

ERF – Sector Specific Fund Up to 10 Employees

GUIDANCE NOTES

PURPOSE OF THE FUND

This is a grant to provide emergency financial assistance to businesses and their employees (primarily in the hospitality, leisure and tourism sectors including supply chains) where businesses have been forced to close or have been materially affected by restrictions that was announced on 30th November 2020 and commenced on 4th December 2020.

The fund seeks to compliment other Covid-19 response measures to support businesses, social enterprises and charitable organisations in Wales.

Please read this guidance carefully before completing. The assessment of your application will be based on the information that you provide in the application form. It will **not** be possible to change any information once you have submitted your application.

BUSINESS WALES

Business Wales provides tailored support to start-up, micro and small and medium sized businesses in Wales. The service can help you understand what your needs are and provide tailored support packages including access to online tools, workshops, specialist advisers and mentors. In addition to working with you on a business diagnostic and action plan, our advisers can also provide targeted financial advice and access other support that you might benefit from.

To find out more, please visit www.businesswales.gov.wales.

WELSH GOVERNMENT'S ECONOMIC CONTRACT

The Welsh Government's Economic Action Plan drives change in policy and delivery to create an economy of inclusive growth that boosts our wealth and wellbeing and narrows inequalities. The Economic Contract frames a new relationship with business based upon the principle of public investment with a social purpose to help businesses respond to the challenges of the future.

SECTOR SPECIFIC FUND – WHO CAN APPLY ?

Sole Traders / Partnerships and Limited companies that meet the following criteria can apply for this grant:

Sole Traders / Partnerships – Eligibility Criteria

- ✓ Employing between 1 and 10 employees **via PAYE** as of 1st March 2020 (including the business owner if paid via PAYE).
Please note the 1 employee must be a full time equivalent (FTE) i.e. 30 hours. This can be made up of part time staff but must equal to at least 1 FTE.
- ✓ Headquartered in Wales or have an operating address and employ people in Wales
- ✓ Have a minimum of 60% reduction in turnover (since the 4th December) as a result of the restrictions introduced
- ✓ Businesses need to be VAT registered (As of 1st March 2020) with an annual turnover exceeding £85k prior to the Covid 19 pandemic, or

- ✓ Sector exempt from VAT with a turnover exceeding £85k. Details of VAT exemption can be found at:
<https://www.gov.uk/guidance/vat-exemption-and-partial-exemption>
- ✓ Supported businesses must aim to maintain employment for 12 months
- ✓ Only one application per business
- ✓ Applications to be submitted by the business owner and **not agents** acting on their behalf. Applications submitted by an agent on behalf of businesses **will be rejected**.

Limited Company - Eligibility Criteria

- ✓ You are a Limited company as of the 1st March 2020
- ✓ Employing between 1 and 10 employees **via PAYE** as of 1st March 2020. (including the business owner if paid via PAYE).
Please note the 1 employee must be a Full time equivalent i.e. 30 hours. This can be made up of part time staff but must equal to at least 1 FTE.
- ✓ Are headquartered in Wales or have an operating address and employ people in Wales.
- ✓ Have a minimum of 60% reduction in turnover (since the 4th December) as a result of the restrictions introduced
- ✓ Businesses need to have a valid Company registration number with an annual turnover exceeding £50k – prior to the Covid-19 pandemic
- ✓ Supported businesses must aim to maintain employment for 12 months
- ✓ Only one application per businesses
- ✓ Applications to be submitted by the business owner and **not agents** acting on their behalf. Applications submitted by an agent on behalf of businesses **will be rejected**.

Other Notes - Eligibility Criteria

- ✓ Social enterprises **are eligible** if they meet the above eligibility criteria
- ✓ Charities are eligible but turnover must exceed £50k <https://www.gov.uk/find-charity-information>
- ✓ The Welsh Government consider businesses and organisations eligible for this grant even if they have received funding from Economic Resilience Fund - Phase 1 / 2 or 3 and / or Non Domestic Rates Grant
- ✓ Please be aware that the following activities are not eligible for funding from this scheme, (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) any kind of illegal activities; or (7) any kind of activity which in our opinion could bring the Welsh Government into disrepute.

Subsidy Control

The UK Government and the EU have now agreed a deal on their future relationship which requires changes to the former State Aid legal framework. Welsh Government is finalising a new framework which will apply to this fund and further details will be published once agreed, and will form part of the offer letter should your application be successful.

SECTOR SPECIFIC FUND - HOW MUCH CAN YOU APPLY FOR?

For businesses that meet the above criteria, the following grant awards are available:

No of PAYE FTE employees	Maximum Grant
1	£2,500
2	£3,000
3	£4,500
4	£6,000
5	£7,500
6	£9,000
7	£10,500
8	£12,000
9	£13,500
10	£15,000

FTE – Full Time Equivalent (30hrs or more)

To calculate the FTE figure, you take the total hours of part time staff / 30 + number of full time staff (over 30hrs).

All applications will be considered on an individual basis and payment of this grant is at the absolute discretion of the Welsh Government. **There is no appeals process.**

SECTOR SPECIFIC FUND - HOW TO APPLY

You can apply for the grant via the online application form
<https://fundchecker.businesswales.gov.wales/sectorspecificgrant/>

The ERF Sector Specific Fund is open to applications from 10am the 13th January 2021.

The Welsh Government have absolute discretion on the duration and terms of the fund.

All applications submitted with incomplete or incorrect data, **will be rejected.**

SECTOR SPECIFIC FUND - GUIDANCE ON COMPLETING THE FORM

The following pages outline the information required to complete the application.

Note

- Please ensure that you accept cookies when accessing the website and application form

Section 1 – Your Personal Details

This part asks for information about you 'the applicant'.

The application must be completed by an Authorised Signatory of the business. An Authorised Signatory can be one of the following:

- Director: a registered director of a company;
- Trustee: a registered trustee of a charity;

- Partner: a designated partner/member of a limited liability partnership or a legal partner within a business;
- Proprietor: owner of a business

Section 2 – Information About Your Business

Please provide information about your business.

Please ensure you submit a correct email address as all correspondence relating to your grant application will be emailed to this address

To be eligible for support you must either be:

- A business registered with Companies House or the Charity Commission and with a turnover above £50,000
- a VAT registered business with a turnover of £85k or over
- a VAT exempt business with a turnover of £85k or over

You will be asked to provide either the registered company number or VAT number to enable us to validate your business.

Please ensure all the information is correct. **Any application containing incorrect data will not be processed and your application will be rejected.**

Section 3 – Impact of restrictions on your business

Please outline how the restrictions introduced on the 4th December have had an impact on your business.

Section 4 – Fund Information

Please outline the amount you are applying for and provide details of other public sector support received to date.

If a business has received Self Employment Income Support Scheme (SEIS) then they are ineligible for Sector Specific Fund.

In this instance, businesses may be eligible for the Restrictions Discretionary Fund *which is delivered by local authorities to eligible businesses.*

Please click the following link for further information on lockdown fund support.
<https://businesswales.gov.wales/coronavirus-advice/lockdown-business-fund>

If the business has received funds through the Culture Recovery Fund, then the amount awarded under this fund will be netted off the amount awarded through the Sector Specific Fund.

Section 5 - Bank Details

This information will be used to make the Grant payment to you.

Please ensure that correct bank details are provided. Incorrect bank details will result in non-payment of the grant and your application will be rejected.

Section 6 – Declarations

It is very important that you have read this guidance document and understand the terms and conditions associated with this Grant application.

If you agree to the terms and conditions within this document and you can confirm that the information provided in the application is true and accurate, then you must tick the box and submit your application.

SECTOR SPECIFIC FUND - WHAT HAPPENS AFTER THE APPLICATION IS RECEIVED?

Once we receive your application, you will receive an application reference number. **Please make a note of the application reference number for future correspondence.**

Decisions on applications will be made based on the information provided in the application form and further due diligence checks undertaken.

We aim to process grant applications within **30 days** of submission.

Once assessed you will receive an email to confirm whether your application has been approved in principle or rejected.

An approval in principle is **not** confirmation of grant award as further due diligence checks will be carried out. Successful applicants will be asked to accept the grant award offer and associated terms and conditions and provide bank statement for October – December 2020, within 7 days of receipt, before payment can be made.

Failure to respond within this timescale will result in the offer being withdrawn. Please provide all the information requested in your response.

The e-mail address is Covidmicrofund@gov.wales

Grants will be paid on the basis that 100% of the grant is paid up front, with a requirement that we will ask the business to produce eligibility evidence at a later date.

If your application is unsuccessful, you will receive an email outlining the reason[s] for rejection.

There is no appeal process.

SECTOR SPECIFIC FUND - GRANT REPAYMENT

Applicants should note that the Welsh Government may require repayment of the grant in full or part if the funds are not used for the purposes stated on the application form, or it is found that the information submitted is incorrect.

The applicant is entering into an agreement with the Welsh Government and terms and conditions will be enforced by requesting proof, post grant award.

SECTOR SPECIFIC FUND - CONTACT DETAILS

All queries must be sent to Covidmicrofund@gov.wales