

## **Guidance for completing the EDRF COVID Recovery Grant 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)

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

Confirm that your business has been directly been affected

#### **You have less than 20 employees**

We may wish to confirm this with you should there be the potential that your company exceeds this amount

### **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 registered or limited company that has been trading for over a year since March 11<sup>th</sup> 2019. No self-employed or sole traders will be considered due to other assistance in place such as the SEISS.
- You must employ up to 20 people whether part time or full time. More employees than this would indicate the company is presently sustainable
- 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.