the schemes.

Annex B: State aid – Sample paragraphs that could be included in letters to grant recipients

Template to send to beneficiaries of aid awarded based on the UK COVID-19 Temporary Framework¹

Dear [Name of Aid Recipient]

Confirmation of State Aid received under the COVID-19 Temporary Framework for UK Authorities scheme

Following the outbreak of the Coronavirus, the European Commission has approved schemes to aid businesses affected by the Coronavirus outbreak on the basis of their Temporary Framework, including the COVID-19 Temporary Framework scheme for the UK.

The maximum level of aid that a company may receive is €800 000 (€120 000 per undertaking active in the fishery and aquaculture sector or €100 000 per undertaking active in the primary production of agricultural products). This is across all UK schemes under the terms of the European Commission's Temporary Framework. The Euro equivalent of the Sterling aid amount is calculated using the Commission exchange rate² applicable on the date the aid is offered.

Any aid provided under this scheme will be relevant if you wish to apply, or have applied, for any other aid granted on the basis of the European Commission's Temporary Framework. You will need to declare this amount to any other aid awarding body who requests information from you on how much aid you have received. You must retain this letter for four years after the conclusion of the UK's transition from the EU and produce it on any request from the UK public authorities or the European Commission.

Aid may be granted to undertakings that were not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation³) on 31 December 2019, but that faced difficulties or entered in difficulty thereafter as a result of the COVID-19 outbreak⁴.

This aid is in addition any aid that you may have received under the De Minimis regulation allowing aid of up to €200,000 to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years), and any other approved aid you have received under other State aid rules, such as aid granted under the General Block Exemption Regulation.

¹ Approval reference.

² https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02014R0651-20170710>

⁴ If you are an undertaking in difficulty within the meaning of Article 2(18) of the General Block Exemption Regulation you may still be entitled to de minimis aid if you have received less than €200,000 in de minimis aid in the last three years. You should contact us if you consider that you may qualify for de minimis aid on this basis.

Confirmation of State aid received under x Scheme, and Undertaking in Difficulty status

Please sign the attached statement confirming your eligibility, in principle, for aid.

I confirm that I have received the following aid under measures approved within the European Commission's Temporary Framework between March 2020 and December 2020.

I confirm that my undertaking was not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation) on 31 December 2019.

Body providing the assistance/ aid	Value of assistance (in €)	Date of assistance

Declaration

Company	
Company Representative Name	
Signature	
Date	

Template to send to beneficiaries of aid awarded based on De Minimis Rules

Dear []

The value of the grant payment to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of de minimis aid within the current financial year or the previous two financial years). The de minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

Amount of de minimis aid	Date of aid	Organisation providing aid	Nature of aid

I confirm that:

- 1) I am authorised to sign on behalf of _____ [name of undertaking]; and
- 2) _____ [name of undertaking] shall not exceed its De minimis threshold by accepting this grant payment.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

I confirm that I wish to accept the grant payment in relation to the above premises.

DATE:

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