

APPLICATION FORM – Discretionary Business Fund - New starts

Eligibility

This grant is aimed at businesses who have not received Coronavirus financial support since October 2020.

Yes/no	Criteria
	Business started trading after March 2020 and before 2nd November 2020
	Business is based in Aberdeenshire and has fewer than 250 employees
	Business has valid a VAT, PAYE, Companies House registration, SCIO, CIC or UTR number
	I confirm this business has not been eligible for any coronavirus funding since October 2020.
	I confirm this business has not received an enforcement notice as a result of breaching Covid-19 regulations
	I confirm this business is not in administration, insolvency or received notice to be struck off Companies House
	Business can evidence a 30%, negative, financial impact from Coronavirus restrictions
	This business would normally have an annual turnover of more than £3,000
	I have the authority to apply on behalf of this business.

List any financial support this business has received in connection with Covid-19

Business details

Business name	
Trading as	
Trading start date	
Applicant first name, last name	
Business address inc postcode	
Contact phone number	
Contact email address	
Business Legal status (Limited Company, Sole Trader, Trust, Partnership, Community Interest Company, self-employed etc)	
Describe your core trading activity	
No of employees	

As of 01 January 2021 EU State aid rules are no longer applicable. More information can be found [here](#).

Business bank account details – personal accounts may be considered where there is clear evidence of business transactions.

Bank account name	
Sort code	
Account number	
This is the account your grant will be paid into and must be in the name of the Business. Personal accounts will be considered where there is clear evidence of business transactions.	
<u>Evidence – must accompany every application</u>	
Incomplete or missing evidence may result in delays to processing your application.	
<u>Evidence of legal status</u>	
Documentation showing VAT, PAYE, Companies House registration, SCIO, CIC or UTR number.	
<u>Evidence of Identity</u>	
Documentation including photographic ID and proof of address. Must accompany every application.	
<u>Evidence of trading</u>	
Please send a recent bank statement for the account above, clearly showing the account details (including account holder name, address, account number, sort code and transactions).	
<u>Evidence of reduced income</u>	
You must submit one month trading to demonstrate negative financial impact e.g comparing a month from summer 2020 with a month from early 2021. Any period can be chosen after March 2020 to demonstrate a fall owing to Coronavirus. You can use accounts or bank statements.	
<u>Evidence of Employee Numbers</u>	
For businesses with employees: a copy of your March 2021 payroll report submitted to HMRC. This can be either a summary of your submission report or detailed RTI report.	

Declaration

- 1.1 I confirm that I have read appendix 1 and 2 and have not received any funding from these sources.
- 1.2 I am authorised to make this application on behalf of this business and that the business operates in this Local Authority area.
- 1.3 I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business.
- 1.4 I understand that my application and supporting documents will be subject to audit. If any part of the declaration is subsequently found to be incorrect, I may be required to repay the grant. If I am found to have knowingly provided false information, my application could be subject to fraud referral.
- 1.5 I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required and depending on circumstances criminal proceedings might be instigated.

Signed	
Date	

Send to discretionaryfund@aberdeenshire.gov.uk

Tick	Documents required
	Documentation showing a valid PAYE, VAT, Companies House registration, SCIO, CIC or UTR number
	Photographic ID and Proof of address
	Recent bank statement showing business transactions
	Proof of loss of income from Covid-19. Bank statements or accounts.
	Completed application form
	March payroll report submitted to HMRC. This can be either a summary of your submission report or detailed RTI report.

CONTACT PREFERENCES	
Business Gateway provides a wide range of free support and advice to individuals looking to set up in business, and newly formed and existing businesses looking to grow and develop.	
Please tick this box if you would like Business Gateway to contact you by email regarding other forms of support that may be available to your business.	

Appendix 1

Receipt of support from any of the schemes below means you must not apply for this Discretionary Fund. The council will make checks and any fraudulent action will be investigated.

Funds excluding eligibility for the Discretionary Business Fund

Introduction of Temporary Restrictions and Strategic Framework		
COVID-19 Museum Development Fund	21 October	for Accredited Scottish museums that have NOT been eligible for the Recovery & Resilience Fund providing awards of up to £60,000 it will enable these organisations to undertake projects that will help them to build their resilience and start to address some of the challenges brought about by the Coronavirus pandemic
Hardship Fund for Creative Freelancers	26 October	A £5m fund to address the current financial hardship being felt by creative freelancers who normally work in the culture sector, but whose work has been impacted by Covid-19.
COVID-19 Restrictions – Contingency Fund	27 October	For pay to play soft play centres and nightclubs that have been closed by regulation between March and November.
Strategic Framework Business Fund	2 November	Grants of up to £3,000 (depending on rateable value) every four weeks for businesses required to close by law and up to £2,100 (depending on rateable value) every four weeks for businesses specifically required to modify their operations by law.
Scotland's Events Recovery Fund	3 November	£2.75m fund designed to support the restart of events and help organisers meet the additional costs of COVID-19 mitigation in event planning and delivery

Appendix 2

Businesses who received funding from the sources below are not eligible for the Discretionary Fund.

Alternative grants	
Travel Agents	https://findbusinesssupport.gov.scot/service/funding/support-for-travel-agents
Brewer Support Fund	https://findbusinesssupport.gov.scot/service/funding/brewers-support-fund
Indoor Football Centres	https://findbusinesssupport.gov.scot/service/funding/support-for-indoor-football-centres
Taxi and Private Hire Vehicle Driver Support Fund	https://findbusinesssupport.gov.scot/service/funding/taxi-and-private-hire-driver-support-fund Taxi drivers and taxi businesses ineligible for this fund can apply for the Discretionary Business Fund.
Mobile Close Contact Services	https://findbusinesssupport.gov.scot/service/funding/mobile-and-home-based-close-contact-services-fund
Wedding Sector Support Fund	https://findbusinesssupport.gov.scot/service/funding/scottish-wedding-industry-fund
Wedding Sector Support Fund	https://findbusinesssupport.gov.scot/service/funding/scottish-wedding-industry-fund
Food and Drink Resilience Wholesale Fund	https://www.gov.scot/publications/coronavirus-covid-19-scottish-wholesale-food-and-drink-resilience-fund/
Small accommodation providers fund	https://www.gov.scot/publications/coronavirus-covid-19-small-accommodation-providers-paying-council-tax-sap-ctf/
Tour operators	https://www.visitscotland.org/supporting-your-business/funding/inbound-tour-operators-fund

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