

APPLICATION FORM – COVID 19 Discretionary Business Fund (Hospitality & Tourism Supply Chain)

Eligibility

The Discretionary Business Grant (Hospitality & Tourism Supply Chain) provides a one-off grant of £500 to successful applicants that are involved in the **supply chain to hospitality and tourism businesses** and are required to remain closed, or continue to modify operations at Protection Level 3. To be eligible, businesses must meet ALL of the following criteria.

Please Tick Boxes	ELIGIBILITY CRITERIA
	Business trading prior to 14/05/2021
	Business is based in Moray
	Business has valid a VAT, PAYE, Companies House registration, SCIO, CIC or UTR number
	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.
	Business supplies one the following services to the Hospitality & Tourism Sector in Moray i.e. catering van, bus tour operator, laundry services or cleaning services
	Business is impacted by the Scottish Government's decision to retain Protection Level 3 Restrictions in the area.
	Business has suffered a negative financial impact from COVID-19 restrictions

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:	

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	
<p>I am applying in full knowledge that the purpose of this grant is to provide funding to businesses who have remained closed at Protection Level 3 but would have otherwise have been permitted to open on Monday 17 May had Moray Council moved to Protection Level 2, OR to those that are required to continue to modify operations in accordance with the Regulations in place at Protection Level 3.</p> <p>I confirm that:</p> <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 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. 	
<p>I declare that I have completed this form accurately to the best of my knowledge.</p>	
Name:	
Date:	

Please send the completed form with all required supporting documents to dbfund@moray.gov.uk
Please note, we will **only accept applications with supporting documents via email to this address.**
Please do not send hardcopies or emails to any of the other business support funds.

CONTACT PREFERENCES	
<p>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.</p>	
<p>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.</p>	
Preferred method of contact	Phone
	Email

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