



Department for Business, Energy & Industrial Strategy

Covid-19 Business Grant Funding Schemes Assurance Guidance for Local Authorities

Small Business Grant Fund

Retail, Hospitality and Leisure Grant Fund

Local Authority Discretionary Grant Fund

Local Restrictions Support Grant (Open)

Local Restrictions Support Grant (Closed)

Local Restrictions Support Grant (Sector)

Local Restrictions Support Grant (Closed) Addendum

Local Restrictions Support Grant (Closed) Addendum: Tier 4

Local Restrictions Support Grant (Open) Version 2

Local Restrictions Support Grant (Closed) Version 2

Local Restrictions Support Grant (Closed) Addendum: 5 January onwards

Christmas Support Payment for Wet Led Pubs (CSP)

Closed Businesses Lockdown Payment

Restart Grants

Additional Restrictions Grant Fund

Omicron Hospitality and Leisure Grant



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About This Guidance

This Assurance Guidance is issued by the Secretary of State for Business, Energy and Industrial Strategy to Local Authorities in England and applies to assurance on all Covid-19 Business Support Grant schemes. It is supplementary to published Scheme Guidance.

This Assurance Guidance replaces all previous versions of the Assurance Guidance as issued by BEIS on any of the following schemes and applies from the date of issue.

Scheme Guidance has been subject to periodic revision – the links below are to the most recent Scheme Guidance, but Local Authorities *must* ensure that when completing assurance checks they are applying the correct guidance for any given time period.

- **Small Business Grant Fund (SBGF)** was established to support small and rural businesses with their business costs during coronavirus. Guidance was first published on the 1 April 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907955/business-support-grants-funding-schemes-localauthorities-guidance-v6.pdf

- **Retail Hospitality and Leisure Grant Fund (RHLGF)** was established to support businesses in the retail, hospitality and leisure sectors with their business costs during coronavirus. Guidance was first published on the 1 April 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907955/business-support-grants-funding-schemes-localauthorities-guidance-v6.pdf

- **Local Authority Discretionary Grant Fund (LADGF)** was announced on the 1 May 2020 to support small businesses that were out of scope of the Small Business Grants Fund (SBGF) and the Retail, Hospitality and Leisure Grants Fund (RHLGF). Guidance was first published on the 29 May 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907919/local-authority-discretionary-fund-la-guidance-v3.pdf

- **Local Restrictions Support Grant (Open) (LRSG)** for businesses that were still open but severely impacted by Local Covid Alert Level 'High' (LCAL 2) and 'Very High' (LCAL 3) restrictions. This support was announced on 22 October 2020 for businesses that were not legally required to close but were severely impacted by the restrictions under LCAL 2 and 3. Guidance was first published 12 November 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932625/V.1.Local_Restrictions_Support_Grant_OPEN_FINAL_LA_guidance_03112020.pdf

- **Local Restrictions Support Grant (Closed) (LRSG)** for businesses that were required to close under Local Covid Alert Level 'High' (LCAL 2) and 'Very High' restrictions (LCAL 3). This support was announced on 9 September and 9 October 2020 for Businesses that were legally required to close due to formal publication of local restrictions guidance by central Government that resulted in a first full day of closures on or after the 9 September. Guidance was first published on the 3 November 2020.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966856/20210304_Local_Restrictions_Support_Grant_CLOSE_D_applicable_9_Sept_-_5_Nov_-_LA_guidance.pdf
- **Local Restrictions Support Grant (Sector) (LRSG)** for businesses that were required to close nationally on a sector basis in all 314 business rate billing Local Authorities. This strand of LRSG support was announced on 9 October 2020 and applied from 1 November 2020.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/986411/local-restrictions-support-grant-sector-la-guidance.pdf
- **Local Restrictions Support Grant (Closed) Addendum** was announced on 31 October and covers a 28-day period of national lockdown from 5 November.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/986418/addendum-la-guidance.pdf
- **Local Restrictions Support Grants (Closed) Addendum: Tier 4 support** was to provide support to businesses mandated to close under Tier 4 restrictions from 19 December 2020.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/986414/Addendum-T4-LA-Guidance.pdf
- **Local Restrictions Support Grant (Open) Version 2** was announced on 22 October and was applicable from 2 December 2020 when revised Tiers were introduced across England. This support was for businesses who were not mandated to close but are severely impacted by local restrictions.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/986413/local-restrictions-support-grant-open-2-december.pdf
- **Local Restrictions Support Grant (Closed) Version 2** was announced on 22 October and was applicable from 2 December 2020 when revised Tiers were introduced across England. This support was for businesses who were mandated to close by Government.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/986417/local_restrictions_support_grant_closed-2december.pdf

- **Local Restrictions Support Grant (Closed) Addendum: 5 January onwards** was part of the Business Support Scheme for January 2021 lockdown. This support was announced on 5 January 2021 and was available until 31 March 2021.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966852/20210304_Business_Support_Package_for_January_Lockdown_LA_guidance.pdf
- **Christmas Support Package for Wet led Pubs (CSP)** was for Wet Led pubs who were severely impacted by local restrictions in December 2020. This support was announced on 1 December 2020 and covered the period from 2 – 29 December 2020 inclusive for eligible pubs in Tier 2, 3 and 4.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/983288/withdrawn-christmas-support-payment-for-wet-ledpubs-la-guidance.pdf
- **Closed Businesses Lockdown Payment** was part of the Business Support package for January 2021 lockdown and was announced on 5 January 2021.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966852/20210304_Business_Support_Package_for_January_Lockdown_LA_guidance.pdf
- **Restart Grant** was announced on 3 March 2021 and was available for businesses from 1 April 2021. This was a one of payment of up to £18,000 for eligible sectors as set out in the fund guidance.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/988665/restart-grant-la-guidance.pdf
- **Additional Restrictions Grant (ARG)** to support businesses in their local economies and to provide additional support to grant funding under the Local Restrictions Support Grant. This support was announced on the 31 October 2020 and published guidance applies from 14 October 2020 - prior to that date ARG was negotiated on an individual Local Authority basis.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994386/additional-restrictions-grant-la-guidance.pdf
- **Omicron Hospitality and Leisure Grant** was announced on 21 December 2021 to support hospitality, leisure and accommodation businesses that have been impacted by the Omicron variant. Local Authorities will receive funding to be allocated in one-off grants to businesses. Grants of up to £6,000 per premises, will be paid to hospitality, leisure and accommodation businesses in England.
<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities#history>

Introduction

1. In response to Coronavirus (Covid-19) the Government announced time limited Grant Schemes to support businesses. Funds were provided to Local Authorities across England under Section 31 of the Local Government Act 2003 which were then distributed by the Local Authority to eligible businesses and/or activity within their geographic area in line with published Scheme Guidance.
2. Grant award letters issued to Local Authorities on all Covid-19 Business Support Schemes confirmed that the Local Authority was required to undertake appropriate and proportional assurance check on all grants issued to determine whether the funds were awarded to eligible businesses in a compliant manner. BEIS separately confirmed that this assurance check (for all schemes except Restart, Omicron Hospitality & Leisure Grant, and the ARG Top-Up awarded in December 2021) could take place pre or post payment of the grant to the business. For Restart, Omicron Hospitality & Leisure Grant, and the ARG Top-Up awarded in December 2021, all Local Authorities must complete an assurance check pre-payment of the grant.
3. The Secretary of State confirmed to Local Authorities that BEIS would underwrite the payment of grants made on the Covid-19 Business Support Schemes if the Local Authority acted in a reasonable and practicable manner in the award of the grant. This Assurance Guidance will support Local Authorities to determine what actions are reasonable and practicable in reviewing the allocation and payment of grant awards.
4. This Assurance Guidance sets out the minimum level of checks that Local Authorities should complete to provide assurance to both themselves and BEIS that they have addressed the risk of error, non-compliance and/or fraud. The Guidance provides Local Authorities with clarification of their financial responsibilities.
5. This Guidance should be read alongside the Covid-19 Business Grants Debt Recovery Guidance, which sets out the process for recovering any grant funding awarded in error, non-compliance or fraud as identified by the Local Authority through its assurance checks.

The Role of Local Authorities in Making Grant Payments

6. The general principle applies that Local Authorities are responsible and accountable for the lawful use of funds under Section 151 of the Local Government Act 1972. The Section 151 Officer within the Local Authority is required to exercise their duties in line with the Chartered Institute of Public Finance and Accountability (CIPFA) guidance, ensuring their oversight of the proper administration of financial affairs within the Local Authority including these grants.
7. The Section 151 Officer must be satisfied that within their Local Authority all subsidy control requirements for that specific Local Authority (or state aid requirements where a grant was awarded prior to the 31/12/2020) have been fully

met and complied with when making grant payments, and that appropriate evidence is retained in line with the relevant regulation.

8. The Section 151 Officer must also be satisfied that within their Local Authority appropriate action has been followed to reduce and challenge the risk of fraud, this includes managing the award of grants in line with existing Local Authority policy and adhering to the Covid-19 Business Grant Fraud Risk Assessments as previously submitted to BEIS.
9. A Section 151 Officer Declaration confirming that the Local Authority has taken appropriate action in relation to subsidy control and fraud will be requested from all Local Authorities as part of the minimum assurance sample check.

Pre and Post Payment Assurance

10. To deliver the assurance requirement, Local Authorities were required to develop pre and/or post-payment assurance processes for the Covid-19 Business Grant schemes and these should have been set out in a Post Event Assurance Plan submitted to BEIS in late 2020.
11. The volume and depth of checks that a Local Authority undertakes as detailed in the Plan should be proportionate to the grant value versus the cost of the check and informed by the Fraud Risk Assessment but must satisfy the minimum assurance checks as detailed in this Guidance.
12. The Department expects that either pre or post payment assurance checks will be undertaken for every grant provided sufficient to allow the Local Authority to be confident that the business met all relevant scheme criteria at the point of award of a grant. Assurance checks must only consider eligibility at the point of award, any change in a business's circumstance after the award of grant does not mean a grant was non-compliant or irregular.

Minimum Assurance Checks

13. Responsibility for checking that all grant awards were issued in a compliant manner and to eligible businesses rests with the Local Authority.
14. Scheme Guidance documents and correspondence as issued by BEIS detailed who was eligible to receive grant support under each scheme, the maximum value of grant that could be awarded, and the period when an award could be made. The Guidance also confirmed that grant awards had to comply with subsidy control regulations (or state aid rules if the award of grant was made before the 31 December 2020).
15. Local Authorities are required to complete a minimum assurance check on all grants awarded to make sure that the recipient was eligible to receive the funds – Annex A to this Guidance summarises the minimum checks that a Local Authority is required to complete. Self-declaration (including statements within an application form) must be verified by a Local Authority as part of the assurance check. BEIS has confirmed that for all schemes except Restart, the Omicron

Hospitality & Leisure Grant, and the ARG Top-Up awarded in December 2021, these checks can be completed pre- or post-payment of the grant. For Restart, the Omicron Hospitality & Leisure Grant, and the ARG Top-Up awarded in December 2021 checks must be completed pre-payment.

16. Local Authorities must retain all documentary evidence for a minimum of 10 years from the date of award of grant to evidence the award of grant and the assurance checks completed (this requirement is separate to any document retention period specified in relation to subsidy control and/or state aid legislation).
17. BEIS will undertake a sample review of a Local Authority Pre- and Post-Payment Assurance System (PPAS) on each grant scheme – the PPAS check will assess whether the Local Authority has an appropriate and robust process in place to complete the minimum assurance checks. PPAS will not recomplete the assurance check for the Local Authority but if any issues are identified then these will be communicated back to the Local Authority with a recommendation that its assurance process is revisited to ensure compliance with scheme eligibility.
18. PPAS checks will be completed after a Local Authority has agreed a scheme reconciliation¹ with BEIS and full detail² on providing the requested PPAS sample will be sent to the Local Authority within 60 days of a Scheme Reconciliation Letter being issued.

Debt Recovery

19. Where assurance checks discover that payments have been made in error, noncompliance, or have been claimed as a result of fraud, initial recovery action must be undertaken by the Local Authority.
20. BEIS has published Debt Recovery Guidance specific to the Covid-19 Business Grant schemes and this must be followed. All recovered funds must be notified to BEIS within 30 working days of receipt in line with the process set out in the Debt Recovery Guidance.
21. A Local Authority must follow the Debt Recovery Guidance to demonstrate that it has acted in a reasonable and practicable manner in attempting to recover funds.

Reporting Suspected or Actual Fraud

22. If Local Authorities detect any fraud that is attempted, successful or actual then they must report it in real time to the dedicated inbox at NAFN National Anti-Fraud Network (intel@nafn.gov.uk). It is vital that we capture the full picture of the types of fraud, scale of fraud and avoid under reporting. This will enable us to tackle fraud together by sharing the most up to date information and pursue criminal

¹ BEIS completes a reconciliation of actual spend by Local Authority against the funds paid to that Local Authority on each Covid-19 Business Support scheme

² This will confirm the individual grants to be sampled, the detail to be submitted and the scheme specific Section 151 Officer Declaration

investigations through defined routes. In all cases, Local Authorities should also continue to follow their own procedures.

23. If a case is categorised as organised, large scale, systematic or crosses Local Authority boundaries by NAFN, they will pass the case to the National Investigation Service (NATIS) who investigate serious and organised fraud on behalf of BEIS.
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Annex A: Minimum Assurance Criteria

Scheme	Eligible Start Date	End Date for final award of Grant	Minimum eligibility criteria to be checked by Local Authority – evidence must be obtained to satisfy all scheme criteria
Small Business Grant Fund	11 March 2020	30 September 2020	<ol style="list-style-type: none"> 1. Business receiving grant was not in liquidation or dissolved on the 11 March 2020 2. Grant was paid to the person who according to the billing authority's records was the ratepayer in respect of the hereditament on the 11 March 2020 3. Grant was paid in relation to a hereditament which on the 11 March 2020 was eligible for relief under the business rate Small Business Rate Relief Scheme or Rural Rate Relief Scheme 4. Grant was awarded within eligible scheme dates 5. Grant was awarded in line with subsidy control / state aid rules
Retail, Hospitality and Leisure Grant Fund	11 March 2020	30 September 2020	<ol style="list-style-type: none"> 1. Business receiving grant was not in liquidation or dissolved on the 11 March 2020 2. Grant was paid to the person who according to the billing authority's records was the ratepayer in respect of the hereditament on the 11 March 2020 3. Grant was paid in relation to a hereditament which on the 11 March 2020 was eligible for relief under the business rate Small Business Rate Relief Scheme or Rural Rate Relief Scheme 4. Recipient did not receive grant support under the Small Business Grant Fund 5. Only one grant was awarded per hereditament 6. Grant Value was awarded in line with scheme guidance (Businesses with a property that has a rateable value of up to and including £15,000 will receive a grant of £10,000 / businesses with a property that has a rateable value of over £15,000 and less than £51,000 will receive a grant of £25,000) 7. Grant was awarded within eligible scheme dates 8. Grant was awarded in line with subsidy control / state aid rules
Local Authority Discretionary Grant Fund	11 March 2020	30 September 2020	<ol style="list-style-type: none"> 1. Business was trading on 11 March 2020 and was not in administration, insolvent or subject to a striking-off notice on that date 2. Business was a Small or Micro businesses – if not then evidence to show how the Local Authority is ensuring that the scheme is primarily and predominantly targeting Small or Micro businesses 3. Business suffered a significant fall in income due to the COVID-19 crisis - if not then evidence to show how the Local Authority is ensuring that the scheme is primarily and predominantly targeting businesses with a significant fall in income 4. Business occupied property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000 – if not then evidence to show how the Local Authority is ensuring that the scheme is primarily and predominantly targeting businesses that meet this criteria 5. Business was not eligible for other support schemes 6. Grant was awarded within eligible scheme dates 7. Grant was awarded in line with subsidy control / state aid rules
Christmas Support Payment for Wet led Pubs (CSP)	2 December 2020	28 February 2021	<ol style="list-style-type: none"> 1. Business was in an area subject to Tier 2 or Tier 3 local restrictions since 2 December 2020 2. Businesses was established as a pub before 1 December 2020 3. Business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded 4. Grant was awarded within eligible scheme dates 5. Grant was awarded in line with subsidy control / state aid rules

Local Restrictions Support Grant (Open)	1 August 2020	31 March 2021	<ol style="list-style-type: none"> 1. The business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded <i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded</i> 2. The business was trading the day before local restrictions came into force <i>As a minimum, evidence submitted should include and/or confirm:</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming it was trading the day before local restrictions came into force and that it has been negatively impacted by local restrictions, and b. evidence of a check by the Local Authority that the business was trading (using definition of trading as set out in the Scheme Guidance) on the day before national restrictions came into force 3. Grant Value was awarded in line with scheme guidance and reflected each qualifying period of closure <i>As a minimum, evidence submitted must include and/or confirm</i> <ol style="list-style-type: none"> a. the total grant amount paid to the business under this scheme b. the date that the business became eligible for the grant c. the date that the business stopped being eligible for the grant, and d. the rateable value of the property as recorded by the Local Authority
Local Restrictions Support Grant (Closed) Addendum (November)	9 September 2020	31 March 2021	<ol style="list-style-type: none"> 1. Business was mandated to close by Government <i>As a minimum, evidence submitted should include / confirm:</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming it was mandated to close, and b. evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process) 2. Business was trading the day before national restrictions came into force <i>As a minimum, evidence submitted should include / confirm:</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming it was mandated to close, and b. evidence of a check by the Local Authority that the business was trading (using definition of trading as set out in the Scheme Guidance) on the day before national restrictions came into force 3. Grant Value was awarded in line with scheme guidance and reflected each qualifying period of closure <i>As a minimum, evidence submitted must include / confirm:</i> <ol style="list-style-type: none"> a. the total grant amount paid to the business under this scheme b. the date that the business became eligible for the grant c. the date that the business stopped being eligible for the grant, and d. the rateable value of the property as recorded by the Local Authority 4. Business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded <i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded</i>
Local Restrictions Support Grant (Sector)	1 November 2020	31 March 2021	<ol style="list-style-type: none"> 1. The business was required to close due to national restrictions imposed on 23 March 2020 and has not been able to re-open because of regulations made under the Public Health (Control of Disease) Act 1984. <i>As a minimum, evidence submitted should confirm and/or include</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming it was mandated to close, and b. evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process) 2. The business was and remains at the point of award of grant one of the following: a Nightclub, dance hall, discotheques, sexual entertainment venue, or a hostess bar.

			<p><i>As a minimum, evidence submitted should confirm and/or include</i></p> <ol style="list-style-type: none"> <i>a. a self-declaration from the business confirming that it operated in one of the eligible sectors, and</i> <i>b. evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process)</i> <p>3. The Grant Value was awarded in line with scheme guidance and reflected each qualifying period of closure from 1 November 2020 to 31 March 2021</p> <p><i>As a minimum, evidence submitted must confirm and/or include:</i></p> <ol style="list-style-type: none"> <i>a. the total grant amount paid to the business under this scheme</i> <i>b. the date that the business became eligible for the grant</i> <i>c. the date that the business stopped being eligible for the grant, and</i> <i>d. the rateable value of the property as recorded by the Local Authority</i> <p>4. The business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded</p> <p><i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded</i></p> <p>5. The business was trading on 23 March 2020</p> <p><i>As a minimum, evidence submitted must confirm and/or include</i></p> <ol style="list-style-type: none"> <i>a. a self-declaration from the business confirming it was mandated to close, and</i> <i>b. evidence of a check by the Local Authority that the business was trading (using definition of trading as set out in the Scheme Guidance) on the day before national restrictions came into force</i> <p>6. Grant was paid to the person listed on the billing authority's records as the ratepayer in respect of the hereditament on the 5 January 2021</p> <p><i>As a minimum, evidence submitted must confirm and/or include:</i></p> <ol style="list-style-type: none"> <i>a. the name of the person recorded on the Local Authorities rate payer register as at the 5 January 2021, and</i> <i>b. the name of the bank account that the grant was paid to</i>
<p>Local Restrictions Support Grant (Closed) Addendum: Tier 4</p>	<p>19 December 2020</p>	<p>31 March 2021</p>	<ol style="list-style-type: none"> 1. Business was mandated to close by Government <p><i>As a minimum, the submitted evidence must confirm / include:</i></p> <ol style="list-style-type: none"> <i>a. a self-declaration from the business confirming it was mandated to close, and</i> <i>b. evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process)</i> <ol style="list-style-type: none"> 2. Business was trading the day before national restrictions came into force <p><i>As a minimum, the submitted evidence must confirm / include:</i></p> <ol style="list-style-type: none"> <i>a. a self-declaration from the business confirming it was mandated to close, and</i> <i>b. evidence of a check by the Local Authority that the business was trading (using definition of trading as set out in the Scheme Guidance) on the day before national restrictions came into force</i> <ol style="list-style-type: none"> 3. Grant Value was awarded in line with scheme guidance and reflected each qualifying period of closure <p><i>As a minimum, evidence must confirm / include:</i></p> <ol style="list-style-type: none"> <i>a. the total grant amount paid to the business under this scheme</i> <i>b. the date that the business became eligible for the grant</i> <i>c. the date that the business stopped being eligible for the grant, and</i> <i>d. the rateable value of the property as recorded by the Local Authority</i> <ol style="list-style-type: none"> 4. Business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded <p><i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded</i></p>

<p>Local Restrictions Support Grant (Closed) Addendum: 5 January onwards</p>	<p>5 January 2021</p>	<p>31 March 2021</p>	<ol style="list-style-type: none"> 1. Business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded (business with a voluntary credit agreement but still trading and not insolvent can receive support) <i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded</i> 2. Business was trading the day before restrictions came into force <i>As a minimum, evidence submitted should include / confirm:</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming it was mandated to close, and b. evidence of a check by the Local Authority that the business was trading (using definition of trading as set out in the Scheme Guidance) on the day before national restrictions came into force 3. Business was required to close due to restrictions - business cannot have closed of its own accord <i>As a minimum, evidence submitted should include / confirm:</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming it was mandated to close, and b. evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process) 4. Business was dependent upon direct in-person services and was unable to conduct its main service remotely (If a business has adapted its business to operate takeaway services it is considered closed and eligible for grant support) <i>As a minimum, evidence submitted should include / confirm:</i> <ol style="list-style-type: none"> a. a self-declaration from the business confirming that it delivered in-person customer services which were made impossible, and b. evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process) 5. Grant Value was awarded in line with scheme guidance and reflected each qualifying period of closure <i>As a minimum, evidence submitted must include / confirm:</i> <ol style="list-style-type: none"> a. the total grant amount paid to the business under this scheme b. the date that the business became eligible for the grant c. the date that the business stopped being eligible for the grant, and d. the rateable value of the property as recorded by the Local Authority 6. Grant was paid to the person listed on the billing authority's records as the ratepayer in respect of the hereditament on the 5 January 2021 <i>As a minimum, evidence submitted must include and/or confirm:</i> <ol style="list-style-type: none"> a. the name of the person recorded on the Local Authorities rate payer register as at the 5 January 2021, and b. the name of the bank account that the grant was paid to
<p>Closed Businesses Lockdown Payment</p>	<p>5 January 2021</p>	<p>31 March 2021</p>	<ol style="list-style-type: none"> 1. Business was a ratepayer at the respective hereditament at the point that the grant was awarded <i>As a minimum the evidence submitted must confirm / include:</i> <ol style="list-style-type: none"> a. the business name and property address applying for the grant; and b. the name of the ratepayer at the property address as recorded in the Council's ratings list at the point the grant was awarded 2. Business was not in administration, insolvent or has been struck off the Companies House register at the point grant was awarded <i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded</i> 3. Business was required to close because of the national lockdown from 5th January 2021 onwards - the business cannot have closed of its own accord <i>As a minimum the evidence submitted must confirm / include:</i>

			<p>a. <i>a self-declaration from the business confirming it was mandated to close; and</i></p> <p>b. <i>evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process)</i></p> <p>4. Business has evidenced that in-person customer service and businesses operating were made impossible because of required closure <i>As a minimum the evidence submitted must confirm / include:</i></p> <p>a. <i>a self-declaration from the business confirming that it delivered in-person customer services which were made impossible; and</i></p> <p>b. <i>evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process)</i></p> <p>5. Grant Value was awarded in line with scheme guidance <i>As a minimum the evidence submitted must confirm / include:</i></p> <p>a. <i>the total grant amount paid to the business under this scheme; and</i></p> <p>b. <i>the rateable value of the property as recorded by the Local Authority</i></p>
Restart Grant	1 April 2021	31 July 2021	<p>1. Grant was paid to the person listed on the billing authority's records as the ratepayer in respect of the hereditament on the 1 April 2021 <i>As a minimum the evidence submitted should include / confirm:</i></p> <p>a. <i>a copy of the grant application to confirm the name of the person / business applying for the grant,</i></p> <p>b. <i>the name of the person / business recorded on the Local Authorities rate payer register as at the 1 April 2021 and</i></p> <p>c. <i>the name on the bank account that the grant was paid into</i></p> <p>2. The business was trading on 1st April 2021. <i>Evidence submitted should demonstrate how the Local Authority confirmed the business was trading (using definition of trading as set out in the Restart Scheme Guidance) on 1st April 2021 – this should be more than reliance on a self-declaration from the business</i></p> <p>3. The business offers in-person services to the general public and falls within one of the following categories: non-essential retail, hospitality, accommodation, leisure, personal care or a gym. <i>As a minimum the evidence submitted should include / confirm:</i></p> <p>b. <i>self-declaration from the business confirming that it delivered in-person services to the general public and the sector that the business predominantly falls into, and</i></p> <p>b. <i>evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process)</i></p> <p>4. The business was not in administration, insolvent or has been struck off the Companies House register. <i>Evidence submitted should clearly confirm the business status at or after the date the grant was awarded</i></p> <p>5. The rateable value of the hereditaments (to determine the correct value of the grant to be given as per the six different thresholds outlined in the eligibility guidance) <i>As a minimum the evidence submitted should include / confirm:</i></p> <p>a. <i>the total grant amount paid to the business under this scheme</i></p> <p>b. <i>confirmation of which Strand (in line with the Restart Scheme Guidance) the business falls into, and</i></p> <p>c. <i>the rateable value of the property as recorded by the Local Authority on the 1 April 2021</i></p>
Additional Restrictions Support Grant	14 October 2020	31 March 2022	<p>1. <i>The grant award was to provide direct business support activity, and was not to be used as a wage support mechanism or for capital projects that did not provide direct business support</i> <i>As a minimum the evidence submitted should include / confirm:</i></p>

			<p>a. <i>a copy of the application form completed by the business or 3rd party business support provider which self-certifies it meets all eligibility criteria, and</i></p> <p>b. <i>evidence of a check or appraisal by the Local Authority that the application was verified and was either providing direct support to an individual business or if the award was to a 3rd party that the service to be provided through the grant was on eligible direct business support activity (this could be a Local Authority declaration that a check was completed as part of the assurance process)</i></p> <p>2. <i>The business was trading on the date it applied for grant support through the Additional Restrictions Grant scheme</i> <i>Evidence submitted must demonstrate how the Local Authority confirmed the business was trading (using definition of trading as set out in the Additional Restrictions Scheme Guidance) at the point of application and prior to the award of grant support – this must be more than reliance on the self-certification by the business</i></p> <p>3. <i>The business was not in administration, insolvent or has been struck off the Companies House register.</i> <i>Evidence submitted must clearly confirm the business status at or after the date the grant was awarded – this must be more than reliance on the self-certification by the business</i></p> <p>4. <i>The Local Authority completed appropriate pre-award due diligence checks on the business applying for the grant and the bank account the grant was to be paid into, ensuring that the recipient of the funds was eligible and not the Local Authority itself</i> <i>Evidence submitted must demonstrate / confirm:</i></p> <p>a. <i>the outcome of a Spotlight (or an equivalent digital tool) check on the business and bank account the grant is paid into; and</i></p> <p>b. <i>the name of the bank account the grant was paid into to show that the Local Authority was not the recipient of the grant</i></p>
Omicron Hospitality and Leisure Grant	30 December 2021	28 February 2022	<p>1. Grant was paid to the person listed on the billing authority's records as the ratepayer in respect of the hereditament on the 30 December 2021 <i>As a minimum the evidence submitted should include / confirm:</i></p> <p>a. <i>a copy of the grant application to confirm the name of the person / business applying for the grant,</i></p> <p>b. <i>the name of the person / business recorded on the Local Authorities rate payer register as at the 30 December and</i></p> <p>c. <i>the name on the bank account that the grant was paid into</i></p> <p>2. The Grant Value was awarded in line with scheme guidance and reflected the rateable value of the property as of the 30 December 2021 <i>As a minimum the evidence submitted should include / confirm:</i></p> <p>a. <i>the total grant amount paid to the business under this scheme</i></p> <p>b. <i>the rateable value of the property as recorded by the Local Authority on the 30 December 2021</i></p> <p>3. The business was trading on 30th December 2021. <i>Evidence submitted should demonstrate how the Local Authority confirmed the business was trading (using definition of trading as set out in the Restart Scheme Guidance) on 30 December 2021 – this should be more than reliance on a self-declaration from the business</i></p> <p>4. The business main service falls within hospitality, leisure, or accommodation <i>As a minimum the evidence submitted should include / confirm:</i></p> <p>a. <i>self-declaration from the business confirming that it delivered in-person services to the general public and the sector that the business predominantly falls into, and</i></p> <p>b. <i>evidence of a check by the Local Authority that the statement was verified (this could be a Local Authority declaration that a cross check was completed as part of the assurance process)</i></p>

			<p>5. <i>The business was not in administration, insolvent or has been struck off the Companies House register.</i></p> <p><i>Evidence submitted should clearly confirm the business status at or after the date the grant was awarded</i></p> <p>6. <i>The Local Authority completed appropriate pre-award due diligence checks on the business applying for the grant and the bank account the grant was to be paid into</i></p> <p><i>Evidence submitted must demonstrate the outcome of a Spotlight (or an equivalent digital tool) check on the business and bank account</i></p>
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