

APPLICATION FORM – Discretionary Business Fund

Eligibility

This grant is aimed at businesses who have not received any COVID 19 financial support since October 2020.

To be eligible, businesses must meet **all** of the following criteria.

Please tick box	ELIGIBILITY CRITERIA
	Business trading prior to 23 rd March 2020
	Business is based in Moray and has fewer than 50 f/t employees
	Business has valid a VAT, PAYE, Companies House registration, SCIO, CIC or UTR number
	Business is not eligible for any coronavirus funding support since October 2020. More detail in Appendix 1
	Business not included in any planned future funds as outlined in Appendix 2
	Business has not received an enforcement notice as a result of breaching Covid-19 regulations
	Business is not in administration, insolvency or received notice to be struck off Companies House.
	My business would normally have an annual turnover of more than £3,000
	My business has suffered a 30% negative financial impact from COVID-19 restrictions

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

APPLICANT/BUSINESS DETAILS			
First Name:		Last Name:	
Phone Number:			
Email Address:			

Legal Name of the Business:	
Trading Name of the Business:	
Trading start date:	
Business Legal status (Limited Company, Sole Trader, Trust, Partnership, Community Interest Company, self-employed etc)	
Business Address:	
Business Postcode:	
Describe your core trading activity	
No of employees	

BUSINESS BANK ACCOUNT DETAILS	
Please note: personal accounts may be considered where there is clear evidence of business transactions.	
Account Name:	
Account Number:	
Sort Code:	
Bank Name and Branch Address:	
<p>This is the account your grant will be paid into. Please upload a recent statement for this account, clearly showing the account details (including account holder name, account number and sort code) in order for us to verify these match the details provided on the application form.</p> <p>Personal bank accounts can be accepted, where there is clear evidence of business transactions. The business transactions must be highlighted to evidence the business use.</p>	

Supporting Documentation must accompany every application	
Incomplete or missing evidence may result in delays to processing your application	
Evidence of legal status	
Documentation showing VAT, PAYE, Companies House registration, SCIO, CIC or UTR number.	
Evidence of trading	
Please send a recent bank statement for the account above, clearly showing the account details (including account holder name, account number, sort code and transactions).	

DECLARATION	
I am applying in full knowledge that the purpose of this grant is to provide funding to businesses who have not received any COVID 19 financial support since October 2020.	
I confirm that:	
<ul style="list-style-type: none"> • I am authorised to make this application on behalf of the above business and that the business operates or is headquartered in this Local Authority area. • I confirm that I have read appendix 1 and have not received any funding from these sources. • My business is not included in the sectors to be given future funding as described in Appendix 2. • I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business. • 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. 	
I declare that I have completed this form accurately to the best of my knowledge.	
Name:	
Date:	

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 regarding other forms of support that may be available to your business.		
Preferred method of contact	Phone	
	Email	

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 Fund

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
Self-employed Income Support Scheme	On going	Currently on its third round, to be eligible you must be a self-employed individual or a member of a partnership. Payments based on previous tax returns.
Tour Operators Fund	29 Jan	This fund has been established to provide financial support for Scottish-based businesses in the International Inbound tour operator sector critical to Scotland’s tourism economy. This fund has now closed to Expressions of Interest
Taxi and Private Hire Vehicle Driver Support Fund	20 Jan	Those eligible will be contacted by Moray Council

Scottish Wedding Industry Fund	28 Jan	This fund aims to provide support to businesses whose main income comes from the wedding and civil partnerships industry, which has been significantly impacted as a result of the COVID-19 pandemic. It's provided by the Scottish Government and administered by Highlands and Islands Enterprise. Grants of £5000 - £25000
Support for Brewers, Travel Agents and Indoor Football Centres	27 Jan	Those eligible will be contacted by Moray Council
Travelling Show People Support Fund		
Culture Collective Fund		
Grassroots Music Venue Stabilisation Fund	22 Jan 21	This fund is for grassroots live music venues in Scotland (i.e. those developing new talent), that were financially sustainable before Covid-19. They will accept applications for between £10,000 and £70,000.
Youth Arts Access Fund		

Appendix 2 future funding

Businesses eligible for the grants below are not eligible for the Discretionary Fund.

Grants coming soon	
Newly Self-employed Hardship Fund 2	Awaiting further information.
Mobile Close Contact Services	Awaiting further information. Business types can be found here
Outdoor Tourism Sector Recommissioning Fund	Awaiting further information
Visitor Attractions Fund	Awaiting further information
Ski Centre Support Fund	Awaiting further information
Visitor Accommodation	Hostels Fund, Large (7 or more guests) Self-Catering Grant, Exclusive Use Grant Self-Catering Grant

or email your saved application form with documents to dbfund@moray.gov.uk

Privacy Notice – Strategic Framework Business Fund

How we use your information

You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus Support Fund, and to administer that funding to your business. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. This local authority is administering the Scottish Government Coronavirus Business Support Fund.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR) because processing this information is considered part of the Council's public task.

Who we share your information with

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

As part of the processing your personal data may be shared with third parties. These third parties include, but are not limited to, Scottish Government (for the purposes of determining your application and administering it).

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the information is held for

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

http://www.moray.gov.uk/moray_standard/page_92820.html (found on the Moray Council website under Section 5 of the Records Management Plan)

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. You have the right to withdraw consent to your personal data being used for this process. For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

Website: www.ico.org.uk