

Herefordshire Council Discretionary Grant Scheme application form

About you and your business

	Field Title	Pop up guidance	Field type
Q1	Contact Title		Free text
Q2	Contact First Name		Free text
Q3	Contact Surname		Free text
Q4	Email address		Free text
Q5	Telephone number		Number
Q6	Business/charity name		Free text
Q7	Business/charity website address (if relevant)		Free text
Q8	Business/charity property address inc. postcode (required).	Include full address of property in Herefordshire that property costs relate to. If market or street traders, please provide the location and description of pitch i.e. Hereford Market High Town	Free text
Q9	Business rates property reference number (if available or applicable)	This is a 14 digit number field included on business rates bill.	Number
Q10	Please identify your business type:	Bed & Breakfast, Market Trader, Shared Property, Charity.	Drop down menu
Q11	Are you a micro business/ small business?	As defined under the Companies Act 2006, a small business must satisfy two or more of the following requirements in a year – Turnover: Not more than £10.2 million; Balance sheet total: Not more than 5.1 million; Number of employees: a headcount of staff of less than 50. A micro business - Turnover: not more than £632,000; Balance Sheet total: not more than; Number of employees: a headcount of up to 10.	Yes / No
Q12	When did you start trading?		Date
Q13	VAT Number (if applicable)		Number
Q14	Company Number (if applicable)		Number
Q15	Charity Number (if applicable)		Number

Advanced Details

Q15	Does your business/charity occupy any other premises? if so please specify & provide addresses		Free text
Q16	Describe your business or charity and its activities?	Such as charity shop, hair dressers. Where relevant, please briefly describe products, marketplace, suppliers or customers.	Free text
Q17	Describe the impact of the Covid-19 situation on your business or charity and its trading.	Outline how the Covid-19 situation or government restrictions have impacted on your ability to trade and on your staff and property operations. Describe how this has impacted on your revenue, cash flow, and profitability.	Free text
Q18	Number of Full time equivalent (FTE) employees on 11 March 2020	This is the number of full time staff or equivalents employed for the period that includes 11 March 2020. A full-time employee is defined as working on average at least 30 hours of service per week in the month that includes 11 March 2020. To factor in part-time employees, add up the total number of hours worked by part-time employees in the given four week period and divide the total by 120 to calculate the number of equivalents. Directors, trustees, partners or sole traders working 30 hours should be included within this calculation.	Number
Q19	Premises Occupation – are you the sole occupant of the premises listed above?	If shared premises please supply the details of the building name and address.	Free text
Q20	Property Costs - please provide the net annual rent, license or pitch costs, or mortgage payment for the relevant period	<p>Property costs should be for a single identified premises within Herefordshire. Costs must relate to the costs incurred by the business for their occupation only and must be net of costs related to parts of the property occupied for other purposes, including subletting or use by other businesses or residential use.</p> <p>Where property costs are fixed, the annual cost must be used and this must be calculated by one of the following:</p> <ul style="list-style-type: none"> a. Annual rent or mortgage costs for the period that includes 11 March 2020 b. Quarterly rent or mortgage costs for the period that includes 11 March 2020 multiplied by four c. Monthly rent or mortgage costs for the period that includes 11 March 2020 multiplied by twelve 	Number

		<p>d. Weekly rent or mortgage costs for the period that includes 11 March 2020 multiplied by fifty two</p> <p>Where property costs vary from month to month or week to week, such as market or street traders with varying costs/fees, the property costs should be evidenced for the period from 12 March 2019 to 11 March 2020. Market or street traders' costs can include all "pitches" used within the relevant period within Herefordshire, in addition one other property used for the storage of market trading stock or equipment can be included within these costs.</p> <p>If a business had not started trading on 12 March 2019, calculate costs by:</p> <p>(property costs in year up to 11 March 2020 / number of full weeks trading in year up to 11 March 2020) x 52</p> <p>Bed and breakfasts establishments should apportion a reasonable and appropriate percentage of property costs that equates to the number of bedrooms used for bed and breakfast and those used for domestic use. The bed and breakfast use should be subsidiary to the private use and the apportionment should reflect this.</p> <p>For example, a five bedroom property that has two bedrooms for bed and breakfast use, should apportion 40% of mortgage or rent costs as the business related property costs.</p>	
Q21	Bank Account Payee Name		Free text
Q22	Bank Account Number	Should be used for usual business transactions and to pay rent or mortgage payments (statement supplied below)	Number
Q23	Bank Account Sort Code	Should be used for usual business transactions and to pay rent or mortgage payments (statement supplied below)	Number

Evidence

Full time equivalent employees (FTE) on 11 March 2021 (to support Q18)	
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Copy of lease, license or mortgage agreement for business premises, covering the relevant period (to support Q20)	Uploaded information
Copy of bank statement for period covering 11 March 2020 and demonstrating trading on 11 March 2020. (to support Q20)	

Declarations:

I am authorised by the business or charity named to apply for the grant;	Yes / No
I confirm that my business is either a Limited Company, Limited Liability Partnership (LLP), Community Interest Companies, Partnership, Sole Trader, or Registered Charity	Yes / No
I have read the Eligibility Guidance and I agree to the terms and conditions contained within;	Yes / No
The statements and information provided in support of this application are accurate and true;	Yes / No
The business or charity has not received any other coronavirus grants, including the Small Business Grant or the Retail, Hospitality or Leisure Grant (but not including the Job Retention Scheme or Self Employed Income Support Scheme);	Yes / No
The business or charity was actively trading on 11 March 2020 and was not insolvent or in administration on the 31 December 2019, 11 March 2020 or at the time of application.	Yes / No
The business or charity employs at least one full time equivalent employee.	Yes / No
Are you related to, or do you have a relationship with any officer or member of Herefordshire Council? If so please specify below:	Yes / No
The total aid received under this scheme does not exceed state aid rules and my business or charity meets the state aid requirements. Please follow the attached link for State Aid information https://www.gov.uk/guidance/state-aid and see the grant terms and conditions.	Yes / No