

North Norfolk District Council  
**Business Recovery & Resilience Grant Scheme**

# **GRANT GUIDANCE**

# North Norfolk District Council

## Business Recovery & Resilience Grant Scheme

### 1. GENERAL

- 1.1. The Business Recovery & Resilience Grant Scheme is intended to support businesses located within the boundaries of North Norfolk District Council that have been severely impacted by the COVID-19 restrictions and are looking at ways to recover and strengthen their business performance.
- 1.2. The Business Recovery & Resilience Grant will pay for up to 75% towards capital and revenue costs involved in the recovery and resilience of the business.
- 1.3. Grants between £2,500 up to a maximum of £25,000 are available.
- 1.4. Successful applicants must be able to demonstrate there is a robust business case for grant funding to support their project. You must therefore illustrate: (i) how you have been severely impacted by COVID-19; (ii) what you need to invest in; and (iii) how this grant will enable you to respond to the impact.

### 2. FUNDING AVAILABILITY

- 2.1. There is a limited pot of funding available. Applications will be considered on a first-come, first serve basis. Businesses should therefore seek to submit an application at the earliest opportunity.
- 2.2. Whilst there is no scheme deadline, there will be periodical reviews where the Council will consider the effectiveness of the criteria, the popularity of the Scheme and the remaining fund available. Following each review, the Scheme may be revised, or ended based upon this analysis.

### 3. PRIORITY AREAS

- 3.1. The Business Recovery & Resilience Grant Scheme will fund both capital and one-off revenue costs. This scheme is non-prescriptive in relation to the activities that businesses require to support them to invest, recover, sustain, diversify and/or grow.
- 3.2. Whilst we will consider all eligible applications, North Norfolk District Council have identified a number of activity areas that will be prioritised. These are as follows:
  - Digitalisation - investment in e-commerce, contactless payments, online booking systems, click and collect, new websites etc.
  - Adapt and Diversify - investment in new product or services, improved resilience etc.
  - Green Initiatives - sustainable procedures, energy efficient measures etc.
  - Investment in new equipment/machinery/facilities/processes – to support turnover growth, increase customer capacity etc.
  - Physical adaption to premises (NB planning permission must be in place)
- 3.3. In addition to the above priorities, a grant will also be available to support businesses in a position of hardship. This **Hardship Grant** is intended to assist businesses that are experiencing difficulties in their ability to trade due to ongoing Government enforced restrictions within their industry.
- 3.4. To apply for a Hardship Grant, applicants are required to complete and return a Hardship Grant Form. Please request a copy of this form via email at: [grants@north-norfolk.gov.uk](mailto:grants@north-norfolk.gov.uk)

### 4. ELIGIBILITY CRITERIA

- 4.1. To be eligible for grant funding:
  - Your business must be located within the administrative area of North Norfolk District Council and delivering services/products from/within the District ie your main operation base is located within the District boundary. For sole traders, your home address must be within the District.
  - Your business must not be in administration, insolvent or in receipt of a striking-off notice.

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- You must provide quotations (no less than one) for all proposed projects. These must be from businesses/individuals who are independent from your business.
- You must ensure that your project complies with current State Aid/Subsidy regulations and you will be required to submit a State Aid Declaration as part of the application process. Further details of the current State Aid regulations are shown below.
- Businesses must satisfy the Grant Panel that their proposals are viable, realistic and deliverable within the agreed timescales.
- Applications will be assessed on their relative merits in terms of the outputs offered, for example, impact on the local economy, the number of jobs safeguarded and/or the number of jobs created, benefit to the local supply chain etc.

### 5. EXCLUSIONS, INELIGIBLE COSTS AND ACTIVITIES

5.1. Certain sectors will be excluded from this scheme. They are as follows:

- Holiday lets and self-catering accommodation premises are excluded from this scheme.
- Businesses involved in gambling and betting activities (e.g. bookmakers) are excluded from this scheme.

5.2. There are a small number of ineligible activities and costs. These are as follows:

- Projects where the applicant cannot demonstrate a market demand (either new or existing).
- Wage subsidies, cash flow, buying stock.
- Expenditure on continuous or periodic activity, building maintenance, routine tax consultancy, regular legal services or advertising, or costs to comply to statutory regulations.
- Non-business expenditure.
- The replacement of items and consumables including laptops and software.
- Land purchase and building repairs.
- VAT, unless this cannot be recovered.
- Repeat applications, including from linked companies.
- Any costs relating to insurance policies.
- Costs for any expenditure incurred prior to any grant offer letter.

### 6. APPLICATION PROCESS

6.1. **Applications will open from Monday 11 October 2021 at 9am.**

6.2. To apply for this grant you will need to complete an Application Form. This can be found at: [www.north-norfolk.gov.uk/brrg](http://www.north-norfolk.gov.uk/brrg)

6.3. You should submit your completed application and supporting documents to: [grants@north-norfolk.gov.uk](mailto:grants@north-norfolk.gov.uk)

6.4. The Council will administer applications on a first come first serve basis and will process those applications in the order they are received. Businesses should therefore seek to submit an application at the earliest opportunity with all the appropriate evidence, including any procurement quotes.

6.5. Upon submitting your application you will receive a notification email confirming receipt of your application. (Note: This is not automated.)

6.6. We will then undertake a detailed assessment of your proposal based on the Application Form and the supporting information that you provide.

6.7. You may however be asked for additional information during this process, to enable an assessment of, for example, eligibility, financial viability etc.

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- 6.8. Once the assessment of your grant application has been completed, it will be passed for consideration by the Grant Panel who will review your application and provide a decision on your proposed project.
- 6.9. The grant decision will be relayed to you at the earliest opportunity. Please be aware, full compliance with the eligibility criteria does not guarantee that your application will be successful, as grants are discretionary, and there is no right of appeal against the grant decision.
- 6.10. If your grant application is rejected, an explanation will be provided.
- 6.11. 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 and who, at the discretion of the Grant Panel, best fulfil the ambitions of the Scheme within the context of other applications received and the remaining fund available.

### 7. GRANT OFFER AND PAYMENT

- 7.1. If your grant is approved, you will be issued with a formal Grant Offer Letter. This will include information about your grant offer and eligible project costs, any conditions of the offer and information on how to claim the grant. We will also confirm whether your grant offer will be in full (no greater than 75% of the total project), or support partial elements.
- 7.2. You must use your business bank account to make the payment. The use of cash, credit card, or asset finance to make purchases is not normally accepted, but may be considered under exceptional circumstances.
- 7.3. To claim your grant, you will need to submit a Claim Form and provide supporting documentary evidence:
  - Copies of invoices and bank statements of the applicant business confirming the fully completed purchase and payment.
  - Documents, where not originals, must be certified as true copies of the original document, dated, and signed by a company director/business owner, accountant or solicitor.
- 7.4. Please note, you are allowed to make only one claim for the whole grant value after you have spent all the planned project costs. This should be submitted at the earliest opportunity possible and within the project delivery timescale.
- 7.5. Please note:
  - The minimum individual invoice value we will accept is £250.
  - The maximum number of invoices should not exceed five.
- 7.6. We reserve the right to visit the business site of any grant recipient to ensure the grant has been used for the purpose stated in the Grant Offer Letter, inspect records to show that costs have been evidenced and make a formal assessment of the impact of the project. Grant recipients are obliged to cooperate with this process.
- 7.7. As the grant is funded by the Government, the Council may be subject to an audit process to which, as part of the Grant Offer Letter, we will reserve the right to contact you to request any further evidence if requested.
- 7.8. **IMPORTANT: Grants must be paid within eight weeks of the issue of your Grant Offer Letter.**

### 8. ASSURANCE CHECKS

- 8.1. North Norfolk District Council will undertake due diligence checks (including fraud and internal checks) on the information you provide for the prevention of fraud. If a fraudulent application is suspected we will halt the process of your application and may pass your information to the appropriate fraud inspection authorities.

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- 8.2. If it is established that any award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by the applicant or their representative(s), the Council will look to recover the amount in full.

### **9. TAXATION AND THE PROVISION OF INFORMATION TO HER MAJESTY'S REVENUE AND CUSTOMS (HMRC)**

- 9.1. The Council has been informed by Government that all payments under this Scheme are taxable. The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.
- 9.2. All applicants should note that where a grant is paid by the Council, details of each individual grant may be passed to the Government.

### **10. DATA PROTECTION AND USE OF DATA**

- 10.1. All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection Policy and Privacy Notices. These are available on the Council's website.

### **11. STATE AID AND SUBSIDY CONTROL REGULATIONS**

- 11.1. 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-Minimis 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 Special Drawing Rights. You must disclose any aid relevant that you have applied for or are applying for.
- 11.2. 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.
- 11.3. 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.