

Section 1 - Grant Funding and Business Support

Please complete the below table to evidence what support you have received so far:

Business Support	1. Have you applied for this support? (Y/N)	2. If no to Q1, please explain why (If not eligible, please give reasons why you are not eligible)	3. If yes to Q1, was your application: A) Successful B) Pending C) Rejected	4. If you were successful (Q3), please provide detail as to how the money has been spent, and how much is remaining, alongside evidence of this expenditure	5. If your application was rejected (Q3), please explain why
<i>Coronavirus Small Business Grant Fund</i>					
<i>Coronavirus Retail, Hospitality and Leisure Grant Fund</i>					
<i>Local Authority Discretionary Grants Fund</i>					
<i>Business Resilience and Recovery Grant Scheme Criteria - New Anglia Local Enterprise Partnership</i>					
<i>The Coronavirus Large Business Interruption Loan Scheme (CLBILS)</i>					
<i>COVID-19 Corporate Financing Facility</i>					
<i>Coronavirus Business Interruption Loan Scheme</i>					
<i>Coronavirus Future Fund</i>					
<i>Coronavirus Bounce Back Loan</i>					
<i>Any other coronavirus related business support (please detail below):</i>					

Section 2 - Business Information

1. Please advise as to the status of your business, i.e. Limited Company, Sole Trader etc	
2. Is the premises you rent from the Borough Council of King's Lynn and West Norfolk your only business premises?	
3. Did your business close as a result of the coronavirus pandemic? If so, please confirm the dates of closure	
4. Please advise how many staff you employ at the premises, and the numbers that were furloughed	
5. Please confirm whether your employees received any pay cuts or redundancies	
6. Please detail your reasoning as to why you feel your business needs additional support from the Borough Council of King's Lynn and West Norfolk, acting in capacity as Landlord, and exactly what support you are seeking.	
7. Please detail what other actions you have taken to protect your business going forward.	

Section 3 - Consents

Please can you confirm you are prepared to provide the following as part of your application:

1. Consent to have a personal / limited company credit check undertaken (depending on the answer given in S2 Q1)	
2. Formal company accounts for the previous three years showing detailed income and expenditure on a monthly basis, showing the period impacted by coronavirus	

Marking criteria for C-19 assistance questionnaire

Overall Process

- Applications received by case officer
- Case officer reviews and ensures all essential criteria are met (essential criteria underlined)
- Case officer submits information and recommendation to the Assistant Director – Property and Projects and the relevant Portfolio Holder for a decision.
- Corporate Performance Panel will be updated on developments every three months.

Section 1 – Grant funding available

- Applicants will need to satisfy borough council that all available grants have been applied for.
- Applicants will need to have had their applications determined on all available grant funding before we will continue with their application.
- Applicants will need to have applied for relevant loans offered by central government.
- A holistic assessment will be made on how grant funding has been spent in connection with section 3, including assessment on:
 - Have all funds been spent or are some reserved? If not all spent, why?
 - Have funds been spent on non-essentials i.e. non-essential staff not being furloughed, dividends/directors salaries etc.
 - Funds being set aside for future advertising and promotions as attempts to remedy the impact on their business from C-19 will not have a negative impact on the assessment.

Section 2 – Business Case

- Applicants will need to satisfy the borough council that they have taken all reasonable steps to ensure the survival of the business.
- Applicants will need to justify where furlough has not been used on staff.
- If the Applicants were not forced to stop trading, any request for assistance will be capped at a maximum of £10,000.
- A holistic assessment will be made as to whether the applicant has demonstrated a need for financial assistance in relation to their tenancy where the borough council is their landlord.
- The assessment will take into consideration any historic rent arrears issues at the property over the previous twelve months before March 2020.

Section 3 – Consents and information provided

- Full accounts for the previous three years must be provided (exceptions being where the business is less than three years old)
- Applicants must be prepared and able to answer questions from borough council officers on details in the accounts.
- Applicants must be able to demonstrate within the accounts where grant funding / loans were received and how this money was spent.