



OFFICIAL CORONAVIRUS BUSINESS SUPPORT FUND FREQUENTLY ASKED QUESTIONS (FAQ)

Coronavirus Business Support Fund

In response to the COVID-19 outbreak, the Scottish Government has launched the Coronavirus Business Support Fund. This grant is being administered by Local Authorities on behalf of the Government. If your business is registered for Non-Domestic Rates in Glasgow you should make an application to Glasgow City Council. **Note: this is a grant and does not need to be repaid.**

Two types of grant are available to ratepayers:

- £10,000 grant to ratepayers of businesses in receipt of the Small Business Bonus Scheme or Rural Relief. Business with a rateable value up to £18,000 are eligible. You can also get this grant if you applied for Nursery Relief or Disabled Relief, Fresh Start Relief and Business Growth Accelerator but are eligible for the Small Business Bonus Scheme.
- Retail, hospitality and leisure business ratepayers with a rateable value of £18,001 to £50,999 can apply for a one-off grant of £25,000.

How do I apply?

Download the application form below (either in Word or PDF format):

[Covid-19 Business Support Fund Application Form](#) (PDF 553KB)

[Covid-19 Business Support Fund Application Form](#) (Word 74KB)

Please read all of the questions and answer all applicable questions. Before submitting your application, please check that you have:

1. fully **completed your form**, including your **Rates Return Number** and saved it as a PDF or Word doc only.
2. included a legible copy of your **business bank statement** as a jpeg, png or PDF only. Please do not send any other format or links to cloud storage.
3. attached these and send together in **one** email to COVIDbusinessgrant@glasgow.gov.uk

Please take time to ensure all applications are compliant and fully complete before submitting, otherwise payment may be delayed.

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Where can I find my Rates Account Number?

Your 11-digit account number can be found on any correspondence issued by Glasgow City Council regarding Non-Domestic Rates (sometimes called Business Rates).

If you are unable to locate your rates number please quote either your valuation reference number (found via www.saa.gov.uk/glasgow) or your property reference number (found via <https://www.glasgow.gov.uk/article/23172/Access-my-rates-account> under publications. Note: you will need to sign in).

If you are unable to locate any of the above reference numbers then let us know in your application including the reasons for this.

If we need further verification or information, we will contact you.

I should be named as the ratepayer or eligible for the Small Business Bonus Scheme but I have not updated this on the Non-Domestic Rates register. Am I still eligible for a business support grant?

You may only claim one grant regardless of how many properties you are the ratepayer for. The “ratepayer” is the person registered with Glasgow City Council’s Non-Domestic Rates team at 17 March 2020. If you haven’t registered by this date, current advice from the Scottish Government is that your business is not eligible. If your business falls into this category, your application will be deferred until we have updated guidance from the Scottish Government.

Current Scottish Government guidance: <https://www.mygov.scot/non-domestic-rates-coronavirus/>.

I am an occupier and my landlord is responsible for paying rates – can I apply?

No, only the ratepayer is eligible for the grant.



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What if my business has multiple locations?

If you have more than one property, you may be able to apply for a grant for each eligible property. In addition to the £10,000 or £25,000 grant on the first property, each additional property may be eligible for a:

- Small Business Support Grant of £7,500
- Retail, Hospitality, Leisure Support Grant of £18,500

Details on how to apply for this will be released on or before 5 May.

Do I need to include a copy of a bank statement?

Yes. A bank statement no older than three months must be attached with your completed application. This can be an electronic download, a scanned copy of a paper statement, or photographic image of a statement saved as a PDF, jpeg or png.

The bank statement must show the bank's logo, the business account name as well as sort code and account number. Please note that applications without a valid bank statement will take longer to process and may be rejected.

What if I don't have a business bank account?

Limited companies' need to have a business bank account but this is not necessary for sole traders or partnerships. You should submit statements from the account that is used for your business following the guidelines above.

Can my accountant apply on my behalf?

Yes, but the bank account details must be those of the business and not your accountant.

When will I be paid?

The team is working hard to process and verify all applications received and passing successful applications for payment as soon as feasibly possible. We are processing grants in the order that they are received which may take some time given the sheer volume of applications. Please be assured we will process your request as quickly as we are able.

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Who can I contact for an update on my application?

On application you will receive an automated acknowledgement from the Glasgow City Council Business Support Team. Please note we are working hard to process the volume of applications so there is no need to contact us about an existing application. If there are any issues, or you are not eligible to apply, we will contact you directly.

However, if you have not received an acknowledgement of your application from original submission please contact BusinessSupport@glasgow.gov.uk.

Unfortunately, we can not provide individual updates. Please bear with us.

N.B. The COVID Business Grant email should only be used for submitting your completed application. Do not reply or send general enquiries.

What is the deadline for applications?

Applications can be submitted throughout the year up to and including 31 March 2021.