



## **South Ayrshire COVID-19 Strategic Enterprise Programme**

### **Applicant Guide**

## Introduction

South Ayrshire Council has created a new programme to support the local economy during the COVID-19 crisis.

The South Ayrshire COVID-19 Strategic Enterprise Programme (SEP) offers two forms of support to local companies:

- expert help ( a three hour, one-to-one surgery for financial or human resources advice)
- grant funding

Funds for this programme are limited and assessments for awarding support will be based on the economic contribution a business makes to the local economy.

To apply for this programme, your business must meet the following Stage 1 criteria:

- Have a trading address in South Ayrshire
- Have begun trading before 6 April 2019
- Employ five or more FTE staff
- Have been on a proven, sound financial footing prior to 17 March 2020
- Have sales in excess of £100,000 outwith Ayrshire per annum. (For tourism related businesses, this would include spending by non-Ayrshire residents.)

However, meeting these Stage 1 criteria does not automatically mean your business will qualify for grant support.

In addition, you must demonstrate that your business meets both of the following Stage 2 criteria:

- Your business has been disadvantaged by COVID-19
- You can provide evidence that receiving support from this programme will safeguard jobs

It is important to emphasise, that in awarding support, priority will be given to strategically important South Ayrshire businesses, including those with a role to play in the COVID-19 supply chain and/or those based in rural locations.

## How to Apply

Applications to the South Ayrshire COVID-19 Strategic Enterprise Programme (SEP) are via an editable PDF form, which must be submitted by email. There are no online or postal applications.

You will also need to submit the following documents with your application form:

- A completed a 12 month cash flow forecast (using the template provided)
- Your latest annual accounts
- Your management accounts for the current year

Parts of the application form require you to explain or describe certain elements and activities relating to your business.

However, you will also need to confirm factual, statistical and financial information, which we suggest you collate beforehand to help speed up your application process.

This information includes:

- Your UTR/Companies House Registration number
- Number of employees (Full and part time, plus seasonal if appropriate)
- Your approximate annual wage bill for 2019/20
- The percentage of your sales from outwith Ayrshire, per annum
- The rateable value of your premises
- Number of years trading
- Previous financial year turnover

You are also required to confirm details about the impact of COVID-19 on your business, including:

- Number of employees currently on furlough (Full and part time)
- Estimated % loss of monthly revenue due to COVID-19

Finally, your bank details are required for grant payment where appropriate.

The pages below offer you help and advice for completing certain sections of the application form.

Should you require assistance in completing your application, please call our Business Advice team on 01292 616 349 or email [COVID19.BusinessSupport@south-ayrshire.gov.uk](mailto:COVID19.BusinessSupport@south-ayrshire.gov.uk)

## About your Business

This part of the application form begins by asking you to confirm the sector in which you operate and employee numbers/wage bill.

There are then three sections requiring specific details on:

- Your business activity
- How the COVID-19 crisis has impacted on your business trading activities
- How your organisation contributes to the local economy

For each of these sections, please provide us with a brief overview and explanation.

**Priority will be given to companies who can demonstrate they have a significant impact on the local economy or who are actively contributing to the fight against the COVID-19 crisis.**

Examples of being significant to the local economy include:

- Providing a unique, irreplaceable service
- Being an important cog in a supply chain
- Exporting outwith Ayrshire
- Bringing tourism income to Ayrshire
- Being an important employer within a rural economy

At the end of this section, you are asked if expert help for human resources would be useful to your business. This support relates specifically to the COVID-19 crisis, for example help with the furlough scheme or helping to keep your staff safe as they return to work. Please tick Yes or No to this question.

## Company Financial Information

This section outlines the accounts you are required to submit with your application.

You also must complete the 12 month cash flow forecast template provided with the application form. This forecast should start from the month in which you are making your application. Data should be entered into boxes shaded light grey.

## Impact of COVID-19 on your Business

This part of the application form allows you to explain further about the impact COVID-19 is having on your business. You may want to use the section on interruption to supply or service as a direct result of COVID-19 to provide more details on employees currently furloughed, the potential disruption to your supply chain because of COVID-19, or essential services that have been impacted by COVID-19.

## Have you received or applied for any of the following COVID-19 Government Schemes?

It is important you read through the complete list of funding support in this table and tick **every** form of funding you have applied for, received or have been rejected for.

Having applied for or received other forms of funding will not necessarily mean you will not be eligible to receive funding from this programme. We do, however, want to make sure that your business is receiving the most appropriate support available through existing schemes or programmes.

### Declaration

There are four statements/sections which you are required to read, and confirm/declare as being true and accurate for you and your business. Please tick the box at the end of each statement/section to agree.

Please then type your name in the 'Authorised Signature' box, which confirms your declaration that all responses in your application are truthful.

### Submitting your Application

You should email your completed application to: [COVID19.SEP@south-ayrshire.gov.uk](mailto:COVID19.SEP@south-ayrshire.gov.uk)

Please make sure you attach the following documents:

- Application form completed and signed
- Completed 12 month cash flow forecast template
- Annual accounts
- Current management accounts

Please note, failure to submit these documents will delay your application being processed.

Following submission of your application to the above email address, you should receive an auto reply confirming it has been received.

South Ayrshire Council's Economy & Regeneration team will then review your application.

Following this, an Advisor will be assigned to your application, who will be your main point of contact throughout the appraisal process.