

GUIDANCE NOTES

This is a grant to provide financial assistance for newly created self-employed businesses that are facing operational and financial challenges as a result of the COVID-19 outbreak.

START UP GRANT - PURPOSE OF THE GRANT

The purpose of the grant is to support newly created businesses with immediate cash flow support to help them survive the economic consequences of the Covid-19 outbreak. The grant seeks to complement other Covid-19 response measures to support businesses, social enterprises and charitable organisations in Wales.

BUSINESS WALES

Business Wales provides tailored support to start-up, micro and small and medium sized businesses in Wales. The service can help you understand what your needs are and provide tailored support packages including access to online tools, workshops, specialist advisers and mentors. In addition to working with you on a business diagnostic and action plan, our advisers can also provide targeted financial advice and access other support that you might benefit from.

Any applicants can register for support with the Business Wales service once the grant is awarded.

To find out more, please visit www.businesswales.gov.wales.

START UP GRANT – WHO CAN APPLY ?

A grant of £2,500 is available to assist newly created businesses that have been affected by the Covid-19 outbreak.

This grant can only be claimed by businesses that meet the following criteria:

- Started trading between 1st April 2019 and 1st March 2020
- Forecast annual turnover less than £50,000
- Not in receipt of Self Employment Income Support
- Businesses must be operating in Wales
- Businesses must have **one** or more of the following
 - HMRC Unique Taxpayer Reference (UTR) Number
 - VAT Registration Number or a VAT exemption certificate
 - Written correspondence confirming registration with HMRC
- Have experienced a drop in turnover greater than >50% as a result of the Covid-19 outbreak between April and June 2020
- Supported businesses must aim to maintain employment for 12 months
- Only one application per businesses
- Businesses will need to provide
 - Proof of identification (one of the following)

- i. Current UK or EEA photocard driving licence
 - ii. Current signed passport
 - iii. Original Birth certificate
- Proof of business address (one of the following)
 - i. Council tax statement
 - ii. Utility bill
 - iii. Written correspondence confirming registration with HMRC
- Evidence of active trading up to 17th March 2020
 - i. Business bank statement or other financial statement (e.g. Paypal) to be provided from date of trading up to end of June 2020

The grant is available to newly created businesses that are **not eligible** for the Business Rate Grant, the Self Employment Income Support Scheme or the Economic Resilience Fund.

Second home owners with short or long term tenancy agreements are **not eligible** for this grant.

START UP GRANT - HOW MUCH CAN YOU APPLY FOR?

A grant of £2,500 is available per business, to support with immediate cash flow to help businesses remain solvent throughout the disrupted trading period.

Businesses need to confirm that without the grant support the viability of the enterprise will be under threat, and outline why.

All applications will be considered on an individual basis and payment of the grant is at the absolute discretion of the Local Authority within the criteria set out in these guidance”.

START UP GRANT - HOW TO APPLY

Businesses can apply for the grant by accessing the Economic Resilience Fund Eligibility Checker on the Business Wales website <https://fundchecker.businesswales.gov.wales/>. The form must be completed electronically and needs to be emailed together with the required evidence documents, to the relevant Local Authority. Scanned documents and photos are acceptable forms of evidence for this purpose. Contact details can be found on page 5 of this document.

The Start Up Grant is open to applications from the 29th June 2020 until the fund is fully committed. 2000 grants are available pan Wales and applications will be dealt with on a **first come first served** basis. This may lead to applications not being appraised after they have been submitted if the fund is fully committed.

The Local Authority has absolute discretion on the duration and terms of the fund.

START UP GRANT - GUIDANCE ON COMPLETING THE FORM

Section 1 – Your personal details

This part asks for information about you ‘the applicant’.

Section 2 – Information about your business

This part asks for information about your business. Please ensure the details in this section are accurate and complete. Application forms that have incomplete or inaccurate data will **not** be processed.

State Aid

You must declare if you have received any De Minimis State Aid during the previous 3 fiscal years (i.e. current fiscal year and the previous two fiscal years) together with the amount received and details of the awarding body.

What is 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 (EU). <https://www.gov.uk/guidance/state-aid>

Section 3 – Impact of Covid-19 on your business

We need to understand how the Covid-19 outbreak has affected you and your business. Please complete this section in as much detail as possible so that we can understand why you need assistance from this grant fund.

You will need to demonstrate that your business has suffered disruption to the running of the business and you are facing operational and financial challenges as a result of the COVID-19 outbreak. You will need to demonstrate a reduction in your turnover of 50% or more as evidenced through bank statements.

Section 4 – Bank Details

This information will be used to make the grant payment to you – please ensure these details are correct.

Section 5 - Declarations

Please read the declarations carefully and tick the boxes to confirm you accept and understand the declarations.

It is very important that you have read this guidance and understand the terms and conditions associated with this grant application.

Once completed, please send your application form together with the evidence requested to your local authority at the address on page 5.

CHECKLIST

Your completed application form must be accompanied by proof of identification, proof of address and proof of active trading as detailed on pages 2 of this document.

START UP GRANT WHAT HAPPENS AFTER THE APPLICATION IS RECEIVED?

Receipt of your application will be acknowledged within 10 working days.

Decisions on applications will be made based on the information provided in the application form, associated evidence and information checks that are conducted from other business

data sources. If any data is incomplete or incorrect or the evidence provided is insufficient we will **not** process the application and it will be rejected.

We aim to process grant applications within 30 days of receipt.

If applications are approved you will receive a grant offer letter by email notifying you of the award of the grant, the likely payment date and a link to the terms and conditions for your reference. Grant offers will be open for 14 days – if not accepted within this period the offer will be withdrawn.

Grants will be paid on the basis that 100% of the grant is paid up front.

Applicants must accept the offer letter by e-mail before payment can be made. The email address for your local authority can be found on page 5 of this document.

If your application is unsuccessful, you will receive an email outlining the reason[s] for rejection. There is no appeal process.

START UP GRANT - GRANT REPAYMENT

Applicants should note that the Local Authority may require repayment of the grant in full or part if evidence emerges that the applicant was not eligible for the Start Up Grant.

START UP GRANT - CONTACT DETAILS

Completed application forms should be emailed to your local authority mailbox as detailed below. If you need help with your application, please contact your Local Authority.

Local Authority	E-mail address
Blaenau Gwent	
Bridgend	
Caerphilly	
Cardiff	
Carmarthenshire	
Ceredigion	
Conwy	
Flintshire	
Gwynedd	
Merthyr Tydfil	
Monmouthshire	
Neath Port Talbot	
Newport	
Pembrokeshire	
Powys	
Rhondda Cynon Taf	
Swansea	
Torfaen	
Vale of Glamorgan	
Wrexham	
Ynys Môn	