



# Community Recovery Grant

## Scheme Policy 2021



## Contents

1.0 Purpose of the Scheme.....	3
2.0 Funding .....	3
3.0 Eligibility criteria of the fund .....	3
4.0 Definitions – Eligibility Criteria .....	4
5.0 Local Priorities .....	5
6.0 How will grants be provided to Businesses? .....	5
7.0 How much money will be awarded? .....	5
8.0 Limitation of funds and applications .....	6
9.0 State Aid requirements.....	6
10.0 Scheme of delegation .....	6
11.0 Notification of decisions .....	6
12.0 Reviews of decisions.....	7
13.0 Complaints.....	7
14.0 Other scheme conditions.....	7
15.0 Successful applicant obligations.....	7
16.0 Managing the risk of fraud .....	7
17.0 Data Protection.....	8



## 1. Purpose of the Scheme

1.1 The purpose of this document is to determine eligibility for a payment under the Council's Community Recovery Grants Scheme.

1.2 The new Community Recovery Grant Scheme has been developed by the Council to support business with projects that provide a benefit to the local community or economy.

1.3 The awarding of grants will be at the total discretion of the Council, based on the benefits delivered for the grant awarded, supporting Council priorities, and wider business and local economy aims.

1.4 This document sets out the information which BEIS have required to be submitted for funding from the Additional Restrictions Grant (ARG), the funding allocation the Council will be using to make the awards. It also outlines the approach the Council will take in determining whether an award should be paid or not.

1.5 The general principals of the scheme are:

- **Flexibility;** to target grants towards business proposals that provide the greatest benefit to the local economy or community;
- **Efficiency;** to issue grants as quickly as possible whilst meeting democratic, eligibility and technical requirements;
- **Simplicity;** the application process will be based on the philosophy of self-assessment and be as streamlined as possible;
- **Economic Benefit;** grant award levels shall be set to make a difference to those projects, such that the most economic advantage is provided from the Community Recovery grant programme.
- **Fraud;** the process will capture evidence such as certified accounts and bank statements that can be used to identify fraudulent applications. A self-declaration that the information provided is a true reflection of the facts, will also be required. The Council will also be applying post application checks as well as sharing data with Central Government and across other grant schemes.

## 2.0 Funding

2.1 Central Government has provided the Council with Additional Restrictions Grant funding, which was used to support business throughout the lockdowns at an equivalent rate to business rated premises receiving statutory grants. The remaining money is to be targeted where it can deliver maximum return for the Local Authority area rather than distributing a small amount of money evenly to every applicant.

2.2 The Council will limit the total awards to the level of funding remaining from the ARG fund.

## 3.0 Eligibility criteria of the fund

3.1 Applicant organisations must be:



- Registered for tax purposes
- Mainly based in South Hams or West Devon
- Actively trading or engaged in business activities in South Hams or West Devon

3.2 Applicant organisations must not be:

- In administration
- Insolvent
- Subject to a striking off notice
- In breach of state-aid limits

3.3 Project beneficiaries must be based in the South Hams or West Devon.

3.4 Any business failing to meet the criteria or failing to provide the Council with sufficient information to determine whether they meet the criteria, will not be awarded a Community Recovery Grant.

3.5 All businesses are required to submit a standard set of information for fraud and tracking purposes these include:

- A unique tax identifier such as a company number, unique tax reference number or charity number.
  - In the case of community organisations that are not registered for tax purposes a National Insurance number will be required
- Number of employees at time of application (if applicable)
- Name of the organisation
- Type of organisation
- The organisation's start date
- High level Standard Industrial Classification code
  - [Click here for information about SIC codes](#)
- A nominated bank account, in the name of the business or main applicant.
  - A bank statement showing address, sort code, account number and account name will be required

## 4.0 Definitions – Eligibility Criteria

4.1 For the sake of clarity the following definitions are provided:

- Applicant organisations must be mainly based in the South Hams or West Devon
- Project beneficiaries must be based in the South Hams or West Devon
- Businesses providing support to the scheme can be in the wider South West area but projects providing more benefit in the local area will score more highly.
- We expect most applications will be from applicants who have already applied for previous grant schemes but this isn't a requirement. Newly started businesses are eligible.
- Applicants agree to supply post payment evidence of spend and agree to take part in communications and public relations activities if requested.



## 5.0 Local Priorities

5.1 The Council has decided that it will accept applications from all local businesses and organisations that meet the eligibility criteria as set out in [section 3.0](#).

5.2 The Council has decided that projects that include the following areas of focus can be considered for a grant:

- Local economy regeneration
- Job creation and protection
- Improving business and community resilience
- Promotion of towns and their business communities
- Social benefit and improvement

## 6.0 How will grants be provided to Businesses?

6.1 In all cases, a simple application form is required, and this can be completed on-line at the Council's website.

6.2 Supplementary information will also be required, and all businesses should look to provide this, where requested to the Council as soon as possible. The application is largely self-certification, but applicants should be aware that the Council is obliged to manage the risk of fraud as outlined in section 17.

6.3 An application for a Community Recovery Grant is deemed to have been made when a duly completed application form is received via the Council's online procedure.

6.4 The application window will be open for a month (01 November to 30 November 2021) with all applications assessed after the closure of the scheme.

6.5 Payments will be made to successful applicants once all applications have been assessed. Successful applicants will be advised of their award amount when contacted about their application.

## 7.0 How much money will be awarded?

7.1 The Council has decided that, for the purposes of this scheme that grants will be awarded at between £2k and £30k. As grants will be assessed based on their benefit to the community, grants above £10k would need to be exceptional and provide high levels of benefits.

7.2 The Council will determine the amount of the grant awarded for each business on a case by case basis and may not match the total grant amount requested.

7.3 Only one Community Recovery Grant will be awarded to any single organisation. This will also apply if more than one Limited Company has the same director(s) or where more than one business has the same proprietor (either sole traders or partnerships).

7.4 An organisation may apply to fund multiple projects, but it is at the discretion of the grant panel to decide which project is funded.



7.5 Applications must be project specific, a single application should not detail more than one project.

## 8.0 Limitation of funds and applications

8.1 All monies paid through the Discretionary Business Grant scheme will be funded by Central Government and paid to the Council under S31 of the Local Government Act 2003. However the funds are limited and, as such, the Council is not able to award a grant where funds are no longer available.

8.2 Any businesses wishing to claim should complete the necessary form on the Council's website as linked in [paragraph 6.1](#). All claims will be made online and this will also include the provision of such evidence as required by the Council.

8.3 As there are limited funds available, not all applicants will be successful, and some businesses will be left disappointed.

## 9.0 State Aid requirements

9.1 Any grant awarded is required to comply with the law on State Aid. This will involve the applicant declaring to the Council if they have received any other de minimis State aid or aid provided under the Covid-19 Temporary Framework.

9.2 If the applicant has not received any other de minimis State aid, they are not required to make that declaration to the Council or to complete any declaration statement.

## 10.0 Scheme of delegation

10.1 The policy has been approved under Part 3(a) of the Council Constitution: Scheme of Delegation. The Head of Paid Service used delegated authority in consultation with the Leader and Deputy Leader of the Council.

10.2 Officers of the Council will administer the scheme. The Corporate Director for Strategic Finance and the Director of Place and Enterprise are authorised to make technical scheme amendments to ensure it meets the criteria set by the Council and, in line with Central Government guidance.

## 11.0 Notification of decisions

11.1 Applications will be considered by designated officers of the Council.

11.2 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after the closure of the application period.

11.3 If unsuccessful, applicants will be notified, but specific details about why a proposal is rejected will not be given.



## 12.0 Reviews of decisions

12.1 All grants will be approved by the S151 Officer, Director of Place and Enterprise and Head of Customer Improvement.

12.2 This decision will be final and there is no appeal process.

## 13.0 Complaints

13.1 If you think a mistake has been made, such as a missing payment, in the first instance please raise an enquiry to the grants team using the following link.

[Click here to raise a grants related enquiry.](#)

13.2 The Council's 'Complaints Procedure' (available on the Councils website) will be applied in the event of any complaint received about this scheme.

## 14.0 Other scheme conditions

14.1 The Council has been informed by Treasury that all grants are taxable. Applicants should make their own enquiries to establish any tax position or liability.

## 15.0 Successful applicant obligations

15.1 Successful applicants are expected to take part in reasonable public relations, communication and engagement activities directly related to the award.

This might include, but is not limited to:

- Press releases
- Social media posts
- Other digital media content
- In-person engagement events (where applicable)

15.2 Successful applicants are required to provide post payment evidence of how funds have been allocated and spent.

15.3 Post project outcome analysis, such as surveys, are also desirable, particularly where they focus on local benefit derived from the award funds.

## 16.0 Managing the risk of fraud

16.1 Neither the Council, nor the Government will accept deliberate manipulation of the scheme and fraud. Any applicant caught falsifying information to gain grant money or failing to declare entitlement to any of the specified grants will face prosecution and any funding issued will be recovered from them.



16.2 Organisations are required to provide the information as detailed in [paragraph 3.4](#) to enable fraud checking conducted through the National Fraud Initiative. Organisations that fail to provide this information will not be considered for a grant and may still be subject to fraud checks.

16.3 Applicants should note that, where a grant is paid by the Council, details of each individual grant may be passed to Government.

16.4 The Council reserves the right to reclaim any grant paid in error.

## 17.0 Data Protection

17.1 All information and data provided by businesses shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.

17.2 The Council will not make available lists of businesses that have applied or that have been successful for grant payment.

17.3 The Council reserves the right to share relevant information with the Government's Department of Business, Energy and Industrial Strategy, the body overseeing the grant fund allocation.