

Guidance for completing the EDRF COVID Recovery Grant Application Form

It is advisable that you read the eligibility notes in the additional link prior to completing this application.

We will require evidence to substantiate your claim, information on this is at the bottom or the guidance.

Following the recent Central Government announcements the Growth Hub has been allocated funds to assist the Tourism and Wider Economy in the form of the European Regional Development Fund (ERDF) Recovery Grants for small and medium enterprises (SMEs), **predominately, between £1,000 and £3,000**, to help businesses adapt following the Coronavirus pandemic. The money is a 100% government grant containing no obligation for businesses to contribute financially. Businesses can use the funding to pay for the following activities:

- Access to specialist professional advice e.g. human resources, accountants, legal, financial, IT / digital, etc...and/or the
- Purchase of minor equipment to adapt or adopt new technology in order to continue to deliver business activity or diversify

The Swindon and Wiltshire Local Enterprise Partnership is now in a position to announce the application window for the grants will be open from **Monday 14th September 2020 – Monday 19th October 2020 inclusive.**

Notes applicable to the application form

Have you already received a Small Business Grant or Retail, Hospitality and Leisure Grant or Local Authority Discretionary Grant?

You may already have applied or be considering applying for another grant relating to your type of business. This needs to be taken into consideration when applying for this grant as it could have a cross over effect. Please stipulate yes or no if you fall into the category of receipt from further grants.

Select all options applicable to your business:

You have not received a Local Authority discretionary grant

This applies to the question above.

You can evidence that your business was incorporated and trading from 11 March 2019

This information is available on the Companies House [website https://www.gov.uk/get-information-about-a-company](https://www.gov.uk/get-information-about-a-company). Should you not be registered with Companies House, we will require evidence to show you have been trading from 11 March 2019. To find out your VAT registration date, there are two ways of getting it. The first is through your online Government Gateway Account. Simply log onto your account, go into the VAT section and you can print your registration certificate. If you cannot login to your online account then you can apply online and HMRC will send you the details

Your business has had a fall in income due to the COVID-19 pandemic

Confirm that your business has been directly affected. We will ask you for evidence such as last years finance reports compared to your most recent to demonstrate the financial effect of COVID.

You have up to 20 employees

We will require evidence to show that you pay salaries/tax to employees or invoices to contractors.

State Aid Declaration

Should you have received grants from other sources you will need to confirm that they do not total the amount stated. You may be required to provide evidence of this. If you have not, please sign the declaration.

Company Details

Please complete the details of your company and the representative submitting the application. The Company Registration number is provided on the Companies House website.

A **SIC code** is a five-digit Standard Industrial Classification **code**. They are used by government bodies such as **Companies** House and the Office for National Statistics to systematically identify and categorise the principal **business** activities of limited **companies** operating within the UK. You will find the relevant SIC code(s) for your company by searching through the condensed list of SIC codes from Companies House. It is quite a long list, and often a bit obscure, so we do advise that you find the appropriate SIC code(s) before sitting down to complete your company registration form.

Impact to your business

Please explain in detail how your business has been affected by the COVID crisis and tick the box applicable. **Please upload any documentation to support these claims.** This could be financial evidence or anything to show the status of the business prior to COVID and the effects after.

Grant Impacts

Please describe in detail your requirements from the grant and the potential assistance it can create and the impact it could have. We will require documentary evidence to support this, this could be receipts for potential purchases (ideally at least 3 for comparison) purchase orders or quotations from services you may be considering. Please see the below eligibility to ensure your needs fall into these categories.

- To not have received or be expecting a grant around similar SME or BEIS/Growth Hub Funding Scheme
- You must be a company that has been trading for over a year since March 11th 2019.
- You must employ up to 20 people whether part time or full time.
- Your business must reside in the Wiltshire area.
- Your business must have been directly affected by the COVID crisis and any grants awarded will be used to expand, develop or grow the business.

- Your business must be in relation to the visitor economy within the Wiltshire area, this includes businesses directly linked to tourism and visitors to the area such as accommodation and attractions. Micro businesses providing products to such businesses will also be considered. This could be supply of products or services aiding accommodating businesses and attractions.
- The grant will be used for services or products beneficial to development of business. This could include software applications to enhance sales or productivity or services such as HR to advise in such matters as employment of staff to assist in the functionality of your business.
- Any equipment requested in the grant must be for the purposes of sustaining and growing of the business.
- There is a very limited fund available, SWLEP/Growth Hub reserves the right to decline applications.

Further information is available in the eligibility notes

What evidence will be required?

We will require photo ID, this needs to be either a passport or driving license.

If you are applying to purchase a product or service, we will need to see 3 quotes for each. You may have a service provider that you use on a regular basis but in order to meet the ERDF criteria, you will need to obtain a quote from them and 2 other sources.

As an employer we will need to see evidence of this and the number of employees, this can be obtained from the Employer NI monthly return. In the case of regular contractors we will need to see invoices from at least the past 3 months for at least 3 contractors.

We do need to see some form of evidence that COVID has indeed had an impact on your business. This could be in the form of last years tax return against some form of financial report during the COVID impact period. Evidence of cancelled business/events or orders could substantiate your claim. We understand that this may be difficult to evidence so your accountant may be able to assist you with this.

The amount and quality of the evidence gives more support towards your claim and we are here to help with advice around this should you need it.