

## WINCHESTER CITY COUNCIL DISCRETIONARY GRANTS SCHEME (ADDITIONAL RESTRICTIONS GRANT)

### ELIGIBILITY POLICY

JANUARY 2021

#### Introduction

Following the announcement from Government of additional support for Local Authorities under national and Local COVID Alert Level 3 restrictions on October 31 2020, Winchester City Council has been awarded £2,497,180 to help businesses and organisations (referred to as organisations collectively throughout this policy) impacted by these restrictions under the Additional Restrictions Grant scheme. This is a discretionary fund aimed at those who are **not eligible to apply for the Local Restrictions Support Grant (LRSB)**. Details of the LRSB can be found [here](#). This policy deals with the Additional Restrictions Grant scheme only.

Winchester City Council recognises the ongoing challenges facing local businesses and organisations across the district that have been affected by the national restrictions introduced because of COVID-19. Therefore the Council is making up to 75% of its allocation available as a discretionary grant fund and has already made available an initial round of grants covering the period 5 November to 2 December 2020.

Following the announcement by Government of further national restrictions a new round will be opened for grant applications. Applicants who were successful in the first round of funding made available in December 2019 are eligible to re-apply for this second round of funding and any future funding rounds.

Winchester City Council will continue to make this funding available to businesses impacted by the national restrictions through future funding rounds until the 75% fund allocation is fully spent. **This is a limited fund and payments will be made on a first-come, first-served basis.**

**The on-line declaration for eligible organisations will open on Thursday 7 January and close at 5pm on Friday 12 February 2021.**

#### Which types of organisations will be eligible for this discretionary grant fund?

As a consequence of the Tier 4 restrictions introduced across the Winchester district by Government from 00:01 26 December 2020 and the Tier 5 national lockdown taking place from 00:01 on 6 January 2021, to be considered eligible one of the following must apply:



- Your organisation was instructed by the Government to close to in person services to customers from 6 January 2021. The full list of organisations that the Government required to close can be found [here](#). **Applications from these eligible organisations can be made on-line [here](#) from Thursday 7 January 2021.**

Or

- Your organisation was not instructed to close and has remained open but it has suffered income losses in excess of 30% during the period 26 December 2020 to 22 January 2021 compared with the trading month of 5 October to 4 November 2020. **Applications from eligible organisations that meet this criteria should be made on-line [here](#) from Monday 25 January 2021.**

Organisations that were not instructed to close by the Government but have chosen to close for the duration of the national restrictions as well as those who were instructed to close but have not done so are not eligible for a grant.

In addition to the above, eligible organisations must meet all of the following:

- a business rates payer not eligible for the Local Restrictions Support Grant, or a non-business rates payer
- appear in the organisation type list
- appear in the sector type list

Organisation type:

- Sole trader
- Partnership
- Limited company
- Self-employed
- Market trader
- Organisation located in shared offices or other flexible workspaces. These include units in industrial parks, science parks and businesses within incubators<sup>1</sup> which do not have their own business rates assessment
- Located in sub-let units (for example retail outlets, cafes and farm shops in garden centres)
- Parish council
- Community organisation
- Charity

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<sup>1</sup> incubators are defined as those units where tenants are supported by an organisation designed to accelerate the growth and success of entrepreneurial companies through the provision of business support resources and services such as space, capital, coaching, common services, and networking.

Sector type:

Eligible organisations must operate or be a supply chain business within one or more of the following sectors:

- Non-essential retail
- Hospitality/food and drink/guest accommodation
- Leisure/sports
- Attractions/events/festivals/entertainment venues
- Pre-school childcare services
- Public sector (Parish councils only)
- Visual and performing arts

### **Declaration of eligibility**

1. Organisations will be required to complete an on-line declaration at [www.winchester.gov.uk](http://www.winchester.gov.uk). The declaration will be available [here](#) from Thursday 7 January 2021.

The declaration will require the applicant to confirm that the organisation applying meets the criteria set out in this Additional Restriction Grant Policy. Before any payments are made, pre-payment checks will be undertaken to confirm eligibility.

### **Eligibility**

2. The organisation being applied for must be based in and operate from the Winchester district. Please refer to the map of the Winchester district [here](#).
3. The organisation was actively trading on and before the 26 December 2020.
4. The organisation is not in administration, insolvent or has had a striking off notice made.
5. The organisation is not in receipt of, or eligible for, a grant payment under the Local Restrictions Support Grant scheme, details of which can be found [here](#).
6. The Additional Restrictions Grant is only applicable for organisations who are a micro/small or medium sized enterprise, as set out under the Companies Act 2006 and falling within the criteria set out overleaf:

To be a micro organisation, an organisation must satisfy two or more of the following requirements:

- Turnover: not more than £632,000
- Balance sheet total: not more than £316,000
- Number of employees: a headcount of staff of not more than 10

To be a small organisation, an organisation must satisfy two or more of the following requirements:

- Turnover: not more than £10.2million
- Balance sheet total: not more than £5.1million
- Number of employees: a headcount of staff of less than 50

To be a medium organisation, an organisation must satisfy two or more of the following requirements:

- Turnover: not more than £36million
- Balance sheet total: not more than £18million
- Number of employees: a headcount of staff of less than 250

## **State Aid**

7. There is a requirement for all grants made under this Discretionary Grant fund to be state aid compliant. This grant counts towards state aid. The rules are fully explained in the government state aid guidance [here](#). As part of the declaration process the applicant will be required to confirm that the organisation being applied for is not in breach of these rules. The applicant will be required to confirm that the award of the grant does not exceed the 800,000 Euros allowed within the last three years, as outlined in the State Aid Regulations. If the applicant's premises are part of a large chain, where the cumulative total of the grants could exceed 800,000 Euros, they should check the State Aid Law carefully before applying for this grant.

## **How much funding will be awarded?**

8. Grants will be paid based on the table below. Organisations are required to indicate their rateable value (if they are a rateable business) and the size of organisation and number of employees. If there is a difference in the value of the grant they are eligible for, the higher amount will be paid.

<b>Rateable value of premises</b>	<b>Grant payment for 4 week period</b>
Less than £15,001	£1334
£15,001 to £50,999	£2000
£51,000 or over	£3000
<b>Size of organisation/number of employees (for business who are not rated)</b>	<b>Grant payment for 4 week period</b>
Self-employed / Micro: 0-9 employees	£1334
Small: 10-49 employees	£2000
Medium: 50-250 employees	£3000

### **Decision making**

9. Individual grant decisions will be made on a delegated basis by a group of designated officers based on the approved guidelines.
10. The decision of these officers will be final. There is no right to appeal.
11. All decisions will be communicated by email to organisations, with grant payments if approved made as quickly as possible for businesses instructed to close from the end of January onwards and for those who were allowed to continue to trade but their income was impacted by at least 30% from the end of February onwards.
12. The fund is limited and grants will be made on a first-come, first-served basis.

### **Payments of grant and tax**

13. All payments of grant will be made by a BACS transfer to the organisations nominated business bank account. Please ensure that your bank details on the on-line form are correct to minimise delays in payment.
14. Grant income received by an organisation is taxable therefore funding paid under the Additional Restrictions Grant will be subject to tax.
15. Only organisations which make an overall profit once grant income is included will be subject to tax.

### **Managing the risk of fraud**

16. Winchester City Council will not accept deliberate manipulation and fraud. Any organisation caught falsifying their records to gain additional grant money could

face prosecution and any funding issued will be recovered, as may any grants paid in error. All applications will be subject to checks and verification.

17. Applicants will be required, as part of the declaration process, to declare that they understand that if they knowingly and dishonestly provide false or misleading information in communication with the Council including verbal communication they will be committing a criminal offence contrary to the Fraud Act 2006 and could be subject to a criminal investigation and criminal proceedings may be taken against them.

### **If you need help**

18. Please contact our Economy Team at [ecodev@winchester.gov.uk](mailto:ecodev@winchester.gov.uk) or telephone on 01962 814915