

Your Ref: COVID 19 GRANT
Our Ref: RHLGF
Contact: Regeneration Team
E-mail: regeneration@breckland.gov.uk

14 April 2020

Dear Sir / Madam,

COVID-19: RETAIL, HOSPITALITY AND LEISURE GRANT FUND (RHLGF)

In response to the Coronavirus, Covid-19, the Government announced on 11 and 17 March 2020 that there would be financial support for small businesses, and businesses in the retail, hospitality and leisure sectors.

This support will take the form of two grant funding schemes, the Small Business Grant Fund (SBGF) and the Retail, Hospitality and Leisure Grant Fund (RHLGF). Both grants will be administered by local authorities, through the business rates system.

Our records show that you might be eligible for a grant of £10,000 under the Retail, Hospitality and Leisure Grant.

What you need to do next

Please read the key facts document attached to this email which gives further information about the grant schemes. After reading this, if you would like to apply for a grant, the Government requires us to collect some specific information about your business before a grant can be paid. We also need to collect your bank details so that we can make the payment. You therefore need to complete a Covid 19 Grant form (which is available [online](#)) as soon as possible.

The information requested on the form can be located on your business rates bill, when submitting the form, you are confirming that you are authorised to submit the declaration on behalf of the business named.

If you do not want to apply for a grant, we should be grateful if you would let us know by emailing our [finance department](#).

State Aid Declaration

To be eligible for the grants, each business must comply with EU law on State Aid. The Retail Hospitality and Leisure Grant Fund can be paid under the UK Covid 19 Temporary Framework Approved Scheme up to a €800,000 limit.

Businesses who have received State Aid must declare the amounts over a three year period and confirm that it does not exceed the approved scheme limit.

Checking that this email is from a genuine source

We understand that there are various scams and fraudulent emails circulating and that you may have concerns about sending information such as bank details by email. If you are concerned, please contact our [Regeneration team](#) and ask to speak about this letter.

Data protection and fraud detection

We are required by law to protect the public funds we administer. We may share information provided to us with other bodies responsible for auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. More detailed information about the Council's handling of your personal data can be found in our [privacy policy](#)

The grants will be paid out based on the business occupying the relevant property on 11 March 2020. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back.

Further information

If you have specific queries about the grant schemes outlined above, please contact our [Regeneration team](#).

If you would like further information about support for businesses during COVID-19, please look at our dedicated support [webpages](#).

If you would like to speak to someone about your business rates more generally, please contact our business rates team on 01842 756568. We are experiencing a high volume of calls to this number, so if there is a delay in your call being answered, please email our [business rates team](#)

Yours faithfully,

Alison Chubbock

Chief Accountant

Breckland Council

COVID-19: SMALL BUSINESS GRANT FUND (SBGF) AND RETAIL, HOSPITALITY AND LEISURE GRANT FUND (RHLGF)

KEY FACTS

Government guidance on support for businesses:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

What grant funding is the Government offering?

1. Under the **Small Business Grant Fund (SBGF)** all businesses in England in receipt of Small Business Rates Relief (SBRR) and Rural Rate Relief (RRR) in the business rates system will be eligible for a payment of £10,000, subject to some detailed eligibility criteria (see below).
2. Under the **Retail, Hospitality and Leisure Grant (RHLG)** businesses in England in receipt of the Expanded Retail Discount (which covers retail, hospitality and leisure) with a rateable value of less than £51,000 will be eligible for the following cash grants for each property (hereditament).
3. Eligible businesses in these sectors with a property that has a rateable value of up to £15,000 will receive a grant of £10,000, subject to eligibility criteria
4. Eligible businesses in these sectors with a property that has a rateable value of over £15,000 and less than £51,000 will receive a grant of £25,000, subject to eligibility criteria
5. Businesses with a rateable value of £51,000 or over are not eligible for this scheme. Businesses which are not ratepayers in the business rates system are not included in this scheme.
6. Only one grant is payable for each property.

Who are the grants payable to?

7. The person who according to the billing authority's records was the ratepayer in respect of the property on the 11 March 2020.
8. Where we have reason to believe that the information that we hold about the ratepayer on the 11 March 2020 is inaccurate we may withhold or recover the grant and take reasonable steps to identify the correct ratepayer.

How does it work for properties where the landlord or management agent pays the business rates for more than one business in the property?

9. Please contact Anglia Revenues Partnership on 01842 756568 to discuss this.

What are the detailed eligibility criteria?

Small Business Grant Fund

10. Properties which were on 11 March 2020 were eligible for relief under the business rate **Small Business Rate Relief Scheme** (including those in the £12k - £15k rateable value taper) are eligible for the Small Business Grant Fund.
11. These are properties to which section 43 (4B)(a) of the Local Government Finance Act 1988 (small business rate relief) applied, and the value of E (as defined in article 3 of the Non-Domestic Rating (Reliefs, thresholds and Amendment) (England) Order 2017, SI 2017 No 2) was greater than 1.
12. This does not include properties that were not eligible for percentage SBRR relief but were eligible for the Small Business rate Multiplier.
13. Properties which on 11 March 2020 were eligible for relief under the **Rural Rate Relief Scheme** are also eligible for the Small Business Rate Relief Scheme. These are properties to which: Section 43 (6B) of the Local Government Finance Act 1988 (rural rate relief) applies.

Retail, Hospitality and Leisure Grant

14. Properties which on 11 March 2020 had a rateable value of less than £51,000 and would have been eligible for a discount under the Expanded Retail Discount scheme had that scheme been in force for that date are eligible for the Retail, Hospitality and Leisure Grant scheme.

Exclusions applying to both schemes

15. The following businesses are not eligible for grant assistance:
 1. Properties occupied for personal uses. Examples of where there may be personal use include private stables and loose boxes, beach huts and moorings.
 2. Car parks and parking spaces.
 3. Properties with a rateable value of over £51,000.
 4. Council properties