

Appendix 1: Draft Application Process

Eligibility

Businesses will need to answer yes to the following questions:

Q1 Do you employ fewer than 50 employees?

Q2. Was your business trading on 11 March 2020?

Q3. Do you have fixed building-related costs?

Q4. Have you suffered a fall in income of 20% or more due to Covid-19?

Q5. Does your business occupy a property, or part of a property, with a rateable value, or annual rent or mortgage payments, below £51,000

Businesses will need to answer no to the following question.

Q6. Have you received, or are you eligible to receive, any of the following government grants?

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant
- Fisheries Response Fund
- Domestic Seafood Supply Scheme
- The Zoos Support Fund
- The Dairy Hardship Fund
- Self Employment Income Support Scheme

A note will state that businesses who have applied for the Coronavirus Job Retention Scheme (furlough) are eligible to apply for a discretionary grant.

Evidence will need to be provided for questions 2 – 5

Q8 If you are self-employed and did not qualify for the Self-Employment Income Support Scheme, please explain why.

Q9 What percentage of your business is based in Medway?

Weighting

Answers to the following questions will determine the amount of grant awarded:

Q10. Please chose one of the following options:

- I am a small business in a shared office or other flexible workspace, and do not have my own business rates assessment
- I am a regular market trader with fixed building costs, and do not have my own business rate assessment
- I own a Bed & Breakfast which pays Council Tax instead of business rates
- I represent a charity in receipt of charitable business rates relief, and which would otherwise have been eligible for Small Business Rates Relief / Rural Rate Relief.

- I am in none of the above categories

Q11. What are your monthly ongoing, fixed building-related costs? (lease / licence / rent / mortgage payments (pro-rated as appropriate), service charges, insurance premiums, utility bills)

Q12. What has been your percentage fall in income from March 2020 to date, compared with the same period in 2019, or with an alternative period if you can justify why different dates best demonstrate the scale of your loss.

20 – 40%

41 – 60%

61 – 80%

81% - 100%

Compliance

Businesses will be asked to tick to confirm

- that a grant award would not breach State Aid legislation
- that they understand the legal consequences of misrepresentation, and understand that any business caught falsifying records to gain grant money will face prosecution, and any funding awarded will be subject to claw back.

They will be given the opportunity to subscribe to our business mailing list.