

## **Appendix 1**

### **Trafford Discretionary (Additional Restrictions) Grants Fund - Criteria**

The Trafford Discretionary (Additional Restrictions) Grant Fund has been established to support small businesses within the Borough that do not pay business rates and not eligible for any of the Local Restrictions Support Grants.

#### **1. Guidance and Local Criteria**

To be eligible businesses must demonstrate that they:

- Were trading on 22 October 2020
- Have not been eligible for a Local Restrictions Support Grant at any time in 20/21
- Do not pay business rates
- Have been badly affected by the restrictions
- Have business premises and do not work solely from home
- Have fixed property costs

To ensure that as many businesses in the borough are supported within the scope of the available funding it is proposed to provide a single grant payment of £2,000 per eligible applicant.

Businesses with more than one qualifying business property will be eligible for a grant for each property.

#### **2. Application Requirements**

Applications must provide the following information and cannot be processed if incomplete:

- confirmation that trading as of 22 October and are still a trading business
- copy of lease, licence or mortgage
- copy of rental or mortgage agreement
- confirmation of rental payments made and future payments to make
- confirmation that the business has been badly affected (for example a statement to explain how they have experienced significant financial loss due to current restrictions)
- copy of business bank account statements
- bank account details for payment of the grant which will be required to be in the business or business owners name
- confirmation that the business is not eligible for other grant schemes
- where applicable confirmation whether the individual is in receipt of means tests benefits as the grant could affect these benefits
- confirmation payment of the grant would not constitute State Aid

State Aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union.

The Council retains the right to reclaim any grants awarded on the basis of false information or statements supplied.

The Council reserves the right to amend the terms of the Fund at any time, and without notice, should it be necessary to do so.

### **3. Application Assessment**

The applications will then be assessed to confirm that the required information has been provided and the criteria have been met. Applications received that comply with the criteria and provide all relevant supporting information should be approved within 14 days.

Following assessment of the application the grant will either be paid or the applicant provided with a letter informing them of refusal.

### **4. Rights of Appeal**

In all cases where an organisation disagrees with the Council's decision, an appeal may be made in writing to the Corporate Director of Place within one calendar month from the date of the decision notice.

The Council is committed to the fight against fraud in all its forms and has a zero tolerance fraud policy. A business who tries to fraudulently claim a grant by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed a criminal offence. Where fraud is suspected, the Council will investigate and this may lead to criminal proceedings.

### **5. Data Sharing**

The Council will match the information provided with other information held about a business/individual whether provided by them, or anyone else. The Council may also obtain other information from third parties and give information to them to:

- make sure the information is accurate
- prevent, detect and prosecute fraud
- protect public funds

The Council will share this information with:

- Strategic Growth Team, Business Rates Team, Council Tax Team, Benefit Assessment Team and Audit and Assurance Team.
- Departments to prevent and detect fraud and to ensure it is paying the grant to the correct parties

Where individuals are in receipt of tax credits and/or other benefits which are assessed based on income, then it is their duty to notify the relevant agency immediately if they are awarded a grant as this may affect their entitlement

## **6. Payments**

Payments under the Trafford Discretionary Grants Fund will be made to successful applicants, following the approval process, by bank transfer within 14 days of receipt of the required supporting information.