

## Herefordshire Discretionary Grant Fund – Assessment Appraisal Form

Name of Applicant:	
Application Number:	
Application Date:	
Application Time:	
Name of Assessor:	
Declaration: I confirm that the applicant is not known to me and neither I, nor anyone with whom I have a close personal relationship, have a financial interest in the outcome of the application. (print name to agree)	

Prior to assessing applications, please read the terms and conditions of the scheme.

### Part 1: Initial Eligibility check

	Eligible (Y/N)
Applications must meet one of the four below criteria:	
1. <b>Business that operates from a shared workspace</b> where they are not the ratepayer.	
2. <b>Regular market/street traders with fixed building costs</b> , such as rent or licence fees, who do not have their own business rates assessment. <i>Has a pitch(s) in Herefordshire that is within a reasonable definition of “regular”</i>	
3. <b>Bed &amp; Breakfasts which pay Council Tax instead of business rates.</b> <i>Reasonable evidence that regular bed and breakfast activity is undertaken &amp; is registered for council tax</i>	
4. <b>Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rate Relief or Rural Rate Relief.</b> <i>Check property on: <a href="https://www.gov.uk/correct-your-business-rates">https://www.gov.uk/correct-your-business-rates</a> has business rate valuation of £15,000 or less &amp; that this is their only property. Check charity is registered with the Charity Commission: <a href="https://beta.charitycommission.gov.uk/">https://beta.charitycommission.gov.uk/</a></i>	
<b>If yes to one of the above, go to Part 2;</b>  <b>If no to all, where appropriate, please contact applicant to query information and obtain additional information, providing reasonable notice to do this (up to 48 hours). If after this process, reasonable information is not provided that justifies “yes” can be selected to one of the above, complete Part 5, and send to approver.</b>	

### Part 2: Further Eligibility Check

Applicant must be able to satisfy all of the below criteria:	Eligible (Y/N)
1. Answered “Yes” to all declarations	
2. Check stated FTE count is a minimum of 1	
3. Reasonable statement of trading losses due to Covid-19 provided	

4. Applicant is not on the list for receipt of the Small Business Grant Fund or Retail, Hospitality and Leisure Grant	
5. Annual property related costs of below £15,001 for a single premises (including market traders pitch fees) within Herefordshire only	
6. Trading on 11 March 2020, confirmed business start date and evidence of trading around this date from bank statement	
7. Business or charity main activities (above 50%) are not in fishery, aquaculture, forestry, horticulture and primary production and processing of agricultural products	
8. Premises are not car parks or other parking spaces, personal use, empty premises, occupation by precept authorities and national chains or organisations	
<p><b>If yes to all of the above, go to Part 3;</b></p> <p><b>If no, to one of the above and where relevant, please contact applicant to query information and obtain additional information, providing reasonable notice to do this (up to 48 hours). If after this process, reasonable information is not provided, so that “yes” can be selected to all of the above, please complete Part 5, and send to approver.</b></p>	

#### Part 3 Scoring– See Scoring calculation

	Criteria	Value	Times by 50%	Total
A	Business or charity number of FTE employees on 11 March 2020^			
B	Business or Charity Property Costs (net)			

Calculation	Grant award
Total of A times the total of B =	

#### Part 4 Evidence Check

Evidence Requirement	Provides reasonable (Y/N)
<p>1. Provides a reasonable evidence of the number of full time equivalent employees (30hrs per week or equivalent of, all receiving the minimum wage) on 11 March 2020 such as:</p> <ul style="list-style-type: none"> <li>a. For PAYE employees, a copy from the payroll system/return</li> <li>b. For directors, trustees, partners or sole traders working 30 hours (or the equivalent) a statement should be provided.</li> <li>c. All workers should be paid at least the minimum wage, in particular for directors, trustees, partners or sole traders. See <a href="https://www.gov.uk/national-minimum-wage-rates">https://www.gov.uk/national-minimum-wage-rates</a> for details</li> </ul>	
<p>2. Provides reasonable evidence of fixed or regular variable property costs that correspond to the values stated in the application:</p> <ul style="list-style-type: none"> <li>a. For fixed costs this is a copy of the lease, licence or mortgage agreement, that must include: <ul style="list-style-type: none"> <li>i. Address of the property</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>ii. <i>Names of parties to the agreement</i></li> <li>iii. <i>Date of the agreement and term</i></li> <li>iv. <i>Rent or mortgage payments covering period described in the guidance</i></li> <li>v. <i>Signature pages</i></li> <li>vi. <i>Any subsequent variation(s) to the agreement</i></li> <li>vii. <i>It should be ensured that all costs are reported as net of other uses, such as an apportionment of Bed &amp; Breakfast's residential use for owners.</i></li> </ul> <p>b. <i>For variable costs:</i></p> <ul style="list-style-type: none"> <li>i. <i>The agreement, including relevant pages as described above</i></li> <li>ii. <i>Invoices or receipts for property posts (licences) for the period included</i></li> <li>iii. <i>It should be ensured that the calculation of the costs reconciles with the guidance on calculating variable costs</i></li> </ul>	
<p>3. A bank statement(s) for the business is provided, which demonstrates:</p> <ul style="list-style-type: none"> <li>a. Trading on 11 March 2020</li> <li>b. Payment of property costs for period that covers 11 March 2020 (see guidance)</li> </ul>	
<p><b>If yes to all of above, go to Part 5;</b></p> <p><b>If no, where appropriate, contact applicant to query evidence and obtain additional evidence, providing reasonable notice to do this (up to 48 hours). If after this process, reasonable evidence is not in provided so that "yes" can be selected to all three above tests, please complete Part 5, and send to approver.</b></p>	

**Part 5 Recommendation & Approval**

Recommended eligible (y/n)	
If not eligible, briefly explain justification	
Recommended award value from calculation (£ value) if not eligible, leave blank	
Assessing officer (name)	
Approving officer (name)	

**If award is approved, pass for pre-payment checks and for payment.**

**Otherwise, please send a "not eligible" email.**