

APPLICATION FORM – Discretionary Business Fund Level 3 Restriction NDR

Eligibility Check Screen

Am I Eligible?

This fund is linked to the Scottish Government’s decision to retain Protection Level 3 Restrictions in the Moray area. The purpose of this grant is to provide, from 17 May 2021 for a period of 2 weeks, support to specific businesses either closed or directly impacted by law, that have not previously received Strategic Framework Business Funding or Small Accommodation Provider funding. Eligible sectors include Hospitality, Accommodation Providers, Stadia & Events, Sports & Exercise, Leisure & Entertainment and Visitor Attractions. Grants will be in the form of:

- Business Temporary Closure Fund - a grant of up to a maximum of £1,500 (depending on sector and rateable value)
- Business Restrictions Fund - a grant of up to a maximum of £1,500 (depending on sector and rateable value) for businesses that remain open but are specifically required to modify their operations by protective measures

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

Please Tick Boxes	ELIGIBILITY CRITERIA
	My business is based in Moray and falls into one of the following two categories: <ul style="list-style-type: none">• My business is required to close by law for the duration protective measures are in place.• My business remains open but is specifically and legally required to modify its operations as a result of protective measures.
	I have a dedicated business bank account (you will be required to provide the account details as part of the application process and this is the account your grant will be paid into if successful).
	My business was trading prior to 14 th May 2021
	My business premises are registered for Non-Domestic rates (if you pay rates through your landlord rather than directly to a Council, you are still eligible to apply but must provide evidence of this arrangement through copy of your lease agreement).
	My business has not breached wider COVID regulations/requirements prior to the Strategic Framework restrictions being implemented on 17 th May 2021.
	My business is not connected to a tax haven, as set out in the Coronavirus (Scotland) (No. 2) Act 2020.

APPLICANT/BUSINESS DETAILS			
First Name:		Last Name:	
Phone Number:			
Email Address:			
Legal Name of the Business:			
Trading Name of the Business:			
Company Registration No. (if applicable):			
Business HQ Address:			
Business HQ Postcode:			

If your business operates multiple premises you can apply for grants for each premise. All premises can be included in one application to the Local Authority area in which your business is headquartered.

Premises required to close by law will be entitled to a Business Temporary Closure Fund grant of:

HOSPITALITY (food led public house, licenced clubs, restaurants, cafes)

- £700 if their premises have a rateable value of up to and including £51,000; or
- £1,050 if their premises have a rateable value of £51,001 or above.

ACCOMMODATION

Hotels

- £700 if their premises have a rateable value of up to and including £51,000; or
- £1,050 if their premises have a rateable value of £51,001 or above.

Bed & Breakfast & Self-Catering

- £500 if paying Council Tax
- £500 if their premises have a rateable value of up to and including £51,000; or
- £1,000 if their premises have a rateable value of £51,001 or above.

Caravans & Camping Sites

- £500 if their premises have a rateable value of up to and including £51,000; or
- £1,000 if their premises have a rateable value of £51,001 or above.

Hostels

- £500 if their premises have a rateable value of up to and including £51,000; or
- £1,050 if their premises have a rateable value of £51,001 or above.

STADIA & EVENTS (Conference Centres, Music Venues & Art Facilities, Sports Stadia)

- £1,000 if their premises have a rateable value of up to and including £51,000; or
- £1,500 if their premises have a rateable value of £51,001 or above.

SPORTS & EXERCISE (Gyms, Leisure Centres, Outdoor Centres)

- £700 if their premises have a rateable value of up to and including £51,000; or
- £1,050 if their premises have a rateable value of £51,001 or above.

LEISURE & ENTERTAINMENT (Cinemas, Amusement and Recreation, Bingo, Casinos, Snooker Club/ pool halls, Theatres, Comedy Clubs, Indoor Bowling Alleys)

- £1,000 if their premises have a rateable value of up to and including £51,000; or
- £1,500 if their premises have a rateable value of £51,001 or above.

VISITOR ATTRACTIONS (Museums and Historic Sites, Zoos and Aquaria, Visitor Centres)

- £500 if their premises have a rateable value of up to and including £51,000; or
- £1,000 if their premises have a rateable value of £51,001 or above.

ELIGIBLE PREMISES**Business Address:****Business Postcode:****Nature of Premises (e.g. Restaurant, Public House):****Rateable Value of Premises:****Non Domestic Rates Reference:**

You can look up your Rateable Value on the Scottish Assessors website - www.saa.gov.uk.

Are you registered as the Non-domestic Rates Account Holder for the above noted premises?

Yes
No

If you answered no to the above questions, please upload a copy of your lease or other evidence that you are required to contribute to the Non-domestic Rates cost for the premises.

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 and must be in the name of the Business. Please attach 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>In exceptional circumstances personal bank accounts can be accepted, for example where a business is able to evidence that they have been unable to set up a business bank account & that its used for business activities. However additional evidence may be requested to assess the validity & eligibility of individual cases.</p>	

Supporting Documentation
<p>Please attach images or digital copies of one of the following in support of your application (select the most appropriate option for your business type:</p> <ul style="list-style-type: none"> • Company (inc. Scottish Charitable Incorporated Organisations and Community Interest Companies): Certificate of Incorporation or Companies House/SCIO registration number. • Partnership: Partnership agreement or HMRC registration. • Sole Trader: HMRC registration, Self-assessment documents or valid business insurance document. • Trust: Constitution documents, HMRC registration or VAT registration document.

DECLARATION	
<p>I am applying in full knowledge that the purpose of this grant is to provide support to businesses who have directly been required to close or have their operations restricted by the Scottish Government’s decision to retain Protection Level 3 Restrictions in the Moray area from 17th May 2021.</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 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 confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making. • 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 understand that I am required to notify the Local Authority I am applying to of any material changes that may affect the eligibility of my business to receive future payments. 	
I declare that I have completed this form accurately to the best of my knowledge.	
Name:	

Date:	
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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		
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	

Privacy Notice – Discretionary Business Fund Level 3 Restriction NDR

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