



Covid-19

Additional Business

Support policy

Phase 1: Grants for businesses in Cambridge required to close or severely impacted during the second Covid-19 national lockdown from 5 November 2020. Funded from the government's Additional Restrictions Grant.

With effect from 25 November 2020

Deadline for applications:

5.00pm on Monday 21 December 2020

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Background

The Government has introduced a four-week [national lockdown](#) from 5 November 2020 to help address a second wave of the Coronavirus pandemic. The following types of businesses are required to close or restrict how they provide goods and services during this period: non-essential retail; hospitality venues; accommodation; leisure and sports facilities; entertainment venues; and personal care facilities. To help businesses through this difficult time, the Government has given local authorities in England two forms of funding for them to distribute to eligible local businesses¹.

The first is the Local Restrictions Support Grant (LRSG), a national scheme for businesses with a rateable value, currently focussed on those required to close during the national lockdown². The second is the Additional Restrictions Grant (ARG) funding: this lump sum of £2.495 million can be used by the City Council between November 2020 and March 2022 to provide additional grants and wider local business support activities to meet the needs in the local economy over a longer term period. This policy covers the additional grant only, as the LRSG is mandatory.

In Cambridge, the ARG funding will be called the **Additional Business Support Grant**. Initially, the grant scheme will focus on phase 1, which covers the period of the national lockdown between 5 November and 2 December 2020.

This Additional Business Support policy will be kept under review and will be developed for further phases, as necessary, to reflect changing circumstances and alert levels: more details of wider local business support activities to be funded by the additional restrictions grant funding will also be announced in due course.

For more information about support available to local residents and businesses during the pandemic, please visit www.cambridge.gov.uk/coronavirus.

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1. These latest business support grants are not the same as the previous Covid-19 government-funded grants available earlier this year, which are now closed. The applicant categories, grant amounts and eligibility criteria are different.
 2. If your business is located in Cambridge, comes within the business rates system and has been required to close during national lockdown 2, you can apply for a [Local Restrictions Support Grant](#) from the City Council. You can still apply (even if part of your premises are still open) if their main purpose has been required to close. If your business is based outside the city, please apply via the council with which you are registered for business rates.

Additional Business Support Grant

The purpose of this additional grant during the second national lockdown (phase 1 of the grant) is to provide support to businesses who do **not** qualify for a Local Restrictions Support Grant. As the ARG lump sum from the Government is a one-off payment, aimed at providing support over a longer period than this immediate lockdown, there is no intention to commit all the funding during this first phase.

Phase 1: overview of applicant categories and grant levels

	Applicant type	Banding	Grant
A	Businesses renting commercial premises (or dedicated workspaces) in Cambridge required to close during the national lockdown. They do not pay business rates for these premises.	Annual rent... of £15,000 or less	£1,334
		more than £15,000 but below £51,000	£2,000
		of £51,000 or more	£3,000
B	Businesses in commercial premises/workspaces in Cambridge not required to close during the national lockdown but severely impacted .	Rateable value or annual rent... of £15,000 or less	£934
		more than £15,000 but below £51,000	£1,400
		of £51,000 or more	£2,100
C1	Businesses run from domestic properties (paying council tax) in Cambridge not allowed to operate during the national lockdown (e.g., mobile hairdressers, children's entertainers).	Flat rate	£1,334
C2	Businesses run from domestic properties (paying council tax) in Cambridge allowed to operate during the national lockdown but severely impacted .	Flat rate	£934
D1	Non-essential market & street traders in Cambridge that are required to close during the national lockdown.	Flat rate	£500
D2	Essential market and street traders in Cambridge not required to close during the national lockdown but severely impacted .	Flat rate	£350

More details about the applicant categories

To qualify for a phase 1 grant, businesses need both to come within one of the applicant categories and meet the eligibility criteria. Please note exclusions on page 6. Businesses can apply for each of their eligible premises in Cambridge³.

References to being “severely impacted” by the national lockdown denote a loss of income of at least 50% (say, compared to the same period in 2019): see page 8.

A	<p>Businesses renting commercial premises (or dedicated workspaces) in Cambridge required to close during the second national lockdown. They do not pay business rates for these premises.</p> <ul style="list-style-type: none">i. Businesses would need to confirm that they have closed their premises, as required, and provide evidence of their current tenancy agreement. This category excludes businesses not required to close during this national lockdown which choose to close anyway: they may apply under category B.ii. Whilst these commercial premises being rented will have a rateable value, the business tenants will not pay the business rates themselves.iii. Any business renting dedicated space (with a tenancy agreement) in halls or offices in Cambridge owned by church or faith groups (formally exempt from business rates) can also apply for a grant.iv. The grants payable are set at the same amounts and banding levels as apply under the Local Restrictions Support Grant scheme during national lockdown for businesses within the business rates system that are required to close.
B	<p>Businesses in commercial premises/workspaces in Cambridge not required to close during the second national lockdown but severely impacted.</p> <ul style="list-style-type: none">i. Businesses would need to demonstrate that their premises have incurred (or will incur) at least 50% losses in income during this 4-week national lockdown from 5 November 2020: see page 8.ii. The grants available for businesses not required to close but still facing significant losses are set at 70% of the grants payable to those businesses required to close. These are the same amounts that would apply under the Local Restrictions Support Grant scheme during ‘high’ or ‘very high’ alert levels for businesses allowed to open but severely impacted.iii. Businesses in commercial properties in Cambridge can qualify for this category whether or not they pay the business rates on these premises.

3. Please note the exclusions on page 6, particularly (a), (e), (g), (h), (i) and (j).

C1	<p>Businesses operating from domestic properties (paying council tax) in Cambridge not allowed to operate due to restrictions during the second national lockdown.</p> <ul style="list-style-type: none"> i. This may include mobile hairdressers who are not allowed to visit someone else's home or children's entertainers who cannot run parties held either at a home or in a community hall. ii. Small Bed and Breakfasts that are registered with Environmental Health and pay council tax also come within this category (even if the premises act as someone's main residence or where it is essential for someone to stay there for work purposes).
C2	<p>Businesses operating from domestic properties (paying council tax) in Cambridge allowed to operate during the second national lockdown but severely impacted.</p> <ul style="list-style-type: none"> i. This may include tradespeople who are still allowed to operate in other people's homes but who have incurred (or will incur) at least 50% losses in income during this 4-week national lockdown from 5 November 2020: see page 8. ii. More widely, applications are encouraged from other businesses run from domestic properties that can demonstrate similar losses in income during the second national lockdown.
D1	<p>Non-essential market and street traders in Cambridge that are required to close during the second national lockdown.</p> <ul style="list-style-type: none"> i. These market and street traders would need to confirm that they have stopped operating in Cambridge during this national lockdown. This category does not cover market and street traders not required to close during this national lockdown who choose to close anyway: they can apply under category D2. ii. The grants available to market and street traders are on top of other financial support in place for them until the end of March 2021.
D2	<p>Essential market and street traders in Cambridge that are not required to close but are incurring significant losses during the second national lockdown.</p> <ul style="list-style-type: none"> i. These market and street traders would need to demonstrate that their business has incurred (or will incur) at least 50% losses in income during this 4-week national lockdown from 5 November 2020 see page 8 ii. The grants available to market and street traders are on top of other financial support in place for them until the end of March 2021.

Please note that these grants are taxable.

Exclusions

The following will **NOT** qualify for Additional Business Support Grant during phase 1:

- a. A business in Cambridge that qualifies for a Local Restrictions Support Grant for a particular property during the national lockdown will not be eligible for an Additional Business Support grant (phase 1) for that **same** property.
- b. Any business that is not trading or operating on 4 November 2020 AND does not intend to continue trading.
- c. Any business that is insolvent, in administration or subject to a striking-off notice.
- d. A business must not be a wholly owned subsidiary of another company or part of a recognised group of companies in common ownership.
- e. Business tenants that do not have exclusive occupation of a property or a defined space in a property (e.g., hairdressers who pay for an unspecified chair in a salon).
- f. Market & street traders without an appropriate licence or consent from Cambridge City Council and those who have surrendered their pitch licence or street-trading consent.
- g. Short-term holiday lets not registered with the Council's Environmental Health service.
- h. Individual properties rented out by property lettings companies.
- i. The following property types with a rateable value: car parks & car parking spaces; public services and utilities; and telecommunication cable networks & telecommunication stations.
- j. Any business not complying with the national lockdown regulations (e.g., premises required to close under national lockdown regulations that remain open).

Note: If enforcement action is taken against a business in Cambridge following contravention of the national lockdown regulations, it will be ineligible for the grant and any such grant payment already made will be clawed back.

- k. Individuals seeking wage support. The Self-Employed Income Support Scheme and Coronavirus Job Retention Scheme are in place to provide those who are self-employed and employees with income support. Visit www.gov.uk/coronavirus/business-support.

Eligibility criteria

To be eligible for a grant, applicants will need to:

- come within one of the applicant categories set out in the table on page 3 (explained in more detail on pages 4-5) and not be covered by the exclusions on page 6;
- confirm that they are required to close during the second national lockdown or are severely impacted during this period;
- complete a declaration that they comply with EU State Aid De Minimis Regulations; and that they were not an undertaking in difficulty on 31 December 2019; and
- provide the supporting evidence requested within the required timescales.

How to apply

Businesses will need to make a separate application for each of their eligible premises in Cambridge for which they are seeking a grant.

Applications can be made online via the Council's [Additional Business Support Grant](#) web page. **The deadline for applications is 5.00pm on Monday 21 December 2020⁴.**

Businesses do not need to leave applying until the end of the four-week national lockdown period.

4. The Council reserves the right to bring forward the application deadline and revise the applicant categories and eligibility criteria, not least to take account of any changes to official guidance or Covid-19 alert levels. Any such changes will be publicised locally and featured on the Council's website.

Evidence requirements

Applicants should include and/or attach supporting evidence to their on-line application, at least including:

- relevant/applicable registration and account reference numbers (e.g., for business rates account, Companies House and VAT registration and national insurance);
- a bank account statement, used for your business, covering at least part of November 2020; and
- (if applicable) a current tenancy agreement for a rented property or dedicated workspace in Cambridge.

Applicants may also find it helpful to provide further supporting evidence to corroborate the information provided on the application form (for example, an additional business bank account statement relating to November 2019 in order to demonstrate the extent of business income losses in November 2020).

The application form also includes space to provide brief written statements and explanations, particularly if business bank statements 12 months apart do not provide a like-with like comparison or if the business has been trading for less than a year. This will also give applicants the opportunity to explain how the second national lockdown is affecting trade and orders overall, not least in the context of fixed costs being incurred.

Applications will not be deemed to be complete until sufficient evidence has been received. If further evidence is requested by the Council's grant assessment team and this is not received within three working days, the application will be rejected. Applicants may need to reapply with the necessary information and join the end of the queue.

For any queries about the form and the information required, please email business.grants@cambridge.gov.uk or call 01223 457000.

Assessment process

The Council will apply this Additional Business Support policy fairly and consistently. Grant applications will be assessed against the eligibility criteria set out on page 7. Once an application is complete, the Council aims to process applications within ten working days. All applicants will be notified whether their application has been successful. If unsuccessful, a summary of reasons will be provided.

Review process: Unsuccessful applicants can request a reassessment if they dispute the Council's assessment of their ineligibility for a grant, setting out their reasons why and how the application does meet the eligibility criteria. The review will be undertaken by a senior manager not involved in the previous decision. The outcome of the review will be the Council's final decision. Requests for reviews must be made within five working days of notification that an application has been unsuccessful. During this first phase or any future phase of the Additional Business Support policy, once all the government grant funding has been paid out, no further reviews will be undertaken⁵.

Anti-fraud measures

The Council will not accept deliberate manipulation and fraud. Any applicant found to have falsified records to gain grant money will face prosecution. Any funding issued will be subject to claw back, as may any grants paid in error. The Government has made its digital assurance tool, Spotlight, available to councils to support the application process. In addition to the pre-payment checks, the Council will use Government schemes, such as the National Fraud Initiative, to take reasonable steps to prevent fraud and error.

Data Protection

The Council is regulated by the General Data Protection Regulation / Data Protection Act 2018. Personal information collected on this form will be used for the purposes of administering the grant payments and for research. Data may be shared with HM Revenue and Customs. For more information on how the Council uses personal data, visit www.cambridge.gov.uk/privacy-notice and see the details included in the application form.

5. As stated on page 3, there is no intention to commit all the ARG funding in this first phase.