

## **Back to Business Fund: Visitor & Wider Economy**

### **Introduction**

The Back to Business Fund provides small and medium-sized businesses within the Tees Valley's Visitor and Wider Economy with access to 100% grant funding of between £1,000 to £4,000. Grants awarded for this fund include access to specialist professional advice such as HR, accountants, legal, financial, IT and digital, and to purchase minor equipment to adapt or adopt new technology in order to continue to deliver business activity or diversify and support their COVID-19 recovery.

### **Eligible businesses/charities must:**

- Be an SME with between 2 and 250 employees / or a registered charity;
- Have been trading for over 6 months;
- Be trading from premises in the Tees Valley;
- Not be part of a franchise;
- Have a business/charity bank account; and
- Has not been in administration.

### **Each business/charity can make only one application for one of their sites/premises.**

**Please Note: SMEs in the following sectors are NOT ELIGIBLE for this Fund:**

- Agriculture;
- Fishery and aquaculture;
- Retail;
- Banking;
- Insurance;
- Tobacco and tobacco products; and
- Construction or decommissioning of nuclear power stations.

### **Eligible activity**

The grants awarded for this fund include access to specialist professional advice such as HR, accountants, legal, financial, IT and digital, and to purchase minor equipment to adapt or adopt new technology in order to continue to deliver business activity or diversify.

Professional services and advice may include HR, accountants, legal, financial, IT, digital and sector specialists, or a combination of different advisors. Please see examples below:

- Accountancy
- Business planning and reshaping strategy
- Business admin support and bookkeeping
- Cashflow planning and debt finance
- Human resources e.g. navigating HR policies, procedures and legislation
- Coaching and mentoring
- Legal services
- Digital marketing
- IT Support/consultancy
- PR and comms
- Health and safety
- Health and Wellbeing

Businesses can use multiple services for the value of their grant request. For example a business may request the services of digital marketing for the value of £1,500 and then an additional £1,000 for new technology.

**Please Note: If applying for specialist professional services you must be able to procure and evidence payment for these services by 30<sup>th</sup> April 2021.**

## APPLICANT GUIDANCE

### **Question 1: Are you a registered charity, SME or sole trader?**

- Yes
- No

For the purposes of this grant, an SME is an organisation that employs fewer than 250 people and has annual turnover of less than £39m (50m euros) or a balance sheet of less than £33m (43m euros). A sole trader is a self-employed person who owns and runs their own business as an individual. A sole trader business doesn't have any legal identity separate to its owner, leading many to say that as a sole trader you are the business.

### **Question 2: Is your trading address in the Tees Valley?**

- Yes
- No

To be eligible for support your business trading address must be located in the Tees Valley.

### **Question 3: How many employees do you have?**

The Back to Business Fund (Visitor and Wider Economy) is for micro and SME businesses i.e. those with between 2-250 employees. Registered charities will also be expected to be within these guidelines in terms of employees. Only businesses with one employee in addition to the owner are eligible for this grant. Sole traders must have at least one other employee.

### **Question 4: Have you been trading a minimum of 6-months?**

- Yes
- No

Only businesses/ charities that have been trading for 6 months or longer are eligible for this grant.

**Question 5: Do you have a business/charity bank account?**

- Yes
- No

Only businesses and registered charities with a bank account are eligible to apply. Please use this part of the form to confirm that you have a business bank account. Checks will be made as part of the assessment process.

**Question 6: Is your business/charity in administration, is insolvent or has made a striking-off notice?**

- Yes
- No

Businesses/charities that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme. Use this section of the form to indicate whether or not any of these situations apply to your business.

**Question 7: Is your business independent i.e. not a franchise?**

- Yes
- No

Franchises are not eligible to apply for this grant scheme.

**Questions 8 – 14: Organisation details**

Please use this section of the application form to complete your business/charity details including business/charity name & trading address, registered address (if different from trading address), applicant name, applicant position, email address, phone number.

**Question 15: In which Local Authority is the premises that your application is regarding?**

Please select whether your business is in Darlington, Hartlepool, Middlesbrough Redcar & Cleveland or Stockton-On-Tees. If you own premises in different areas, please note that you can only apply for funding for one of your premises.

**Question 16: SIC code of the Business (n/a if you are a registered charity):**

Please indicate your SIC code which can be found on Companies House. If you are a registered charity, you do not need to complete this question.

**Question 17: What type of organisation are you?**

- CIC limited by guarantee
- CIC limited by shares
- Industrial & Provident Society
- Limited Liability Partnership (LLP)
- Partnership
- Private company limited by guarantee
- Private company limited by shares
- Private unlimited company
- Public limited company (plc)
- Registered charity
- SCIO (consortium)
- Sole trader
- Trust
- Non registered charity
- Franchise

Please indicate your organisational type. Please note that franchises and non-registered charities are not eligible for this grant.

**Question 18: Is your business significantly dependent on income from the Visitor Economy?**

- Yes
- No

Please indicate if your business/charity is dependent on income from the Visitor Economy.

**Question 19: (If you answer Yes to question 18). Briefly describe how your business is significantly dependent on income from the Visitor Economy?**

Please provide a narrative (of no more than 500 words) of how your business adds significant value to the overall visitor economy offer of the Tees Valley To evidence this you may wish to outline and explain;

- Your business position in the Tees Valley product and services mix;
- Volumes and seasonality demand of visitor footfall;
- Diversity and reach of your customer base;
- Investment and commitment to service excellence;
- Relevant awards/commendations;
- Domestic and staycation effects;
- Engagement with Enjoy Tees Valley.

Examples of significant value could include a retailer of goods or food and beverages (or a supplier to such a service [e.g. a micro business that makes local products or gifts that are sold via local cafes/shops etc. in visitor areas]) may be in scope where it is located in a tourist area and dependent on visitors; equally it may be out of scope where the business is located in an area that is not predominantly frequented by visitors.

**Question 20: (If you answer No to question 18). Has your business been financially impacted by COVID 19?**

- Yes
- No

To be eligible for support your business must have been financially impacted by COVID-19.

**Question 21: Briefly describe the impact COVID-19 has had on your business?**

In up to 250 words, please describe how your business has been impacted by COVID-19. This could include closure of business, furloughing staff, decreased revenue, decreased sales etc.

**Question 22: Grants awarded for this fund include access to specialist professional advice such as HR, accountants, legal, financial, IT and digital, and to purchase minor equipment to adapt or adopt new technology in order to continue to deliver business activity or diversify. Please tick those which apply (please note this list is not exhaustive).**

- Accountancy
- Business planning and reshaping strategy
- Business admin support and bookkeeping
- Cashflow planning and debt finance
- Human resources e.g. navigating HR policies, procedures and legislation
- Coaching and mentoring
- Legal services
- Digital marketing
- IT Support/consultancy
- PR and comms
- Health and safety
- Health and Wellbeing

**Please Note: If applying for specialist professional services you must be able to procure and evidence payment for these services by 30<sup>th</sup> April 2021.**

**Question 23: Please detail what you propose using the grant award for? Including how your business is adapting or adopting to new ways of working due to COVID-19 and how this grant will support you to continue business activity and/or diversify?**

In up to 500 words, please use this space on the form to tell us how this grant will help support your business and aid recovery from COVID 19.

**Question 24: Please indicate the value of the grant you are applying for? Please note any grant request value indicated may require further assessment to determine the impact of COVID-19 on your business and the purpose for which you are requesting the grant.**

The minimum amount available is £1,000 up to a maximum of £4,000 (including VAT). Please note that:

- a business/charity can only apply once to this grant fund and that activity must all be based at one site/premises;
- any grant request over £3,000 will require additional supporting evidence to be provided at full application stage;
- if the organisation is not registered for VAT and therefore cannot reclaim the VAT from HMRC then they can include the VAT in the grant claim; and
- **If applying for specialist professional services you must be able to procure and evidence payment for these services by 30<sup>th</sup> April 2021.**