

COVID-19 Small Business Grant Application

This fund is for South Ayrshire businesses experiencing immediate financial challenges as a result of the COVID-19 restrictions and regulations. This fund is finite and will be allocated on a first come first served basis. It is mandatory to complete **ALL** sections of this form or your application will be invalid.

Contact Details

First Name	
Last Name	
Email Address	
Tel (Landline)	
Mobile	

About your Business

'Legal' name of business *

*The formal 'Legal' name of the business used with e.g. HMRC, Companies House, etc.

'Trading' name of business (even if the same as above) *

*The name you use on a day to day basis.

When did your business start trading (MM/YY)?

What is your business type?

Limited Company		Social Enterprise	
Sole Trader/Self-employed/Freelancer		Community Interest Company	
Partnership		Trust	
SCIO			

Company Registration No. (if applicable)

Or

Unique Tax Reference Number

Please confirm if you were trading on 17 March 2020

Yes

No

**Please describe your business e.g. What is the main income stream?
Describe your core trading activity.**

Including yourself, how many people does your business employ?

Please fully describe how the COVID-19 pandemic is impacting on your business. (Please Note: You may be requested to supply further documented evidence of loss of sales)

Business address (If home based or mobile please enter home address)

Street Number

Name of Property

Street

Town

Postcode

Are your business premises registered for non-domestic rates? Yes No

If Yes, please confirm rateable value of premises

Please provide a link to business website or social media

For BACS Payments please provide Bank Details: *(these must match the statements provided - see page 4 of form)*

Bank name and
branch address:

Account Name:

Sort code:

Account No:

Please confirm all of the statements below

Please note your application will not be accepted if you answer False to any of the statements below. Any fraudulent claims will be subject to investigation. You must answer every statement. Failure to do so will mean your application will be invalid.

My business has not received support from Scottish Government funds (excluding furlough or Coronavirus Job Retention Scheme and Self Employment Income Support Scheme) since 31 October 2020 and my business is therefore experiencing hardship	True	False
My business has not received a grant, been approved for a grant or have an application or appeal outstanding for a grant through the Strategic Framework Business Fund, Mobile and Close Contact Services Fund or the Newly Self-Employed Hardship Fund <i>(please refer to page 6 of the Applicant Guide)</i>	True	False
My business has experienced restricted trading or demonstratable supply chain challenges (over 30% trade affected) due to COVID-19 Restrictions	True	False
My business was trading on 2 November 2020 (i.e. was not in administration, insolvent or subject to a striking off notice)	True	False
My business intends to continue trading for the remainder of the tax year 2020-21	True	False
My business has not received any enforcement notice for breaching COVID-19 regulations	True	False
My business is a small and micro-business (50 employees or fewer)	True	False
My business is not connected to a tax haven, as set out in the Coronavirus (Scotland) (No. 2) Act 2020 i.e. it is not based in a tax haven; is not the subsidiary of a person based in a tax haven; does not have a subsidiary based in a tax haven and is not party to an arrangement under which profits are subject to the tax regime of a tax haven	True	False
If Sole Trader/Self-employed/Freelancer:		
I confirm at least 50% of my annual income is derived from self-employment. (Evidence may be requested as part of the application process.)	True	False

Supporting Documentation

Please provide the following information as part of the application process. All supporting information must be in the correct format to be submitted electronically.

ALL APPLICANTS

I confirm I am supplying **all** of the following:

Copy of photographic proof of identity such as a valid passport or driving licence, including provisional driving licence	
Proof of business address (e.g. full page of a recent Council Tax bill, Rates bill, utility bill or rental agreement. If home based or mobile this is your home address)	
PDF copies of TWO bank statements, showing business income and related outgoing expenditure, one from between January - March 2020 and the other from within the last three months of date of this application. (Please refer to Applicant Guide for more information on what is required).	

Depending on the legal status of your organisation, please include:

For Limited Companies

Companies House Certificate of Incorporation

For Sole Trader/Self-employed/Freelancer

A recent screenshot or photo of your business tax account page from the HMRC portal clearly showing your full name and Unique Taxpayer Reference number. OR another form of official communication from HMRC with your name and UTR shown

For Partnership:

Partnership agreement AND
 HMRC registration

For SCIO, Social Enterprise, Community Interest Company, Trust:

Constitution documents, HMRC registration or VAT registration document

ALL APPLICANTS must also provide two forms of proof of trading which must contain the name/business and address. This proof can be from the following:

- Correspondence with HMRC OR VAT Registration Number
- Valid business insurance
- Supplier or reseller trade account (active)
- Other evidence of business activity to support your claim (e.g. correspondence with customers or suppliers)

Turnover (income)

You **must** state your business turnover or income for each month from August 2020 to January 2021. **Do not include** any funding received under the Coronavirus Job Retention Scheme, Self Employment Income Support Scheme or any new equity or loan funding such as the Bounce Back Loan Scheme.

You may be asked to provide further evidence to support this.

August 2020 £ *Required*

November 2020 £ *Required*

September 2020 £ *Required*

December 2020 £ *Required*

October 2020 £ *Required*

January 2021 £ *Required*

I confirm, to the best of my knowledge, the figures above are true and accurate.

Applications which contain inaccurate information or data that we are unable to authenticate will be rejected.

Applicants must be legally and wholly distinct from all other applicants to the programme; there must be no common ownership, directorship or other condition which suggests the applicant stands to gain directly from the endowment of more than one grant from the COVID-19 Small Business Grant Programme.

I confirm that I am aware of no other application to the COVID-19 Small Business Grant programme from a business of which I am a shared owner or director.

I confirm that all the information contained in this application form is correct and understand that if this is found not to be so at any later stage any grant award will be cancelled and my organisation will immediately repay any monies that may have been paid with regard to this application. In such an event my organisation will be totally responsible for the payment of any fees due.

I have read the Business Support Grant (COVID-19) [Privacy Notice](#)

Declaration

I agree to the terms and conditions stipulated by South Ayrshire Council and have been provided with the appropriate guidance relating to this funding application.

Name:

Date:

Job title:

Organisation:

Please return completed form and all supporting documentation to: **Economy & Regeneration**

Tel: **01292 616349**

Email: COVID19.SBG@south-ayrshire.gov.uk

This section is for official use only

Check A complete:	Yes	No	Further Info
Check B complete:	Yes	No	Further Info
Check C complete:	Yes	No	Further Info
Check D complete:	Yes	No	Further Info
Check E complete:	Yes	No	Further Info

Further information request:

Notes:

This organisation has been assessed by:

Advisor Name:

Date: