

Discretionary Business Grants – guidance notes for completing the application form

Please see end of document for notes for questions that are not universal questions across all four eligible business types

Application Question	Guidance for responses that are other than Yes/No
Name of applicant	Please put your name as it appears on your passport or driving licence
Contact address	Please put the address where we can most easily contact you
Contact telephone number	Please put the phone number where we can most easily contact you
Contact email address	Please put the email address which you would like us to use to contact you
Date of Birth	Please provide the D.O.B. of the person completing the application
Name of Business	Please put our business name as it appears on any registration documents, licences etc
Business address	Please put your address within the Lancaster District, rather than a head office address Tie to UPRN?
Business email address	If possible please put a business address for the business based within the Lancaster District
Business website or facebook page	If possible please put a website address or facebook page for the business based within the Lancaster District
Type of business	We want to know how your business is constituted
Position held	This form should be being completed by someone who is senior within the organisation or the local organisation
Please describe the nature of your business	Please tell us about your business, particularly what area of trade or business you are in.
Limited company (Charities will not be asked this question)	If you are a limited company then please provide us with your Companies House registration number
Please provide proof that you were trading on 11 th March 2020	This might be documents such as receipts, Registration with Companies House, Registration with the Charity Commission or evidence from HMRC or other evidence that you can supply.
Average number of employed persons	This is the Companies Act 2006 definition.

	<p>You find for <u>each month</u> from 1 April 2019 – 31 March 2020 the number of people employed under contracts of service (this does not have to be whole months).</p> <p>You then add together the monthly totals and divide by 12 to get the monthly average.</p>
Proof of people employed	<p>For some companies this will be payroll or personnel records. For sole traders or smaller companies it will be what evidence you have of the number of people employed in the last financial year</p> <p>If you employ an average of 10 people or fewer then you are not required to submit proof beyond your tax return or accounts</p>
Turnover	<p>This is the Companies Act 2006 definition.</p> <p>This is the amount derived from the provision of goods and services after the deduction of:</p> <ul style="list-style-type: none"> (a) trade discounts (b) Value Added Tax (c) any other taxes based on the amounts so derived
Balance Sheet	<p>This is the Companies Act 2006 definition</p> <p>This is the aggregate (combined total) of the amounts shown as assets on the company's balance sheet</p> <p>If you do not have a balance sheet it is likely that you qualify using the Employee and Turnover qualifications (please see the eligibility guidance)</p>
Evidence	<p>Please upload your last completed set of accounts or tax return if you do not have a set of accounts.</p>
Are you incurring fixed costs to maintain your business premises e.g. rent or a mortgage?	<p>Please include not only rent/mortgage and rates, but things like buildings insurance, maintenance contracts and ongoing utilities costs if relevant.</p>
Who is your landlord?	<p>Please put your landlord's name as it appears on your tenancy documents</p>
Evidence of fixed building costs	<p>Please upload documents such as:</p> <ul style="list-style-type: none"> Signed copy of your lease agreement Signed licence agreement Signed rental agreement Signed mortgage agreement Most recent annual mortgage statement Recent utilities bill Buildings insurance schedule

	<p>Maintenance contracts or schedules</p> <p>Please feel free to redact (blank out) any information that we do not require.</p>
Trading situation due to COVID 19	<p>Please choose the option that comes closest to your situation. There is a free text box further down that will allow you to describe how your business has been affected</p>
Reduction in net income due to COVID 19	<p>Please estimate carefully the proportion or percentage by which your net income reduced due to COVID 19 regulations</p>
Proof in support of reduction in net income	<p>Please upload whatever proof you feel demonstrates your reduction in net income.</p>
Describe the effects of COVID 19 on your business	<p>This is a free text box, so please describe what the effects of the crisis have been on your business</p>
Bank Account details	<p>Please provide details of your business account if you have one. If not of the bank account that you use for your business. We may need to ask for additional information if you are using a personal bank account</p>
Image of a recent bank statement	<p>This can be a screenshot if you do online banking. Please feel free to redact (blank out) any information that we do not need to see</p>

Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief

Is this the only business premises in England that you occupy?	<p>This is a qualifier question to ensure that you would have been eligible for Small Business Rates Relief</p>
Other property information	<p>This is again a qualifier question for Small Business Rates Relief, but may also indicate whether you are eligible for a grant elsewhere</p>
Business Rates reference number and Rateable Value of your premises	<p>The Business Rates number is a 9 digit number starting with a '1'. The Business Rates number and Rateable Value which can be found on your Business Rates statement.</p> <p>If you cannot find your business rates account number or rateable value, please email lcndr@preston.gov.uk and provide proof of ID in the following forms: Redacted business bank statement; Utility bill for business premises; Copy of driving licence and/or passport. The more proof you can provide the better and quicker the process will be.</p>

Charity Commission Registration Number	If you are registered with the Charities Commission then please supply your registration number. If you are not registered please upload your governing document
Evidence	For those charities who are not registered with the Charities Commission then please upload your governing document
Bed & Breakfasts which pay Council Tax instead of business rate	
Are you eligible for the Self-Employed Income Support Scheme	In order to avoid an accusation of fraud and the reclaiming of any grant award, it is <u>very important</u> that you follow the link through to the government website and complete the easy checker to see whether you are eligible for the self-employed income support scheme.
Are you registered with the Lancaster City Environmental Health Service?	To be serving breakfast you should be registered with Environmental Health
Evidence	Please upload your: Food Hygiene certificate Fire Certificate Hotel and mobile units television licence This is to help establish that you are a traditional B&B rather than a self-catering property as these are ineligible
Number of guest bedrooms	This is to help establish that you are a traditional B&B rather than a self-catering property as these are ineligible
Council Tax reference	Please supply your Lancaster Council Tax reference number
Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment	
Trade at other markets	We need to know about your trading activity as we are aware that market traders often trade across several different markets. If you do trade across other markets then please tell us where these are and on which days you trade there and also whether this is a permanent or casual trading arrangement
Satellite stalls for larger businesses	We are aware that some market stalls are an additional selling point for an established business e.g. a bakery rather than a separate business. If this describes your business then please tell us which business you are connected to and how this works.
Licensed by Lancaster City Council	Permanent market traders should be licensed with Lancaster City Council. Other traders of a market-type nature should consider applying under the shared spaces route.
Small businesses in shared offices or other flexible workspaces	

Nature of business	<p>Please select the option that gives us the best description of the type of business that you run.</p> <ul style="list-style-type: none"> • Agriculture Forestry Fishing • Mining and Quarrying • Manufacturing • Electricity Gas or Air conditioning • Water Supply Sewage, Waste management and remediation • Construction • Wholesale or retail trades • Transportation and Storage • Accommodation and/or Food Services • Publishing / Videos / Computer Programming / IT consultancy / Data Processing • Finance and Insurance • Real Estate • Professional Scientific and Technical • Administrative and Support activity inc travel agencies and security services, building services – e.g. cleaning, call centres • Public admin and defence • Education inc pre primary activities • Medical dental nursing and homes for the elderly • Arts Entertainment and Recreation including creative arts, sports, gambling and amusement parks and fitness activities • Other service activities including hairdressing, operating clubs , repairs of computers and household goods
Satellites for larger businesses	<p>We are aware that some businesses form part of a larger business rather than being a separate business. If this describes your business then please tell us which business you are connected to and how this works.</p>

Business location

Please choose the option that best allows you to describe how your business is based in shared or flexible workspace