



Grant Guidance Document for applications to:

North Norfolk District Council Additional Restrictions Grant

Phase 2

**PLEASE READ THIS DOCUMENT IN FULL BEFORE
COMMENCING YOUR GRANT APPLICATION**

Version 1

Introduction

1. This guidance document sets out the criteria required for north Norfolk based businesses wishing to apply to North Norfolk District Council for a grant from the Additional Restrictions Grant (ARG) fund. This fund is intended to support certain businesses (see scheme outline) who were severely impacted by specific national lockdowns in England or who legally had to close during these periods but are not registered for business rates with North Norfolk District Council.
2. This is an additional fund to the Local Restrictions Support Grants (LRSRG). The Additional Restrictions Grant scheme is intended to support certain businesses who are not eligible for the Local Restrictions Support Grant.
3. This online application form is for Phase 2 of the Additional Restrictions Grant. Phase 2 relates specifically to the national lockdown period which started on 5 January 2021. (Phase 1 of the Additional Restrictions Grant relates specifically to the national lockdown period between 5 November and 2 December 2020).
4. Applicants who have not previously applied for an Additional Restrictions Grant for Phase 1 and wish to do so, can apply retrospectively from the relevant section on the Phase 2 online application form.

IMPORTANT – PLEASE NOTE

DO NOT use this online application form if you have already received an Additional Restrictions Grant (Phase 1) payment from North Norfolk District Council in relation to the lockdown period 5 November to 2 December.

5. Full details of the eligibility criteria are outlined below.

General Eligibility

6. To be eligible to apply for a grant under this scheme, applicant businesses must:
 - Operate a business within the North Norfolk district that was legally closed due to the national lockdown; or operate a business that was severely impacted by the national closures;
 - Meet the conditions detailed within the Eligibility Criteria for either Business Closure or Business Impact;
 - Have been trading on 4 January 2021;

- Not be in administration, insolvent or where a striking-off notice has been made. Businesses will need to notify the Council if these circumstances change (for example, if your business becomes insolvent);
 - Confirm that any grant awarded to your business will comply within State Aid Limits (see **State Aid and Subsidy Control Regulations**)
7. Business will be eligible for only one grant under this scheme (not per property). If you have claimed a Local Restriction Support Grant on any one of your properties (hereditaments) then you will not be eligible for this grant scheme.

Scheme Outline

8. Businesses are invited to apply for one of two grants: Business Impact or Business Closure.
9. Only applications that fully satisfy the grant criteria within this document, with sufficient and satisfactory supporting evidence will be approved for a grant award. Failure to submit all the necessary evidence will delay your application being processed.

Eligibility Criteria

10. Business Impact

This grant will be awarded to specified businesses that were NOT CLOSED but were *severely impacted* by the national closures.

To be eligible for this grant your businesses must be within one of the following categories:

- Engaged in supplying goods and/or services to one or more of the Government's list of businesses and organisations that have recently been legally obliged to close as part of the national lockdown. The list of legally closed businesses/organisations can be found at: www.north-norfolk.gov.uk/media/6303/closing-certain-businesses-and-venues-in-england.pdf
- Engaged in supplying goods and/or services to the retail, hospitality and leisure sector, including events.
- Engaged in delivering a service to customers in a face-to-face environment. This can include delivering a service in a customer's home or an environment where it would not be practical to follow Covid-19 safety guidelines.
- Taxi Services

In addition, your business must:

- Have been severely financially impacted as a consequence of the national lockdown e.g. loss of sales revenue, increased costs etc.
- Have high ongoing fixed costs

11. **Business Closure**

This grant will be awarded to specified businesses that were CLOSED and are NOT registered for Business Rates

To be eligible for this grant your businesses must:

- Be a business that was legally obliged to close as part of the national lockdown. The list of applicable businesses/organisations can be found at: www.north-norfolk.gov.uk/media/6303/closing-certain-businesses-and-venues-in-england.pdf; and
- Not be registered with the Council for business rates.

12. **Exclusions**

- Businesses that have already received an Additional Restrictions Grant payment from North Norfolk District Council
- Businesses that are eligible for the Local Restrictions Support Grant (closed/open)
- Holiday lets and accommodation premises where a cooked breakfast is not provided are excluded from this policy. Premises where the owner is not also a permanent resident are also excluded.
- Properties that are empty/businesses not in operation on 4 January 2021
- Businesses that can still trade and operate services remotely, for example office-based businesses such as solicitors
- Businesses that have chosen to close but have not been required to do so in line with the national restrictions
- Businesses that were in administration, are insolvent or where a striking-off notice had been made at the date of the lockdown
- Businesses that had been closed for the winter season that were not intending to remain open for the winter period (i.e. from November 2020 to March 2021)
- Businesses that do not comply with State Aid rules
- Community centres, halls and places of worship
- Parish and Town Council operated units

Supporting Documents

13. In order for the application to be considered, we require businesses to demonstrate that they meet the eligibility criteria set out in this document. To support your application, you will need to provide supporting evidence. This will be identified and able to be uploaded within the application form, but will include the following, as appropriate:

- A recent bank statement
- Evidence of ongoing fixed costs
- Evidence of pitch fees (Market Traders)

PLEASE HAVE ALL EVIDENCE TO HAND BEFORE STARTING THE APPLICATION FORM - FAILURE TO SUBMIT ALL THE NECESSARY EVIDENCE WILL DELAY YOUR APPLICATION BEING PROCESSED.

Grant Award Payment and Conditions

14. Only one grant will be payable per business.
15. This will be a one-off discrete grant payment to cover the months of January, February and March 2021.
16. Applicants applying for Phase 1 of the Additional Restrictions Grant will receive an additional grant payment.

17. **Business Impact Grant**

Businesses within this category will be awarded Phase 2 grants of:

- £3,000 (additional £1,000 for Phase 1) per business not registered for business rates.
- £3,000 (additional £1,000 for Phase 1) per taxi service business.
- £3,000 (£1,000 for Phase 1) per business registered for business rates and with 0 to 10 employees on the date of the commencement of the local restrictions.
- £4,500 (additional £1,500 for Phase 1) per business registered for business rates and with 11 to 24 employees on the date of the commencement of the local restrictions.
- £6,000 (additional £2,000 for Phase 1) per business registered for business rates and with 25 or more employees on the date of the commencement of the local restrictions.

18. **Business Closure Grant**

£3,000 (additional £1,000 for Phase 1) per business and market trader. Market traders will receive one payment (regardless of number of stalls).

Application and Payment process

19. The Council will administer applications on a first come first served basis and will process those applications in the order they are received as a complete application. An application will be considered complete when it includes all the required supporting documentation. Businesses should therefore seek to submit an application at the earliest opportunity with all the appropriate evidence. Failure to submit all the necessary evidence will delay your application being processed.
20. Upon submitting your application you will receive a notification email confirming receipt of your application. We will then commence processing your application.
21. Please do not contact us during this time unless requested to do so by a Grant Processor. Doing so will not speed up the assessment or payment process and unnecessary communication may delay the administration of the grant process.
22. Only applications which fully satisfy the grant criteria within this document, with the satisfactory supporting evidence will be approved for a grant award.
23. 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.
24. The Council will not approve or make payment of a grant under this scheme to a business that has already received or is eligible for a grant for a business unit under the Local Restrictions Support Grants.
25. The Council will aim to pay your grant via BACS once your application has been fully processed. However, due to the anticipated high volume of applications we cannot guarantee on what date this will occur. Moreover, you should anticipate at least 3 working days for the BACS payment to reach your account once your application has been approved.
26. Grant income received by a business is taxable therefore funding paid under this grant scheme will be subject to tax. However, only businesses which make an overall profit once grant income is included will be subject to tax.
27. 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. We will be conducting checks on your application, including using Government's fraud prevention tools
28. Should a grant be paid through Council error, we will contact you and request the return of funds.
29. The Council accepts no liability for any business or organisation who, for ANY reason, failed to make an application and therefore were not considered

for a grant. Grants are awarded from money allocated to the Council by the Government. We will aim to allocate this to eligible businesses who have fully satisfied the criteria within the Grant Guidance.

30. State Aid rules and requirements apply to this grant scheme (please see **State Aid and Subsidy Control Regulations**)
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.

State Aid and Subsidy Control Regulations

32. The UK left the EU on 1 January 2021 and any new grants issued by the Council are subject to subsidy control under EU UK Trade and Co-operation Agreement (TCA). Any grants issued prior to this date remain subject to State Aid rules. The Council has authority to issue discretionary grants under the equivalent De-Minimus rules in Article 3.2(4) TCA and the Covid-19 Temporary Framework and in accordance with BEIS technical guidance on subsidy control. It is the responsibility of the person or business receiving such aid to make sure that they do not exceed the limit of 325,000 SDR. You must disclose any aid relevant that you have applied for or are applying for.

By submitting an application, you are confirming that this business:

- was not an ‘undertaking in difficulty’ on 31 December 2019 as defined by GBER (2014)
- has not received any other grant awarded in support of dealing with Covid-19 that would make this application, or the award of a grant resulting from it, ineligible.

Any reference to State Aid throughout this document includes reference to subsidy control in relation to grants awarded on or after 1 January 2021. The contents of this document will be reviewed on a regular basis however the accuracy of the guidance with respect to its coverage of the UK’s international subsidy commitments cannot be guaranteed at all times for example where agreements are updated or interpreted through WTO case law.

Privacy Statement

The information you provide and send to us at North Norfolk District Council will be processed in accordance with the GDPR 2016 and Data Protection Act 2018. The information processed is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Enquiries about the scheme can be emailed to grants@north-norfolk.gov.uk