

COVID-19 Business Support Top-up Grant

Guidance



1. About this fund

Orkney Islands Council is providing a one-off 'top-up' grant to provide additional support to local businesses who have suffered as a result of the coronavirus pandemic. If your business has been in receipt of grant support from a qualifying Scottish Government Coronavirus support scheme, you may be eligible for an additional 10% of the value of the grants you have been awarded.

Businesses that received awards from the following funds that were administered by the Council have already been paid this supplement grant, as the Council already had all the required details:

- Scottish Government's Small Business Grant Fund (for property based in Orkney)
- Scottish Government's Retail Hospitality and Leisure Grant Fund (for property based in Orkney)
- Scottish Government's Newly Self-employed Hardship Fund
- Scottish Government's B&B Hardship Fund's
- OIC's Business Hardship Support Fund

However, due to confidentiality and data protection, it has not been possible to distribute the supplemental grants for other government schemes without an appropriate application process.

2. Eligibility Criteria

Currently, to be eligible for this grant the business or property must be in Orkney and have received an award from one or more of the following qualifying Coronavirus business support funds:

1. Creative, Tourism or Hospitality Enterprises Hardship Fund
2. Pivotal Enterprise Resilience Fund
3. Scottish Seafood Business Resilience Fund
4. Sea Fisheries Hardship Fund
5. Third Sector Resilience Fund
6. VisitScotland Membership Support Fund
7. Towns and Business Improvement Districts (BIDs) Resilience and Recovery Fund

Funds not listed above currently do not qualify for this supplement grant.

1. Application Process

This fund will be open to applications until the **31 October 2020**.

Application is via an online form on the Council's website, and you will not be able to apply if you do not meet all of the eligibility criteria. You will then be sent an email instructing you to submit evidence/additional information in support of your application.

Once we receive your completed application form and supporting evidence, we will review your application as soon as possible and may contact you by email to request further information in order for a decision to be made.

Payment of successful applications, subject to supporting evidence, will be made directly to the nominated bank account. Please note that payment of any grant can only be made to the same account into which the original award was paid.

If your application is rejected, you have a right to ask us to look at our decision again.

2. Supporting Evidence/Additional Information Required

After you have completed your online application, you will receive a follow up email requesting you to submit required supporting evidence/additional information – this is mandatory.

You can digitally copy the required evidence/information in different ways, but please remember, whatever way you copy them, be it a scan, photo or screenshot, we must be able to see all the information in the document.

The mandatory evidence/information required is:

- a) Proof of award - a copy of correspondence to the applicant confirming the fund and the level of award.
- b) Bank statement showing receipt of the award – this statement must also show the name, address and bank details for the account. A transaction statement without these details is insufficient.

3. Further Questions and Answers

a) I haven't received any financial support. Can I apply to this fund?

This fund only provides a supplementary payment for grant awards already received. We would recommend you take a look www.bgateway.com or www.findbusinesssupport.gov.scot for information on support available across Scotland.

The Council also has the 'Business Hardship Support Grant' and the 'COVID-19 Protective Equipment Grant', guidance for which is available at www.orkney.gov.uk/Council/C/coronavirus-covid-19-information-for-businesses.htm.

b) I received a grant from a fund that is not listed in section 2. Can I apply to this fund?

If the fund is not listed in Section 2, then it currently does not qualify for this supplement grant.

- c) I received a grant from more than one fund that is listed section 2. Can I apply for a supplement grant on all awards from qualifying funds.**

Yes, the application form allows you to list all awards from qualifying funds.

- d) Do I have to repay the grant?**

No, this is a grant and not a loan so does not need to be repaid. However, your application is subject to future audit and if any part is subsequently found to be incorrect you may be required to repay the grant. If you are found to have knowingly provided false information you could be subject to fraud referral.

- e) Is the grant taxable?**

Yes, you should declare any grant received as income for the tax year in which it was received.

- f) I still have a question, what should I do?**

Please email your question to economic.development@orkney.gov.uk.