

## Local Authority Discretionary Grant Fund – Frequently Asked Questions on the Allerdale Borough Council scheme

### What should I do before applying?

We recommend before you apply that you read the policy document (available on the website: <https://www.allerdale.gov.uk/en/coronavirus/coronavirus-business-grants-claims/discretionary-grant-scheme/>) and these FAQs. We also recommend you get all the documentation collated before applying. Incomplete applications may mean your application is delayed.

### How do I apply?

We will launch a new application form on 1 June 2020. This will be used to record information about your business and allow you to submit any supporting documentation. Keep an eye on our website and on social media for more information.

### When will I get a reply?

You will get an acknowledgement email once your application has been submitted. This will include a unique reference number in case you need to make any queries. We are allowing a 14 day period for people to get their applications submitted and we shall get back to you within ten working days after that.

### Why do I have to register with the system?

We ask that you register with our “MyAllerdale” customer contact system on our website before submitting your application. This should only take a minute or two and requires a small amount of information including an email address and password. By doing so you can keep a record of your application in your portal on MyAllerdale and get updates via email. It also means you can save a form which is only partially completed.

You’ll also be able to access all the other forms on the system for other council services and use the MyAllerdale app which is available from the Apple and Android app stores.

### Why do I have to give copies of all my details? What documents do I need?

We have tried to make the application process as easy as possible. However, the government expects us to make some pre-payment checks before paying the grant to ensure you are eligible and to counter any fraudulent applications. The list of documents is shown in the policy document.

### How can I upload documents?

You will be able to upload the documents as part of the application process using the online form.

Please use a standard file naming process. We recommend [BusinessNameDocumentType]

### You mention a letter from my accountants. I don’t have one. What should I do?

Please provide details of your accounts which shows the information required.

### I can’t show loss of income from April 2019 to April 2020. Can I show it another way?

Where a business was not trading in April 2019, or for a particular reason does not have income figures for this month, we will accept another month’s turnover or equivalent. It is at the business’s discretion what form this evidence takes but it must clearly show the turnover of the business for these periods. This can be in the letter from your accountant.

### My business was affected because all my clients had to close. Can I apply?

Where businesses are also applying as a local wholesaler, supply chain business or other business that relies on businesses mandated to close by Government for the majority of their turnover you will also need to provide:

Evidence that over 60% of your turnover comes from businesses that have been mandated to close. This can be confirmed by your accountant.

### When will I get the money?

The application window will be open for 14 days. We'll then consider all applications at the same time, before responding with an outcome within ten days

### Will it be on a first come first served basis?

No. Whilst we have done some modelling we don't know exactly how many people may be entitled to this grant. Therefore, we are giving everyone a window of 14 days to apply. No payments will be made during this time. Therefore you do not need to rush your application, however, we do ask that you get in to us as soon as possible.

### How much money is available in total?

We have around £1.995m in total from the government. We want this money to help as many businesses as possible and in a way that provides as meaningful an amount as possible. However, if we gave every business £25,000 this would only provide funding to around 80 businesses.

### Will I definitely get the amount mentioned in the policy?

The amounts in the policy are a guide for us to work to. We have a limited amount of money provided by the government and whilst we have done some modelling we don't know exactly how many people may be entitled to this grant. Therefore once the 14 day window is closed, we'll consider all the applications. We want as many businesses in Allerdale to benefit from the grant and for it to be a meaningful amount. However, if we are oversubscribed then we may have to reduce the amounts and/or prioritise those who receive a payment by need.

### Which businesses are eligible?

The policy document outlines which businesses are eligible for the grant. Two key criteria are:

- Only businesses that were trading on 11 March 2020 are eligible for the scheme. Companies that are in administration, are insolvent, or where a striking-off note has been made are not eligible for funding under this scheme.
- A de-minimis level will apply to this scheme. Applicants will need to be paying at least £2,400 total property costs for a calendar year for their business premises to qualify to apply for a grant. Annual property cost will include, rent, mortgage payments, insurance, and rates.

### My business has lots of properties, can I get a grant for each property?

The grant is awarded per business, not per hereditament (property). Businesses with more than one property will only be eligible for one grant. If a business received a grant under the Small Business Rate Relief or Extended Retail Discount Relief scheme for other properties they will not be eligible for this grant.

### I've had grant funding already, can I apply?

It depends as outlined in the policy document. The answer is in many cases no. Businesses that have received grants from any central government COVID-19 related scheme, or are eligible to claim a grant under another scheme, cannot get grant funding from the Discretionary Grants Fund. The Government has defined such grant schemes as including but not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant
- The Fisheries Response Fund
- Domestic Seafood Supply Scheme (DSSS).
- The Zoos Support Fund
- The Dairy Hardship Fund

However, businesses that have applied for the Coronavirus Job Retention Scheme (furloughed staff) are eligible to apply for this scheme. Businesses that are eligible for the Self-Employed Income Support Scheme (SEISS) are eligible to apply for funding under this Discretionary Grants Fund scheme as well.

### Will I get the full £10,000

We have graduated the payments to reflect need and size of business. However, the amounts in the policy are a guide for us to work to. We have a limited amount of money provided by the government and whilst we have done some modelling we don't know exactly how many people may be entitled to this grant. Therefore once the 14 day window is closed, we'll consider all the applications. We want as many businesses in Allerdale to benefit from the grant and for it to be a meaningful amount. However, if we are oversubscribed then we may have to reduce the amounts and/or prioritise those who receive a payment by need.

### In the other grant scheme businesses got £10,000 and £25,000. Why are the amounts less for this?

We would really like to provide as much help as possible. However, the amount of money we have available from the government is limited and we want to ensure this with helping as many businesses as possible as well as provide a meaningful amount of money to each business.

### Do I have to be based in Allerdale?

Yes. Your business does need to have an address in the Allerdale Borough Council geographical area. If you are based in other district areas, then do contact the local council for that area who will have their own scheme.

### Why is there not one scheme for Cumbria?

The district councils have worked together as much as possible on this. However, this is a discretionary scheme which can be designed to reflect the different business needs in each area. Therefore, whilst there are many similarities, there are some differences between schemes to reflect local need.

### I don't have a computer, how do I apply?

Give us a call on 0303 123 1702 and speak to one of our customer service advisors.

### Is the grant taxable

Yes, the government have confirmed that these grants will be taxable as income.

If I don't get the grant for whatever reason will I be able to apply?

There is no right to appeal and the decision of the Council is final, however the Council will work with businesses who believe the wrong decision has been made due to missing information.

The Council's interpretation of this document is at its own discretion and it will be the final arbiter of the definitions contained within this policy.

Where can I find more information from the government on this grant

More info is available at

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/887239/Local Authority Discretionary Grants Fund - guidance for local authorities - version 2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887239/Local_Authority_Discretionary_Grants_Fund_-_guidance_for_local_authorities_-_version_2.pdf)