

APPLICATION FORM – FURLOUGH SUPPORT GRANT

Am I Eligible?

The Scottish Government Furlough Support Grant provides businesses with grants of £1,650 to help meet the cost of re-furloughing staff by supporting the 20% employer's contribution that they are required to pay under the current UK Government Job Retention Scheme.

This fund is open to businesses in the five health boards that had to close due to increased restrictions and covers the period from 9th October to 31st October. The Job Support Scheme goes live on 1st November and will not require an employer contribution to wages for businesses that are closed.

This fund will be delivered through local authorities from Monday 16th November 2020.

Businesses who have already applied for the Coronavirus Restrictions (Closure) Fund will be contacted by their local authority to check if they are eligible for furlough support.

An award of £1650 will be made for each of the business premises where at least one employee is furloughed.

To be eligible you must meet **all** of the following criteria.

Yes/No	ELIGIBILITY CRITERIA
	My business was required by law to close under the Covid-19 brake restrictions
	My business is located in one of the Ayrshire & Arran; Forth Valley; Greater Glasgow & Clyde; Lanarkshire or Lothian health board areas.
	My business was trading on 9 th October 2020.
	I have a dedicated business bank account (you will be required to provide the account details as part of the application process and this is the account your grant will be paid into if successful).
	My business premises are registered for Non-Domestic rates (if you pay rates through your landlord rather than directly to a Council, you are still eligible to apply but must provide evidence of this arrangement through copy of your lease agreement).
	My business has not breached wider COVID regulations/requirements prior to the Covid Brake Restrictions being implemented on 9 th October.
	My business is not connected to a tax haven, as set out in the Coronavirus (Scotland) (No. 2) Act 2020.
	My business is based/headquartered within the local authority to which I am submitting this application and the premises included in this application are located within that local authority area.

Applicant required to answer yes/tick box for all of the above criteria to proceed.

APPLICANT/BUSINESS DETAILS	
First Name:	Last Name:
Phone Number:	
Email Address:	
Legal Name of the Business:	
Trading Name of the Business:	
Company Registration No. (if applicable):	
*Business Address:	
*Business Postcode:	
Nature of Business (e.g. Restaurant):	
Are you registered as the Non-domestic Rates Account Holder for the above noted premises?	Yes or No
If you answered no to the above questions, please attach a copy of your lease or other evidence that you are required to contribute to the Non-domestic Rates cost for the premises.	
You can look up your Rateable Value on the Scottish Assessors website - www.saa.gov.uk .	
Rateable Value of Business Premises:	
Have you furloughed staff as a result of the recent Covid-19 brake restrictions?	Yes or No

Yes/No	ELIGIBILITY CRITERIA
	I commit to providing furloughed staff with a top up to their salary from the Furlough Top Up Grant, should this be awarded.
	I confirm that any COVID related support I have received from UK, Scottish and Local Government, combined with this grant, will not breach the 800k euros limit and that my business was not an undertaking in difficulty on 31 December 2019 (with exception of small and micro enterprises). Here is the link to Guidance for Local Authorities which provides full details on this - https://www.gov.scot/publications/coronavirus-covid-19-state-aid-public-authorities/

Supporting Documentation

Please attach images or digital copies of the following mandatory evidence in support of your application for a Furlough Support Grant:

- A business bank account statement for the months of September & October 2020 that details a credit payment from HMRC for furlough payments.
- A screenshot of your HMRC Coronavirus Job Retention 'Furlough' Scheme Account.
- Copy of lease if not registered for non-domestic rates

BUSINESS BANK ACCOUNT DETAILS

(No payments will be made to personal accounts.)

Account Name:

Account Number:

Sort Code:

Bank Name and Branch Address:

This is the account your grant will be paid into and must be in the name of the Business. Please upload a recent statement for this account, **clearly showing the account details (including account holder name, account number and sort code)** in order for us to verify these match the details provided on the application form.

DECLARATION			
<p>I am applying in full knowledge that the purpose of this grant is to provide support for businesses to pay the 20% employer's contribution that they are required to pay under the current UK Government Job Retention Scheme.</p> <p>I confirm that:</p> <ul style="list-style-type: none"> • I am authorised to make this application on behalf of the above business and that the business operates in this Local Authority area • My business was required by law to close under the Covid-19 brake restrictions during the period 9th October – 31st October. • I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business. • I confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making. • I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required and depending on circumstances criminal proceedings might be instigated. 			
<table border="1"> <tr> <td>I declare that I have completed this form accurately to the best of my knowledge.</td> <td>Yes or No</td> </tr> </table>		I declare that I have completed this form accurately to the best of my knowledge.	Yes or No
I declare that I have completed this form accurately to the best of my knowledge.	Yes or No		
Name:			
Date:			

CONTACT PREFERENCES	
<p>Business Gateway provides a wide range of free support and advice to individuals looking to set up in business, and newly formed and existing businesses looking to grow and develop.</p>	
<p>Please tick this box if you would like Business Gateway to contact you regarding other forms of support that may be available to your business.</p>	
Preferred method of contact	Phone
	Email

Completed applications and supporting documentation should be emailed to:

econ-dev@midlothian.gov.uk

Data protection

Midlothian Council takes your privacy seriously. To find out how we handle your data and your data protection rights, please see our [Economic Development Privacy Notice](#).