

Updated 24/04/2020 – following changes to Scottish Government guidance

What is the Business Support Fund?

The Business Support Fund is a Scottish Government scheme administered by Local Authorities on their behalf. There are 2 separate funds:-

The Small Business Grant Fund of £10K, for businesses with a rateable value of £18K and under and in receipt of a qualifying relief, and

The Retail Hospitality and Leisure Fund of £25K, for business's in this sector with a rateable value between £18,001 and £51,000.

The Scottish Government guidance can be found here

<https://www.gov.scot/publications/local-government-finance-circular-8-2020-covid-19-grant-funding-schemes-as-amended/>

Is the Business Support Grant for any or all Businesses?

Both Business Support Grant schemes are specifically for Businesses with premises that are registered for Non Domestic Rates as at 17 March 2020.

Where do I find my rateable value or rates reference number?

You can use the Scottish Assessors Association website: www.saa.gov.uk to find this information

Will i qualify if I was not the registered rate payer on 17/03/2020?

Yes, provided your business premises has an entry in the valuation roll. If you were not the registered ratepayer on 17/03/2020, you will be eligible for relief if you can supply details of your occupations e.g. lease agreement and can evidence that you should have been the correct ratepayer on that date. If you are applying for the Small Business £10k grant you will also need to satisfy the eligible rates relief categories.

What if my business premises was not in the valuation roll on 17/03/2020?

If there was no entry in the Assessors valuation roll on 17/03/2020, you will not be eligible for the grant. However, if there has been an administrative delay or an official error in making entry in the valuation roll you may still be eligible. Confirmation will be needed from the Assessor in these circumstances.

What are the eligible rates relief categories for the Small Business Bonus Scheme?

Small Business Bonus Scheme and Rural Relief are the eligible reliefs, but the following other reliefs are also eligible provided the underlying Small Business Bonus eligibility is met.

Rural Relief

Nursery Relief

Disabled Relief

Fresh Start Relief

Business Growth Accelerator Relief

Enterprise Areas Relief

Sports Relief

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Charitable Rates relief.

Will I qualify if I didn't have one of the relevant reliefs on my 19/20 rates bill?

Yes, provided you were not in receipt of a relief or exemption that is not on the list and you would have been eligible for it on 17/03/2020. If you haven't already applied you should complete an application which can be found on the Council website,

<https://www.dumgal.gov.uk/article/15182/Business-rates-reductions-and-relief>

Can I apply for more than one property?

For the grant scheme announced on 20 March, you can only claim one grant in Scotland regardless of how many properties you are the business ratepayer for in Scotland. However the Scottish Government announced a phase 2 application process and you may be eligible for 75% of £10K and £25K for additional properties. This scheme opened on 05 May 2020 and a new form for this has been on the website from this date. Details of the scheme can be found here

<https://www.gov.scot/publications/local-government-finance-circular-9-2020-covid-19-grant-funding-scheme-phase-2/>

What happens if I have more than one property and my Cumulative Rateable Value meant I couldn't qualify for Small Business Bonus; will I get the Small Business Grant?

From 08 June provided your Business Premises is in the Retail, Hospitality and Leisure sector and has an individual Rateable Value below £18,000, and your companies Cumulative Rateable Value does not exceed £500K you will be eligible for a Small Business Grant of £10K for your initial property and £7.5K for any additional property that meets the criteria.

How do I know if my property is in the Retail Hospitality and Leisure Sector?

This is determined by your rates property category that is detailed on your bill, this must be in the list set out in Table 3 Scottish Government guidance. <https://www.gov.scot/publications/local-government-finance-circular-8-2020-covid-19-grant-funding-schemes-as-amended/>

How do I know what sort of rates I pay on my premises?

You can check what type of premises your property is listed as and the rateable value at www.saa.gov.uk, or this will be listed on your last Rates bill.

I think that my business has the wrong category, what do I do?

If you wish to discuss the category your business is listed as please contact the Assessors on 01387 260622, 01387 260606, 01387 260619 or by email on assessor@dumgal.gov.uk. Please be aware that phone lines are very busy just now.

Is there a qualifying date?

You must have been the ratepayer on our records on 17 March 2020. If the record appears to be inaccurate, we will hold the application while this is investigated.

Recipients of grants may be liable for recovery if they incorrectly claim the grant and it is established that they were not the ratepayer on the eligible day.

What about properties in multiple occupation?

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The grant scheme was originally only set up to pay one grant to the registered rateable occupier, however from the 08 June 2020 the scheme has been expanded to also include some Tenants and Occupier provided they meet the additional criteria for a one off payment.

What are the additional criteria for Tenants and Occupiers who are not the ratepayer?

You must meet all of the following criteria

- Must be in occupation of the premises and a lease signed by the landlord prior to 17 March 2020
- Employ one or more staff (not including yourself or a partner or director of the business)
- The business must be a partnership or company registered with Companies House on or prior to 17 March 2020
- Use a business bank account, the grant cannot be paid to a personal account. You must also provide a bank statement showing business transactions for the period around 17/03/2020.
- Must not have received other Government support i.e.
 - o Small Business Grant Fund
 - o Retail Hospitality Leisure Grant Fund
 - o Pivotal Enterprise Resilience Fund
 - o Creative Tourism and Hospitality Enterprises Hardship fund
 - o Newly Self-Employed Income Support Scheme
 - o Third Sector Resilience Fund
 - o Property type not on the ineligible list, detailed on the form.

A separate application form is on the website to apply for this

I have a question I can't find the answer to – who do I contact?

You can contact the business help line number 01387 260280 for help completing the form and for information on how our Council and the Government are supporting businesses. You can also email them at ndr@dumgal.gov.uk.

Will I qualify if my Rateable Value is over £51,000?

No, the Scottish Government scheme is only for business premises with a value up to £51K.

How should I apply?

Please use the online form, <https://supportdg.dumgal.gov.uk/article/20786/Business-Support-Fund-grants> . Any supporting documents can be emailed as an attachment to NDR@dumgal.gov.uk.

Do I send any information with my form?

Yes, all applications will need a bank statement dated within 3 months of the application. This must show your account and sort code of the nominated account for payment, we cannot verify your bank details without this, and we will be unable to pay your grant.

If you send poor quality photos, we may not be able to process your application and you will be asked to use the online form instead.

Is it ok to leave parts of the form blank?

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All applicable questions on the form must be answered or we will have to return it to you.

When will I hear back from you?

We will aim to process your form within 10 working days of receiving all the information required including the evidence of your bank details.

How will I know if my application has been successful?

We will email you and confirm when the award has been approved and the grant will be transferred to your nominated account within 4 working days.