

## Covid-19 Scottish Business Support Summary

Correct as of 14:00, 4<sup>th</sup> June 2020

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
<p>Coronavirus Job Retention Scheme (CJRS)</p>	<p>All UK employers with a <a href="#">PAYE</a> scheme will be able to access support to continue paying part of their employees' salary for those employees that would otherwise have been laid off during this crisis.</p>	<ul style="list-style-type: none"> <li>• If you cannot maintain your current workforce because your operations have been severely affected by coronavirus (COVID-19), you can furlough employees and apply for a grant that covers 80% of their usual monthly wage costs, up to £2,500 a month, plus the associated Employer National Insurance contributions and pension contributions (up to the level of the minimum automatic enrolment employer pension contribution of 3% on qualifying earnings) on that subsidised furlough pay.</li> </ul> <p>You must have:</p> <ul style="list-style-type: none"> <li>• Created and started a PAYE payroll scheme on or before 19 March 2020</li> <li>• enrolled for <a href="#">PAYE online</a></li> <li>• a UK bank account</li> </ul> <ul style="list-style-type: none"> <li>• Furloughed employees must have been on your PAYE payroll on or before 19 March 2020 and were notified to HMRC on an RTI submission on or before 19 March 2020</li> </ul>	<ul style="list-style-type: none"> <li>• If you've already worked out how much you can claim, <a href="#">you can claim for wages online</a> via the HMRC online portal which is available on the UK Government website.</li> <li>• HMRC will then check that your claim is correct and pay the claim amount by BACs into your bank account within 6 working days.</li> <li>• Please do not contact HMRC unless it has been more than 10 working days since you made the claim and you have not received it in that time.</li> </ul> <p><b>Before you Claim:</b></p> <ul style="list-style-type: none"> <li>• You will need to <a href="#">work out how much you can claim</a> through the scheme. HMRC will retain the right to retrospectively audit all aspects of your claim.</li> <li>• Employers should discuss with their staff and make any changes to the employment contract by agreement.</li> </ul>

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		<ul style="list-style-type: none"> <li>• If you had employees that were employed on 28 February 2020 but not on 19 March 2020, please refer to <a href="#">government guidance</a> on employees who were made redundant or stopped working for you on or after 28 February 2020.</li> <li>• Employees can be on any type of employment contract, including full time, part-time, agency flexible and zero-hour contracts.</li> <li>• Foreign nationals are eligible to be furloughed. Grants under the scheme are not counted as ‘access to public funds’, and you can furlough employees on all categories of visa.</li> <li>• Find out more about <a href="#">which employees you can put on furlough and claim for</a> via the UK Government website.</li> </ul> <p><b>Agreeing to Furlough Employees:</b></p> <ul style="list-style-type: none"> <li>• Employers must confirm in writing to their employee confirming that they have been furloughed. If this is done in a way that is consistent with employment law, that consent is valid for the purposes of claiming through the scheme. Collective agreement reached between an employer and trade union is also acceptable for the purpose of such a claim. There needs to</li> </ul>	<p>Employers may need to seek legal advice on the process. If sufficient numbers of staff are involved, it may be necessary to engage collective consultation processes to procure agreement to changes to terms of employment.</p> <p><b>To make a claim you will need:</b></p> <ul style="list-style-type: none"> <li>• To be registered for <a href="#">PAYE online</a></li> <li>• Your UK bank account number and sort code (only provide bank account details where a BACS payment can be accepted)</li> <li>• The billing address on your bank account (address on your bank statements)</li> <li>• Your employer PAYE scheme reference number</li> <li>• The number of employees being furloughed</li> <li>• Each employee’s National Insurance Number (you will need to <a href="#">search for their number</a> if you do not have it or <a href="#">contact HMRC</a> if your employee does not have a number)</li> <li>• Each employee’s payroll or employee number (optional)</li> </ul>

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		<p>be a written record, but the employee does not have to provide a written response. A record of this communication must be kept for five years.</p> <ul style="list-style-type: none"> <li>Any employees you place on furlough must be furloughed for a minimum period of 3 consecutive weeks. When they return to work, they must be taken off furlough. Employees can be furloughed multiple times, but each separate instance must be for a minimum period of 3 consecutive weeks. Each period of furlough can be extended by any amount of time whilst the employee is on furlough. However the scheme end date is the last day you can claim for through this scheme.</li> </ul> <p>When your employees on furlough. You cannot ask your employee to do any work that:</p> <ul style="list-style-type: none"> <li>Makes money for your organisation or any organisation linked or associated with your organisation.</li> <li>Provides services to your organisation or any organisation linked or associated with your organisation.</li> </ul> <p>Your employee can:</p> <ul style="list-style-type: none"> <li>Take part in training</li> <li>Volunteer for another organisation or employer</li> </ul>	<ul style="list-style-type: none"> <li>The start date and end date of the claim</li> <li>The full amount you are claiming for including employee wages, employer National Insurance contributions and employer minimum pension contributions</li> <li>Your phone number</li> <li>Contact name</li> </ul> <p>You also need to provide either:</p> <ul style="list-style-type: none"> <li>Your name (or the employer's name if you're an agent)</li> <li>Your Corporation Tax unique taxpayer reference</li> <li>Your Self-Assessment unique taxpayer reference</li> <li>Your company registration number</li> </ul> <p><b>After you've claimed:</b> You must:</p> <ul style="list-style-type: none"> <li>Keep a copy of all records for 6 years, including: <ul style="list-style-type: none"> <li>the amount claimed and claim period for each employee</li> <li>the claim reference number for your records</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>• Your employee will still pay the normal taxes they pay out of their wages. This includes pension contributions (both employer contributions and automatic contributions from the employee), unless the employee has opted out or stopped saving into their pension.</li> <li>• If contractually allowed, your employees are permitted to work for another employer whilst you have placed them on furlough.</li> </ul> <p><a href="#">Detailed guidance for employers</a> can be accessed on the UK Government’s website. This details the agreeing to furlough workers, working out what you can claim and next steps once claims have been submitted. Note: this guidance is regularly updated.</p> <p><a href="#">Detailed guidance for employees</a> can also be accessed on the UK Government website.</p> <p>You can also find out more information about this scheme via <a href="#">HMRC’s YouTube Channel</a></p> <ul style="list-style-type: none"> <li>• UK Government guidance documents around the Coronavirus Job Retention Scheme are regularly updated with additional information. It is advisable to follow any hyperlinks within this summary for the latest available versions or find these directly via the GOV.UK website.</li> </ul>	<ul style="list-style-type: none"> <li>○ your calculations in case HMRC need more information about your claim</li> <li>• Tell your employees that you have made a claim and that they do not need to take any more action</li> <li>• Pay your employee their wages, if you have not already</li> <li>• You must pay the full amount you are claiming to your employee, even if your company is in administration. If you’re not able to do that, you’ll need to repay the money back to HMRC.</li> <li>• Employers cannot enter into any transaction with the worker which reduces the wages below this amount. This includes any administration charge, fees or other costs in connection with the employment.</li> <li>• Where an employee had authorised their employer to make deductions from their salary, these deductions can continue while the employee is</li> </ul>

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		<p>The Coronavirus Job Retention Scheme is changing:</p> <ul style="list-style-type: none"> <li>• From 1 July, employers can bring back to work employees that have previously been furloughed for any amount of time and any shift pattern, while still being able to claim CJRS grant for their normal hours not worked. When claiming the CJRS grant for furloughed hours employers will need to report and claim for a minimum period of a week.</li> <li>• The scheme will close to new entrants from 30 June. From this point onwards, employers will only be able to furlough employees that they have furloughed for a full 3 week period prior to 30 June.</li> <li>• This means that the final date by which an employer can furlough an employee for the first time will be 10 June, in order for the current 3 week furlough period to be completed by 30 June. Employers will have until 31 July to make any claims in respect of the period to 30 June.</li> <li>• Further guidance on flexible furloughing and how employers should calculate claims will be published on 12 June.</li> </ul> <p>The scheme updates mean that the following will apply for the period people are furloughed:</p>	<p>furloughed provided that these deductions are not administration charges, fees or other costs in connection with the employment.</p> <p>Guidance on how and when to report grant payments using the PAYE Real Time Information System is now available via the <a href="#">UK Government website</a>.</p>

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		<ul style="list-style-type: none"> <li>• June and July: The government will pay 80% of wages up to a cap of £2,500 as well as employer National Insurance (ER NICs) and pension contributions. Employers are not required to pay anything.</li> <li>• August: The government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions – for the average claim, this represents 5% of the gross employment costs the employer would have incurred had the employee not been furloughed.</li> <li>• September: The government will pay 70% of wages up to a cap of £2,187.50. Employers will pay ER NICs and pension contributions and 10% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 14% of the gross employment costs the employer would have incurred had the employee not been furloughed.</li> <li>• October: The government will pay 60% of wages up to a cap of £1,875. Employers will pay ER NICs and pension contributions and 20% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 23% of the gross employment costs the employer would have incurred had the employee not been furloughed.</li> </ul>	

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Self-Employment Income Support Scheme (SEISS)	Supports self-employed individuals (including members of partnerships) whose income has been negatively impacted by COVID-19.	<ul style="list-style-type: none"> <li>• The scheme currently allows you to claim a taxable grant worth 80% of your average monthly trading profits, paid out in a single instalment covering 3 months' worth of profits, and capped at £7,500 in total.</li> <li>• You'll get a taxable grant based on average trading profit over the 3 tax years 2016-17, 2017-18 and 2018-19</li> <li>• The grant does not need to be repaid but will be subject to Income Tax and <a href="#">self-employed National Insurance</a>.</li> <li>• If you receive the grant you can continue to work, start a new trade or take on other employment including voluntary work, or duties as an armed forces reservist.</li> </ul> <p>You can claim if you are a self-employed individual or a member of a partnership and you:</p> <ul style="list-style-type: none"> <li>• Traded in the tax year 2018-19 and submitted your Self-Assessment Tax return on or before 23 April 2020 for that year</li> <li>• Traded in the tax year 2019-20</li> <li>• Intend to continue to trade in the tax year 2020-21</li> <li>• Carry on a trade which has been adversely affected by coronavirus</li> </ul>	<ul style="list-style-type: none"> <li>• The online service is now available. <a href="#">Make your claim</a> from the date HMRC gave you.</li> <li>• If you're eligible and want to claim the first grant you must make your claim on or before 13 July 2020.</li> <li>• The online service for the second and final grant is not available yet.</li> <li>• You must make the claim yourself. Your tax agent or advisor must not claim on your behalf as this will trigger a fraud alert, and you will have to contact HMRC. This will cause a significant delay to you receiving your payment.</li> <li>• You can use HMRC's <a href="#">online tool</a> to find out if you're eligible to make a claim. Your tax agent or adviser can also check your eligibility on your behalf. You'll need your Self-Assessment Unique Taxpayer Reference (UTR) number and National Insurance number</li> </ul>

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		<ul style="list-style-type: none"> <li>• To work out your eligibility HMRC will look at your 2018-19 Self-Assessment Tax Return. Your trading profits must be no more than £50,000 and at least equal to your non-trading income.</li> <li>• If you're not eligible based on your 2018-19 Self-Assessment Tax Return, HMRC will then look at the tax years 2016-17, 2017-18 and 2018-19.</li> <li>• Guidance is available via the UK Government website as to <a href="#">how HMRC will work out your eligibility</a>.</li> <li>• You should not claim the grant if you're above the state aid limits.</li> <li>• You should not claim the grant if you're a limited company or operating a trade through a trust.</li> <li>• Grants under the Self Employment Income Support Scheme are not counted as 'access to public funds', and you can claim the grant on all categories of work visa.</li> <li>• Detailed guidance is available via the <a href="#">UK Government website</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• If you're eligible, HMRC will tell you the date you'll be able to make a claim from and ask you to add your contact details.</li> <li>• If you are told you can claim straight away you'll need: <ul style="list-style-type: none"> <li>○ Government Gateway user ID and password – if you don't have a user ID, you can create one when you make your claim</li> <li>○ UK bank details (only provide bank details where a Bacs payment can be accepted)</li> </ul> </li> <li>• You'll have to confirm to HMRC that your business has been adversely affected by coronavirus.</li> <li>• If you have been told that you are not eligible and you submitted your Self-Assessment Tax returns between 26 March 2020 and 23 April 2020, check your eligibility again as the online service has been updated.</li> <li>• If you have been told that you are not eligible and you think you are</li> </ul>



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		<ul style="list-style-type: none"> <li>• You can also access guidance to find out <a href="#">how your circumstances can affect your eligibility for the scheme</a>.</li> <li>• If you receive texts, calls or emails claiming to be from HMRC, offering financial help or a tax refund and asking you to click on a link or to give personal information, it is a scam. You should email it to <a href="mailto:phishing@hmrc.gov.uk">phishing@hmrc.gov.uk</a> and then delete it.</li> <li>• You can make a claim for Universal Credit while you wait for the grant. You should record the grant as part of your self-employment income and it may affect the amount of Universal Credit you get. This will not affect Universal Credit claims for earlier periods.</li> <li>• The scheme is being extended. You'll be able to make a claim for a second and final grant in August 2020.</li> <li>• If you're eligible the second and final grant will be a taxable grant worth 70% of your average monthly trading profits, paid out in a single instalment covering a further 3 months' worth of profits, and capped at £6,570 in total.</li> </ul>	<p>eligible, you should first check <a href="#">who can claim</a> or contact your tax agent or advisor for help.</p> <ul style="list-style-type: none"> <li>• If you still think you should be able to claim you can ask <a href="#">HMRC to review</a> your eligibility.</li> <li>• Once you have submitted your claim HMRC will check your claim and pay the grant into your bank account within 6 working days. HMRC will send an email when your payment is on its way.</li> <li>• You can check the <a href="#">status of your payment</a> via the UK Government website.</li> <li>• If you think the grant amount is wrong, you should <a href="#">check how much you'll get</a> or contact your tax agent or advisor for help.</li> <li>• If you still think the amount is wrong, you should then ask HMRC to review your grant amount.</li> </ul>

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		<ul style="list-style-type: none"> <li>The eligibility criteria are the same for both grants, and individuals will need to confirm that their business has been adversely affected by coronavirus.</li> <li>An individual does not need to have claimed the first grant to receive the second grant: for example, they may only have been adversely affected by COVID-19 in this later phase.</li> <li>Further guidance on the second grant will be published on Friday 12 June.</li> </ul>	<ul style="list-style-type: none"> <li>You must keep a copy of all records in line with normal <a href="#">self-employment record keeping requirements</a>.</li> <li>You'll need to report the grant: <ul style="list-style-type: none"> <li>On your Self-Assessment Tax Return</li> <li>As self-employed income for any Universal Credit claims</li> <li>As self-employed income and that you're working 16 hours a week, as <a href="#">changes to your tax credit claims</a>.</li> </ul> </li> <li>The grant should be treated as income received on the day it's paid for any Universal Credit or tax credit changes.</li> </ul>
Newly Self-Employed Hardship Fund	£34 million fund to support newly self-employed people, providing one-off grant payments of £2,000	<ul style="list-style-type: none"> <li>£2,000 grants will be allocated to newly self-employed facing hardship</li> </ul> <p>You must sign a declaration confirming that you meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>You became self-employed on/after 6 April 2019 (did not submit a tax return including income from self-employment for 2018-19)</li> <li>Over 50% of your individual income is from self-employment</li> <li>Your trading profits were below £50,000 in financial year 2019-20</li> </ul>	<p>Applications to this fund are now open.</p> <p>You must apply directly via your local authority's website.</p> <p>Further information about this fund, including links to your relevant local authority can be found via the Scottish Government's dedicated <a href="#">Find Business Support</a> website.</p>

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		<ul style="list-style-type: none"> <li>• You have lost business due to coronavirus and are suffering financial hardship as a result</li> <li>• You are ineligible for other COVID-19 related business support (including the Business Interruption Loan Schemes, Corporate Finance Fund, Job Retention Schemes, Future Fund, R&amp;D Focussed SMEs Fund, HMRC Self-Employment Income Support Scheme, Non-Domestic Rates relief, Small Business Grant or other business support)</li> <li>• You do not receive working age benefit payments (Universal Credit, Statutory Sick Pay, Employment and Support Allowance, Job Seekers' Allowance, Income Support) or have applied for but not yet started receiving Universal Credit or an advanced payment of Universal Credit</li> <li>• You trade as self-employed, not as a limited company. If in a partnership, you are self-employed for pay and tax purposes</li> <li>• You have taken steps to limit costs and expenditure (including through schemes such as VAT deferral and seeking a mortgage payment holiday)</li> <li>• You do not have access to sufficient savings or other sources of income to meet basic needs</li> </ul>	<p>It will take up to 10 working days from application to appraisal and funds being released for approved applications.</p> <p>When applying you will need to provide:</p> <ul style="list-style-type: none"> <li>• Documentation to show you had an active business prior to COVID-19, such as your VAT registration, bank account statements showing revenue and outgoings linked to self-employment, marketing materials, etc. A full list is provided with the application form.</li> <li>• Self-declaration that you are currently experiencing hardship</li> <li>• Evidence of being resident in the local authority area of application</li> </ul> <p>Important information:</p> <ul style="list-style-type: none"> <li>• If you receive the grant you can continue to work or take on other employment including voluntary work.</li> <li>• You may only apply to this fund once</li> <li>• Funds are needs-based.</li> </ul>

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VAT Deferral	Deferral of Valued Added Tax (VAT) payments.	<ul style="list-style-type: none"> <li>• UK VAT registered businesses with a VAT payment due between 20 March 2020 and 30 June 2020.</li> </ul> <p>You have the option to:</p> <ul style="list-style-type: none"> <li>○ Defer your VAT payment</li> <li>○ Pay the VAT due as normal</li> </ul> <p>You can only defer:</p> <ul style="list-style-type: none"> <li>• Quarterly and monthly VAT returns' payments for the periods ending February, March and April</li> <li>• Payments on account due between 20 March 2020 and 30 June 2020</li> <li>• Annual accounting advance payments due between 20 March 2020 and 30 June 2020</li> </ul> <ul style="list-style-type: none"> <li>• It does not cover payments for VAT Mini One Stop Shop (VAT MOSS) or Import VAT</li> <li>• You still need to submit your VAT returns on time.</li> <li>• HMRC will not charge interest or penalties on any amount deferred as a result of the Chancellor's announcement.</li> <li>• HMRC will continue to <a href="#">process VAT reclaims and refunds</a> as normal and most repayments are paid within 5 working days.</li> <li>• Repayments will not be offset against any deferred VAT, but they will be offset against existing debts.</li> </ul>	<p>If you chose to defer your VAT payment, you must pay the VAT due on or before 31 March 2021.</p> <p>You do not need to tell HMRC that you are deferring your VAT payment.</p> <p>If you normally pay by direct debit you should contact your bank to cancel your direct debit as soon as you can. Please do so in sufficient time so that HMRC do not attempt to automatically collect on receipt of your VAT return.</p> <p>If you defer a <a href="#">payment on account</a> between 20 March 2020 and 30 June 2020 but the balancing payment is outside of these dates, the amount you must pay is the balancing payment less any deferred payments. Deferring payments will not create a repayment.</p> <p>VAT payments that are due after the end of the deferral period will need to be paid as normal</p>

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		<ul style="list-style-type: none"> <li>You can <a href="#">apply online</a> via the UK Government website to move to monthly returns to improve your cash flow if you're in a repayment position.</li> </ul>	
Deferral of Self-Assessment Payment	Deferral of Self-Assessment tax payment due 31 July 2020.	<ul style="list-style-type: none"> <li>Income Tax Self-Assessment payments due on 31 July 2020 may be deferred until 31 January 2021.</li> <li>You have the option to defer your second payment on account if you're: <ul style="list-style-type: none"> <li>Registered in the UK for Self-Assessment</li> <li>Finding it difficult to make your second payment on account by 31 July 2020 due to the impact of coronavirus</li> </ul> </li> <li>The deferment is optional. You can still make the payment by 31 July 2020 as normal if you're able to do so.</li> <li>HMRC will not charge interest or penalties on any amount of the deferred payment on account, provided it's paid on or before 31 January 2021.</li> <li>You still need to submit your <a href="#">Self-Assessment tax return</a> to HMRC on time.</li> <li>Choosing to defer will not stop you from being entitled to other coronavirus support that HMRC provides.</li> </ul>	<p>This is an automatic offer with no applications required.</p> <p>You do not need to tell HMRC that you're deferring your payment on account.</p> <p>If you choose to defer and normally make your payments on account by Direct Debit, you should cancel your Direct Debit through your bank as soon as possible so that HMRC will not automatically collect any payment due. You can cancel online if you're registered for online banking.</p> <p>You must make your second payment on account on or before 31 January 2021 if you choose to defer. Other payments you may have to make by this date include any:</p> <ul style="list-style-type: none"> <li>Balancing payment due for 2019-20 tax year</li> <li>First payment on account due for the 2020-21 tax year</li> </ul>

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		<ul style="list-style-type: none"> <li>• After the deferral ends, the usual interest, penalties and <a href="#">collection procedures will apply</a> to missed payments.</li> <li>• Further information around deferring your Self-Assessment payment on account and how to get help is available via the <a href="#">UK Government website</a>.</li> <li>• You can also use <a href="#">HMRC's digital assistant</a> to find out more information about the coronavirus support schemes.</li> </ul>	<p>If you want to pay in full, you can pay your second payment on account bill any time between 31 July 2020 and 31 January 2021 using <a href="#">HMRC's online service</a>.</p> <p>You need to contact HMRC if you already have overdue tax which you're paying through a <a href="#">Time to Pay instalment arrangement</a> and want to include your second payment on account in that arrangement.</p> <p>If you don't have other overdue taxes, you can make your payments in instalments any time between now and 31 January 2021 by setting up a <a href="#">budget payment plan</a>.</p>
HMRC Time to Pay Service	Tax relief	<ul style="list-style-type: none"> <li>• All businesses and self-employed people in financial distress, and with outstanding tax liabilities, may be eligible to receive support with their tax affairs</li> <li>• This allows businesses and individuals to pay off their debt by instalments over a period of time and you can delay the first payment for up to 3 months</li> <li>• Arrangements are agreed on a case-by-case basis and tailored to individual circumstances and liabilities</li> </ul>	<p>Call the HMRC Helpline on 0800 024 1222</p> <p>Alternatively you can contact HMRC via webchat (Monday to Friday, 8am to 4pm).</p> <p>Advisers can only talk to you about problems paying your taxes due to Covid-19. This could be:</p>

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		<p>You are eligible if your business:</p> <ul style="list-style-type: none"> <li>• Pays tax to the UK Government</li> <li>• Has outstanding tax liabilities</li> </ul> <p>HMRC will discuss your specific circumstances to explore:</p> <ul style="list-style-type: none"> <li>• Agreeing an instalment arrangement</li> <li>• Suspending debt collection proceedings</li> <li>• Cancelling penalties and interest where you have administrative difficulties contacting or paying HMRC immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Assessment</li> <li>• VAT</li> <li>• Employers' PAYE</li> <li>• Corporation Tax</li> </ul> <p>A link to the webchat facility is available via the <a href="#">HMRC section</a> of the UK Government website.</p>
Statutory Sick Pay (SSP) Rebate	Allows small-and medium-sized businesses and employers to reclaim Statutory Sick Pay (SSP) paid for sickness due absence due to COVID-19.	<ul style="list-style-type: none"> <li>• The Coronavirus Statutory Sick Pay Rebate Scheme will repay employers the <a href="#">Statutory Sick Pay</a> paid to current or former employees</li> </ul> <p>You can use this scheme as an employer if:</p> <ul style="list-style-type: none"> <li>• You're claiming for an employee who's <a href="#">eligible for sick pay due to coronavirus</a></li> <li>• You have a PAYE payroll scheme that was created and started on or before 28 February 2020</li> <li>• You had fewer than 250 employees on 28 February 2020 across all your PAYE payroll schemes</li> <li>• Employees do not have to give you a doctor's fit note for you to make a claim. But you can ask them to give you either:</li> </ul>	<p>The online service you'll use to <a href="#">claim back Statutory Sick Pay</a> is now available.</p> <p>Use the <a href="#">SSP calculator</a> to work out the actual amount you can claim.</p> <ul style="list-style-type: none"> <li>• You must have paid your employees' sick pay before you claim it back</li> <li>• If you use an agent who is authorised to do PAYE online for you, they will be able to claim on your behalf.</li> <li>• Employers who are unable to claim online should have received a letter on an alternative way to claim. <a href="#">Contact HMRC</a> if you have not</li> </ul>

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		<ul style="list-style-type: none"> <li>○ An <a href="#">isolation note from NHS-111</a> if they are self-isolating and cannot work because of coronavirus</li> <li>○ The NHS or GP letter telling them to stay at home for at least 12 weeks because they're at high risk of severe illness from coronavirus</li> <li>● The Scheme covers all types of employment contracts (full-time, part-time, employees on agency contracts and employees on flexible or zero hours contracts as well as fixed term contracts until the date their contract ends).</li> <li>● You can claim back from both the Coronavirus Job Retention Scheme and the Coronavirus Statutory Sick Pay Rebate Scheme for the same employee but not for the same period of time.</li> <li>● Your claim amount should not take you above the state aid limits under the <a href="#">EU Commission temporary framework</a>. This is when combined with other aid received under the framework. The maximum level of state aid that a business may receive is €800,000. There is a lower maximum for agriculture at €100,000 and aquaculture and fisheries at €120,000.</li> </ul>	<p>received a letter and are unable to make any eligible claims online.</p> <ul style="list-style-type: none"> <li>● If you make multiple claims, the claim periods can overlap.</li> </ul> <p><b>Before you make a claim</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Check that you can use the Coronavirus Statutory Sick Pay Rebate Scheme</a></li> <li>● Be registered for <a href="#">PAYE Online</a></li> <li>● Have already paid your employees' sick pay</li> <li>● <a href="#">Work out your claim period</a></li> </ul> <p>You'll need:</p> <ul style="list-style-type: none"> <li>● The number of employees you are claiming for</li> <li>● Start and end dates of your claim period</li> <li>● The total amount of coronavirus-related Statutory Sick Pay you have paid to your employees for the claim period – this should not exceed the <a href="#">weekly rate of SSP that is set</a></li> <li>● Your Government Gateway user ID and password that you got when you registered for PAYE Online – if you do not have this <a href="#">find out how to get your lost ID</a>.</li> </ul>



Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• Connected companies and charities can also use the scheme if their total combined number of PAYE employees are fewer than 250 on or before 28 February 2020.</li> </ul> <p>The repayment will cover up to 2 weeks starting from the first day of qualifying sickness, if an employee is unable to work because they:</p> <ul style="list-style-type: none"> <li>• Have coronavirus symptoms</li> <li>• Are self-isolating because someone they live with has symptoms</li> <li>• Are self-isolating because they've been notified by the NHS or public health bodies that they've come into contact with someone with coronavirus</li> <li>• Are <a href="#">shielding</a> and have a letter from the NHS or a GP telling them to stay at home for at least 12 weeks</li> </ul> <p>You can claim from the first qualifying day your employee is off work if the period of sickness started on or after:</p> <ul style="list-style-type: none"> <li>• 13 March 2020 - if your employee had coronavirus or the symptoms or is self-isolating because someone they live with has symptoms</li> <li>• 16 April 2020 - if your employee was shielding because of coronavirus</li> </ul>	<ul style="list-style-type: none"> <li>• Your employer PAYE scheme reference number</li> <li>• Contact name and phone number of someone HMRC can contact if they have queries</li> <li>• UK bank or building society details (only provide bank account details where a Bacs payment can be accepted)</li> </ul> <p><b>After you've claimed</b></p> <ul style="list-style-type: none"> <li>• Your claim will be checked, and if valid, paid into the account you supplied within 6 working days.</li> <li>• Do not contact HMRC unless it has been more than 10 working days since you have made your claim and you have not received it or been contacted by HMRC within that time.</li> <li>• HMRC will check claims and take appropriate action to withhold or recover payments found to be dishonest or inaccurate. Where employers knowingly and deliberately provide false or misleading information to benefit</li> </ul>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• 28 May 2020 – if your employee has been notified by the NHS or public health bodies that they've come into contact with someone with coronavirus</li> <li>• A 'qualifying day' is a day an employee usually works on. The weekly rate was £94.25 before 6 April 2020 and is now £95.85. If you're an employer who pays more than the weekly rate of Statutory Sick Pay you can only claim up to the weekly rate paid.</li> </ul> <p>Detailed guidance around <a href="#">claiming back Statutory Sick Pay paid to employees due to coronavirus (Covid-19)</a> is available via the UK Government website.</p>	<p>from the claim, HMRC will apply penalties of up to £3000.</p> <p><b>Records you must keep</b>  You must keep records of all statutory sick payments that you've paid and want to claim back from HMRC. You must keep the following records for 3 years after the date you receive the payment for your claim:</p> <ul style="list-style-type: none"> <li>• The dates the employee was off sick</li> <li>• Which of those dates were <a href="#">qualifying days</a></li> <li>• The reason they said they were off work - if they had symptoms, someone they lived with had symptoms or they were shielding</li> <li>• The employee's National Insurance number</li> <li>• You can choose how you keep records of your employees' sickness absence. HMRC may need to see these records if there's a dispute over payment of SSP.</li> <li>• You'll need to print or save your state aid declaration (from your claim summary) and keep this until 31 December 2024.</li> </ul>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Non-Domestic Rates Relief (All businesses)	Rates Relief	<ul style="list-style-type: none"> <li>• All non-domestic properties in Scotland will get a 1.6% rates relief. This relief effectively reverses the change in poundage for 2020-21.</li> </ul>	<p>You do not need to apply for this relief. It will be applied to your bill by your local council.</p>
Non-Domestic Rates Relief (Specific Sectors)	Rates holiday for 2020/21 tax year	<ul style="list-style-type: none"> <li>• Retail, hospitality and leisure businesses will get 100% rates relief.</li> <li>• To get this relief, a property has to be occupied. Properties that have closed temporarily due to the government’s coronavirus advice will be treated as occupied.</li> <li>• Scottish airports will get 100% rates relief for a year, as will organisations providing handling services for scheduled passenger flights at Scottish airports.</li> <li>• Due to the unique role that Loganair plays in providing connectivity to the Highlands and Islands, they will also get 100% rates relief for a year. No other airline will receive rate relief in Scotland.</li> <li>• Any organisations providing a “handling service” at Scottish airports are eligible. Handling services are defined as doing or more of the following: <ul style="list-style-type: none"> <li>○ De-icing</li> <li>○ Re-fuelling</li> <li>○ Moving aircraft</li> <li>○ Waste servicing</li> <li>○ Allocation of seating</li> <li>○ Handling of baggage</li> </ul> </li> </ul>	<p>You do not need to apply for this relief. It will be applied to your bill by your local council.</p> <p>Contact your local council if you're not sure if you're eligible or if you need more information.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>○ Supervision of boarding</li> </ul>	
Deferring Payment of Non-Domestic Rates (Business Rates)	Payment Deferral	<ul style="list-style-type: none"> <li>● If you're struggling to pay your non-domestic rates bill you should contact your local council and ask them about your payment options.</li> </ul>	Contact your local council.
Support for Water Bills	Suspension of pre-payment charges	<ul style="list-style-type: none"> <li>● Scottish Water has agreed to suspend pre-payment charges for licensed providers for two months, beginning with the April payment. This means providers – who provide water to businesses – can be flexible with their customers at this time.</li> <li>● The Central Marketing Agency will also introduce other measures to assist the market by suspending all performance standard charges to ensure licensed providers can focus on supporting customers</li> </ul>	<p>Effective immediately</p> <p>Comprehensive details of the package will be set out by the industry in a further letter to licensed providers.</p> <p>Businesses should liaise directly with their water services supplier. For more information please see this <a href="#">news story on the Scottish Government website</a>.</p>
Business Support Fund (Scottish Government Grants administered via Local Authorities)	Direct grant support to specific businesses	<ul style="list-style-type: none"> <li>● These grants are only available for businesses who pay non-domestic rates.</li> </ul> <p>Retail, Hospitality, Leisure Support Grant:</p> <ul style="list-style-type: none"> <li>● A grant of up to £25,000 for retail, hospitality and leisure businesses</li> <li>● Rateable value must be between £18,001 and up to and including £51,000.</li> </ul>	<p>You can apply for a grant now until 31 March 2021.</p> <p>To apply you will need to complete an application form. You can find this form on your local council website.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• If you are eligible for a grant, you do not need to repay it</li> </ul> <p>Small Business Support Grant:</p> <ul style="list-style-type: none"> <li>• A grant of up to £10,000 available to small businesses who get <a href="#">Small Business Bonus Scheme Relief</a> or <a href="#">Rural Relief</a></li> <li>• You can also get this grant if you get Nursery Relief, Business Growth Accelerator Relief, Disabled Relief, Fresh Start, Sports Relief, Enterprise Areas Relief or Charitable Rate Relief but are eligible for the Small Business Bonus Scheme.</li> </ul> <p>Shared office, business incubator and industrial unit spaces:</p> <ul style="list-style-type: none"> <li>• From 8 June you can also apply for the Small Business Support Grant if you are not a ratepayer but occupy certain types of shared space. For example shared office, business incubator or industrial space. You must lease the space from a landlord who is the registered ratepayer for the property.</li> <li>• To be eligible you must also: <ul style="list-style-type: none"> <li>○ Be a registered business or partnership</li> <li>○ Have a lease signed before 17 March 2020</li> <li>○ Employ at least one person</li> <li>○ Have a business bank account</li> </ul> </li> </ul>	<p>Your local council processes the grants and reliefs. They also make any payments due.</p> <p>Councils will aim to make payment within 10 working days. To do this they'll need:</p> <ul style="list-style-type: none"> <li>○ A fully completed grant application form.</li> <li>○ Any necessary supporting documentation</li> </ul> <p>You need to contact your local council if you have any enquiries. This includes:</p> <ul style="list-style-type: none"> <li>○ How to apply and the application process</li> <li>○ If you're eligible</li> <li>○ Payments</li> <li>○ Complaints</li> </ul> <p><a href="#">Aberdeen City</a>  <a href="#">Aberdeenshire</a>  <a href="#">Angus</a>  <a href="#">Argyll and Bute</a>  <a href="#">Clackmannanshire</a>  <a href="#">Dumfries and Galloway</a>  <a href="#">Dundee</a>  <a href="#">East Ayrshire</a></p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>Multiple retail, hospitality or leisure properties:</p> <ul style="list-style-type: none"> <li>• If you have multiple properties and are not eligible for the Small Business Bonus Scheme, you may still be eligible for a Small Business Support Grant.</li> <li>• You might still be eligible for this grant, for any retail, hospitality or leisure properties with a rateable value up to £18,000 each.</li> <li>• All of your properties must have a combined rateable value of between £35,001 and £51,000</li> <li>• From 8 June the upper combined rateable value limit will increase from £51,000 to a new maximum of £500,000.</li> <li>• If you are eligible for a grant, you do not need to repay it</li> </ul> <p>Lists of the types of businesses who qualify for the Small Business Support Grant and the Retail, Hospitality, Leisure Support Grant are available via the <a href="#">Scottish Government</a> website. However, this is not a complete list. If you think you may be eligible, contact your local council.</p> <p>Multiple Properties:</p> <ul style="list-style-type: none"> <li>• From 5 May 2020, if you have more than one property, you can apply for a grant for each eligible property.</li> </ul>	<p><a href="#">East Dunbartonshire</a>  <a href="#">East Lothian</a>  <a href="#">East Renfrewshire</a>  <a href="#">Edinburgh</a>  <a href="#">Falkirk</a>  <a href="#">Fife</a>  <a href="#">Glasgow</a>  <a href="#">Highland</a>  <a href="#">Inverclyde</a>  <a href="#">Midlothian</a>  <a href="#">Moray</a>  <a href="#">Na h-Eileanan Siar</a>  <a href="#">North Ayrshire</a>  <a href="#">North Lanarkshire</a>  <a href="#">Orkney</a>  <a href="#">Perth and Kinross</a>  <a href="#">Renfrewshire</a>  <a href="#">Scottish Borders</a>  <a href="#">Shetland</a>  <a href="#">South Ayrshire</a>  <a href="#">South Lanarkshire</a>  <a href="#">Stirling</a>  <a href="#">West Dunbartonshire</a>  <a href="#">West Lothian</a></p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• This means you may be able to get a £10,000 or £25,000 grant for one property. Then each property may be eligible for a: <ul style="list-style-type: none"> <li>○ Small Business Support Grant of £7,500</li> <li>○ Retail, Hospitality, Leisure Support Grant of £18,500</li> </ul> </li> <li>• These grants need to comply with the European Union's <a href="#">State Aid rules</a>.</li> </ul> <p>Self-catering accommodation and caravans are eligible for these grants if they:</p> <ul style="list-style-type: none"> <li>○ Are a primary source of income for the ratepayer (one third or more), and</li> <li>○ Were let out for 140 days or more in financial year 2019-20.</li> </ul>	
Bounce Back Loan Scheme	Helps small and medium sized businesses to borrow between £2,000 and £50,000	<ul style="list-style-type: none"> <li>• Lenders can provide a 6 year term loan from £2,000 up to 25% of a business' turnover. The maximum loan amount is £50,000</li> <li>• 100% government guarantee against the outstanding facility balance, both capital and interest. The borrower always remains 100% liable for the debt.</li> <li>• The UK Government will make a Business Interruption Payment (BIP) to the lender to cover the first 12 months of interest payments</li> </ul>	<p>Applications for Bounce Back Loans are now open.</p> <p>A list of accredited lenders is available via the <a href="#">British Business Bank</a> website.</p> <p>You should approach a lender yourself, ideally via its website. In the first instance, you should approach your own provider. You may also consider approaching other lenders if you are</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• The borrower does not have to make any repayments for the first 12 months</li> <li>• The interest rate for the facility is set at 2.5% per annum, meaning businesses will all benefit from the same rate of interest</li> <li>• The length of the loan is 6 years but early repayments are allowed, without early repayment fees</li> <li>• Lenders are not permitted to take personal guarantees or take recovery action over a borrower's personal assets (such as their main home or principle private vehicle).</li> <li>• There is no fee to access the scheme for either businesses or lenders.</li> </ul> <p>You can apply for a loan if your business:</p> <ul style="list-style-type: none"> <li>• Is based in the UK</li> <li>• Has been negatively affected by Coronavirus</li> </ul> <ul style="list-style-type: none"> <li>• You cannot apply if you're already claiming under the Coronavirus Business Interruption Loan Scheme (CBILS)</li> </ul> <p>Businesses from any sector can apply, except:</p> <ul style="list-style-type: none"> <li>• Banks, insurers and reinsurers (but not insurance brokers)</li> <li>• Public sector bodies</li> <li>• State-funded primary and secondary schools</li> </ul>	<p>unable to access the finance you require.</p> <p>You will need to fill in a short application form online, which self-certifies that your business is eligible for a loan under the Bounce Back Loan scheme.</p> <p>If you've already received a loan of up to £50,000 under CBILS and would like to transfer it into the Bounce Back Loan scheme, you can arrange this with your lender until 4 November 2020</p> <p>All lenders accredited under the Coronavirus Business Interruption Loan Scheme (CBILS) have been invited to become accredited to offer loans under the terms of the Bounce Back Loan Scheme. The British Business Bank is working at pace to accredit those lenders who want to provide lending under the scheme to further extend its reach and provide more choice for smaller businesses.</p>



Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		The full rules of the scheme is available on the <a href="#">British Business Bank</a> website.	
Coronavirus Business Interruption Loan Scheme	This temporary Loan Scheme will support SMEs with access to loans, overdrafts, invoice finance and asset finance of up to £5 million and for up to 6 years.	<p>Note: In response to feedback received since the schemes launch, all viable small businesses affected by Covid-19, and not just those unable to secure regular commercial financing, will now be eligible. This change is designed to enable all long-term viable businesses experiencing difficulties as a result of the coronavirus outbreak to access finance.</p> <ul style="list-style-type: none"> <li>• Supports loans of up to £5 million available on repayment terms of up to six years</li> <li>• UK Government will provide lenders with a partial guarantee of 80% on each loan</li> <li>• No guarantee fee for SMEs to access the scheme – lenders will pay a fee to access the scheme</li> <li>• Interest and fees paid by UK Government for 12 months – this means no upfront costs and lower initial repayments for SMEs</li> <li>• For overdrafts and invoice finance facilities, term will be up to three years</li> </ul> <p>Your business must:</p> <ul style="list-style-type: none"> <li>• Be UK based in its business activity</li> <li>• Have an annual turnover of no more than £45 million</li> </ul>	<p>You should apply via your lenders website or through one of the <a href="#">50+ accredited finance providers</a> offering the scheme. The lender has the authority to decide whether to offer you finance.</p> <p>Personal guarantees are not required to secure lending below £250,000. For any borrowing above £250,000 personal guarantees will be capped at 20% of the outstanding value of the loan, as the Government is providing the guarantee for the remaining 80% of the finance. This will apply to all customers that have secured a loan under the scheme since its launch on 23rd March.</p> <p>Given there is likely to be a big demand for facilities, businesses should consider applying via the lender’s website in the first instance. Telephone lines are likely to be busy and branches may have limited capacity to handle enquiries due to social distancing.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• Have a borrowing proposal which the lender would consider viable, were it not for the Covid-19 pandemic</li> <li>• Self-certify that it has been adversely impacted by Covid-19.</li> </ul> <p><a href="#">Further eligibility criteria</a> can be accessed via the British Business Bank website.</p>	<p><a href="#">The full rules of the scheme</a> is available via the British Business Bank website. Scheme expected to run for an initial period of 6 months. There is no limit on the capacity of the scheme.</p>
Future Fund	<p>£250m fund which issues convertible loans to innovative UK companies with good potential, which typically rely on equity investment and are currently affected by Covid-19.</p>	<ul style="list-style-type: none"> <li>• The Future Fund will match up to 100% of the amount provided by investor(s), up to a maximum of £5 million.</li> <li>• Loan amounts range from £125,000 to £5 million, subject to at least equal match funding from private investors.</li> <li>• Loans will have a minimum of 8% per annum (non-compounding) interest charge applied. This interest will be higher if the company and the investor(s) agree between themselves. Unlike a typical bank loan, the interest is not payable on a monthly basis and instead will accrue until the loan converts. At this point, the interest will either be repaid or convert in equity.</li> <li>• The loan will mature after 36 months and cannot be repaid early by the company other than with the agreement of all of the investors.</li> </ul>	<p>The Future Fund scheme is open for applications until the end of September 2020.</p> <p>Visit the <a href="#">Future Fund portal</a> via the British Business Bank website to apply.</p> <p>The application process is investor-led. This means an investor, or lead investor of a group of investors, applies in connection with an eligible company.</p> <p>How it works:</p> <ul style="list-style-type: none"> <li>• The investor, or lead investor of a group of investors, certifies they meet the scheme eligibility criteria and provides key investment details.</li> <li>• The company confirms the accuracy of the investment application details</li> </ul>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• The loans will convert into shares in the company in certain circumstances, including an exit or a new funding round.</li> <li>• Investors and the Future Fund both invest using a convertible loan agreement, which is predefined and cannot be negotiated.</li> <li>• The investor(s) must meet some specific criteria, details of which can be found via the <a href="#">British Business Bank</a> website.</li> </ul> <p>Companies must meet the following eligibility criteria:</p> <ul style="list-style-type: none"> <li>• Company must be a UK incorporated limited company</li> <li>• The company must have been incorporated on or before 31 December 2019</li> <li>• If the company is a member of a corporate group, it must be the ultimate parent company</li> <li>• The company must have raised at least £250,000 in equity from third-party investors in previous funding rounds in the last five years (from 1 April 2015 to 19 April 2020, inclusive)</li> <li>• The company does not have any of its shares or other securities listed on a regulated market, a multilateral trading facility, a recognised investment exchange and/or any other similar market, stock exchange or listing venue</li> </ul>	<p>provided, before submitting the full application.</p> <ul style="list-style-type: none"> <li>• In the case of approved applications, all parties will execute an agreement (in the template form provided) and satisfy certain conditions set out in the agreement before the funds are released.</li> </ul> <p>Further details are available via the <a href="#">British Business Bank</a> website.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• At least one of the following must be true for the company:               <ul style="list-style-type: none"> <li>• Half or more employees are UK based</li> <li>• Half or more revenues are from UK sales</li> </ul> </li>   <li>• Funding must not be used to:               <ul style="list-style-type: none"> <li>○ Repay any borrowings from a shareholder or a shareholder related party (other than the repayment of any borrowings pursuant to any bank or venture debt facilities);</li> <li>○ Pay any dividends or other distributions;</li> <li>○ For a period of twelve months from the date of the relevant convertible loan agreement, make any bonus or other discretionary payment to any employee, consultant or director of the company other than as contracted prior to the date hereof and as paid by the company in the ordinary course of business; or</li> <li>○ Pay any advisory or placement fees or bonuses to any corporate finance entity or investment bank or similar service provider on monies advanced by the Future Fund.</li> </ul> </li> </ul>	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Enterprise Relief Fund	£5 million fund from the Prince's Trust and NatWest offering grants to self-employed people aged 18-30	<ul style="list-style-type: none"> <li>• Grants can be used to maintain core business operations during the crisis, as well as meet any existing financial commitments, such as paying for essential equipment or settling invoices from suppliers.</li> <li>• Grants will also support young people to diversify their business to respond to opportunities created by the crises.</li> <li>• You must be a business owner aged 18 to 30, who set up their business in the last four years and don't have any other source of income during the crisis.</li> <li>• If you set up your business with support from The Prince's Trust in the last four years, you are still eligible for the fund if you were aged 18-30 at the time you received this support.</li> </ul>	You can register your interest for grants and tailored support via <a href="#">The Prince's Trust</a> website.
Innovate UK Coronavirus Business Support Package	Continuity grants and loans for R&D focused SMEs	<ul style="list-style-type: none"> <li>• Up to £210 million is available in continuity loans to SMEs and third sector organisations that have a challenge in continuing a live project for which they are have an award from Innovate UK.</li> <li>• Loans are for organisations that find themselves facing a sudden shortage or even unavailability of funds resulting directly from the COVID-19 pandemic.</li> <li>• This innovation continuity loan may be suitable if you need funding of between £250,000 and £1,600,000.</li> </ul>	<p>Continuity loan applications are now open and will remain open until all the money is allocated or 31 December 2020 – whichever is earlier</p> <p>Further details and guidance will be sent to existing Innovate UK customers More information can be found via the <a href="#">Innovate UK website</a>.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
<p>Emergency Loan Fund for SME Housebuilders</p>	<p>£100m emergency loan fund to support small and medium-sized housebuilders with liquidity issues due to the temporary closure of housebuilding sites.</p>	<ul style="list-style-type: none"> <li>• The fund will offer short-term loan funding to applicants to cover COVID-19 liquidity support to their business.</li> </ul> <p>Key features include:</p> <ul style="list-style-type: none"> <li>• Loans available between £50,000 to £1 million, which will normally be limited to a maximum of 25% of annual turnover</li> <li>• Fixed interest rates of 2% per annum</li> <li>• Flexible repayment terms, with the option for capital and interest payments to be offset for 12 months. The majority of loans are expected to be repaid within 24 months.</li> </ul> <p>Who can apply? SME housebuilders who can demonstrate that:</p> <ul style="list-style-type: none"> <li>• They are a non-public organisation that have a business registered in Scotland which has been directly affected by COVID-19</li> <li>• They complete five or more homes in Scotland per annum, or have a minimum of five homes under construction as at the time of the application</li> <li>• Their annual turnover is less than £45 million</li> <li>• Their business was financially viable before COVID-19</li> </ul>	<p>Applications are now open.</p> <p>Further information, including an application pack is available via the <a href="#">Scottish Government</a> website.</p> <p>The Scottish Government aims to advise applicants of the outcome of the assessment within 10 working days.</p> <p>In some cases additional information may be required. The Scottish Government will contact you to request this if applicable – please note however that this may impact on the timescale for assessing your application.</p> <p>Important Information:</p> <ul style="list-style-type: none"> <li>• If an application is successful, it is recommend that appropriate legal advice is pursued.</li> <li>• Sub-contractors cannot apply for costs claimed through the application.</li> <li>• Only one application will be accepted per company or group, regardless of the number of branches, subsidiaries or parent bodies.</li> </ul>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>Funding cannot be secured from existing private banks or other financial institutions or from their own resources to meet liquidity needs, and</li> <li>The business has attempted to secure funding from the Scottish Government, UK Government or other public sector COVID-19 schemes <b>before</b> they have applied to the fund.</li> </ul>	<ul style="list-style-type: none"> <li>Further important information relating to this fund is also available via the <a href="#">Scottish Government</a> website</li> </ul>
Support for Small B&Bs	£3 million fund which has been repurposed from the Newly-Self Employed Hardship Fund	<ul style="list-style-type: none"> <li>£3 million of the Newly Self-Employed Hardship Fund allocation will be re-purposed to support B&amp;Bs who were ineligible for other support due to not having a business bank account.</li> <li>Awaiting further eligibility criteria</li> </ul>	<ul style="list-style-type: none"> <li>This funding for small B&amp;Bs will be administered by local authorities and applications are expected to open on 15 June.</li> </ul>
Private and Third Sector Childcare Providers	Funded ELC hours payments	<ul style="list-style-type: none"> <li>All private and third sector providers who provide funded ELC in their settings will continue to receive payments from their local authority for these funded ELC hours.</li> <li>Private and third sector providers will be able to access: Coronavirus Job Retention Scheme; Business Support Fund; Coronavirus Business Interruption Loan Scheme and Statutory Sick Pay rebate – See relevant sections of this summary for more details.</li> </ul>	<p>Your local authority will be in contact with you to confirm local arrangements of payments for funded ELC hours.</p> <p>Note: Local authorities will no longer be legally obliged to deliver 1140 hours of funded childcare from this August. This statutory requirement will be reinstated at an appropriate time in the future.</p>
Broadcast: Single Project Development Funding Route	£500k fund to support the development of work across live-action and animation	<ul style="list-style-type: none"> <li>Support Single Project Development by independent companies and producers so they can continue to develop creatively ambitious projects, across scripted and unscripted, and live-action and animation.</li> </ul>	<p>Applications are now open.</p> <p>Find more information on this scheme, including application forms and guidance via the <a href="#">Screen Scotland website</a>.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
(Screen Scotland)		<ul style="list-style-type: none"> <li>• Also supporting enhanced fees for producers (up to 25% of the project costs, up to a maximum of £5,000).</li> <li>• Covering both scripted and unscripted genres, the Fund will prioritise UK Network and SVOD (Subscription Video on Demand) focused TV projects with existing commissioner engagement and the potential to be multi-part and/or returning.</li> <li>• Would normally expect Single Project Development funding awards to be in the range of: <ul style="list-style-type: none"> <li>○ £5,000 to £20,000 for a single unscripted project</li> <li>○ £10,000 to £50,000 for a single scripted project.</li> </ul> </li> </ul>	
Film: Single Project Development Funding Route  (Screen Scotland)	£500k fund to support the development of single feature film projects across live-action, animation and documentary	<ul style="list-style-type: none"> <li>• Supports for the initial development costs of a single feature film project</li> <li>• Also supporting enhanced fees for producers (up to 25% of the project costs, up to a maximum of £5,000).</li> <li>• The development and production of projects by filmmakers based in Scotland, as well as projects which reflect or promote Scottish culture, creativity and diversity will be prioritised</li> </ul>	Applications are now open.  Find more information on this scheme, including application forms and guidance via the <a href="#">Screen Scotland</a> website.



Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• Will also prioritise projects which offer significant opportunities to people currently under-represented in the sector.</li> <li>• Single Project Development Funding in the range of £3,000 to £50,000 will be awarded</li> </ul>	
Open Fund: Sustaining Creative Development	A £7.5m fund which aims to enable creative organisations to explore ways of working that will help them to adapt and respond to the current changing circumstances	<p>Funding for Individuals</p> <ul style="list-style-type: none"> <li>• Freelance and self-employed artists and creative practitioners in Scotland can apply for projects supporting the development of their practice.</li> <li>• You may apply for funding to work with others if your practice is collaborative.</li> <li>• You must have a UK bank account.</li> <li>• Apply for funding between £1,000 and £50,000</li> </ul> <p>Funding for Organisations</p> <ul style="list-style-type: none"> <li>• Organisations and groups based in Scotland whose work or project involves the arts, screen and creative industries.</li> <li>• All applicants must have a UK bank account.</li> <li>• Apply for a grant between £1,000 and £50,000</li> </ul>	<p>Applications are now open.</p> <p>There are no deadlines for this fund.</p> <p>Application forms along with application guidance and can be accessed via the <a href="#">Creative Scotland</a> website. This includes detail of decision making in the context of Covid-19.</p> <p>Note: Individuals and Organisations applying for a grant from £15,000 to £50,000 you will be asked some additional questions and be asked to complete a separate form for assessing risk.</p>
i-Con Challenge Fund & Matchmaking Platform	An initiative designed to quickly match industry challenges with potential solution providers and funding for impact focused innovation projects.	<ul style="list-style-type: none"> <li>• i-Con Innovation Challenge is an open innovation call created to assist the built environment sector face the major challenges caused by the COVID-19 outbreak. The initiative connects industry into new expertise, solutions and funding.</li> <li>• For projects which require funding for development to get them market ready, i-Con</li> </ul>	Apply to the challenge fund to co-create solutions by using the <a href="#">Construction Scotland Innovation Centre</a> online collaboration platform to register a challenge or solution, build collaboration teams and apply for funding.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
(Construction Scotland Innovation Centre)		Challenge Fund Awards of up to £25,000 are initially available for projects that will create impact and help build resilience in the sector.	
Urgent Response Covid-19 Fund  (Museums Galleries Scotland)	£700k fund for independent museums and galleries critically affected by loss of income as a result of the COVID-19 pandemic.	<ul style="list-style-type: none"> <li>• Available to independent Accredited museums</li> <li>• Eligible organisations can apply for between £3,000 and £60,000.</li> <li>• Will cover core costs and will not be tied to project outcomes.</li> <li>• Awards will be limited to a maximum of three months of urgent costs.</li> </ul>	Applications now open  Find out more and apply via the <a href="#">Museums and Galleries Scotland</a> website.
Digital Resilience COVID-19 Fund  (Museums and Galleries Scotland)	Museums can apply for up to £3000 to purchase equipment and software that will enable them to adapt to more digital working during the period of closure due to Covid-19. Total funding available is £105k.	<ul style="list-style-type: none"> <li>• Eligible organisations can apply for between £300 and £3,000.</li> <li>• This fund is distributing capital funds and is therefore primarily for equipment and software.</li> <li>• Software Licences for one year can be covered along with incidental delivery and installation costs.</li> <li>• Any organisation that runs an <a href="#">Accredited museum</a> in Scotland can apply</li> <li>• Non accredited museums in Scotland can apply but must demonstrate that they meet criteria which can be found on the <a href="#">Museums and Galleries Scotland</a> website.</li> </ul>	This fund is now open and will operate on a rolling basis until all funds have been distributed.  Find out more and apply via the <a href="#">Museums and Galleries Scotland</a> website.
The National Lottery Heritage	£50 million fund to support the Heritage sector	<ul style="list-style-type: none"> <li>• The Heritage Emergency Fund is accepting applications for two grant levels to cover emergency costs during this difficult time: <ul style="list-style-type: none"> <li>○ Emergency grants of £3,000 - £50,000</li> </ul> </li> </ul>	Applications open now until Tuesday 30 June.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Emergency Fund		<ul style="list-style-type: none"> <li>○ Emergency grants of £50,000 - £250,000</li> <li>● Application criteria and priorities are different for each level of funding. Please refer to <a href="#">The National Lottery Heritage Fund</a> website for more details.</li> </ul>	Application guidance can be found via <a href="#">The National Lottery Heritage Fund</a> website.
VisitScotland Quality Assurance Scheme	Suspension of payments (totalling £1m)	<ul style="list-style-type: none"> <li>● VisitScotland is suspending Quality Assurance Scheme payments</li> <li>● Applies to all participants in the QA scheme</li> </ul>	<p>Suspension is applied automatically.</p> <p>Only contact VisitScotland if you have not already provided bank account details to allow for refunds to be processed.</p> <p>Email VisitScotland at <a href="mailto:customer.services@visitscotland.com">customer.services@visitscotland.com</a></p>
Private Rent Sector Landlord Covid-19 Loan Scheme  (Scottish Government)	£5 million fund offering interest free loans to landlords whose tenants are having difficulty paying rent	<ul style="list-style-type: none"> <li>● This loan scheme offers eligible landlords up to 100% of lost rental income for a single property.</li> </ul> <p>Available to Private Rent Sector landlords who:</p> <ul style="list-style-type: none"> <li>● Were, or had applied to become, registered before 01 February 2020</li> <li>● Are not classified as businesses</li> <li>● Have 5 or less properties available for rent</li> <li>● Have properties for rent which are classed as being within the private rented sector (as per the terms of the 2006 Housing Scotland Act)</li> <li>● Have lost rental income as a result of tenants facing difficulty in paying rent as a result of the</li> </ul>	<p>Applications to this fund are open now.</p> <p>Further information including an <a href="#">online application</a> can be accessed via the Scottish Government website.</p> <p>The loan is being delivered by the Energy Saving Trust on behalf of the Scottish Government.</p>

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		<p>Covid-19 situation or where a rental property became vacant on or after 01 February 2020 and the landlord is unable to get a new tenant because of the restrictions currently in place.</p> <ul style="list-style-type: none"> <li>• Eligible landlords will be able to apply for a loan to cover lost rental income for a period of up to 6 months, backdated to the 01 March 2020</li> <li>• Loan repayments will be deferred until October 2020, with the loan being repaid in 12 monthly instalments.</li> </ul>	
Scottish Crown Estate Fund	£7.2 million fund to support coastal businesses and third sector organisations	<ul style="list-style-type: none"> <li>• The 26 councils in Scotland who have coastlines can use their remaining share of the fund which they have not yet allocated to offer direct support to struggling coastal enterprises and organisations, after agreement by the Scottish Government and COSLA.</li> </ul>	Fund is devolved to councils
COVID-19 Corporate Financing Facility	Purchase of short-term debt in the form of commercial paper (Larger firms only)	<ul style="list-style-type: none"> <li>• Designed to support liquidity among larger firms, helping them to bridge coronavirus disruption to their cash flows through the purchase of short-term debt in the form of commercial paper.</li> <li>• Companies – and their financial subsidiaries – that make a material contribution to the UK economy are able to participate in the facility.</li> <li>• In practice, firms that meet this requirement would normally be: UK incorporated companies, including those with foreign-incorporated parents</li> </ul>	<p>The scheme is now open for applications.</p> <p>More information is available from the <a href="#">Bank of England</a>.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>and with a genuine business in the UK; companies with significant employment in the UK; firms with their headquarters in the UK. We will also consider whether the company generates significant revenues in the UK, serves a large number of customers in the UK or has a number of operating sites in the UK.</p> <ul style="list-style-type: none"> <li>• Applicants must be investment grade rated (or equivalent) as at 1 March 2020</li> <li>• Further information on eligibility can be found on the <a href="#">Bank of England</a> website as well as details of a recent <a href="#">update to the terms of the CCFE</a>.</li> </ul>	
<p>Coronavirus Large Business Interruption Loan Scheme (CLBILS)</p>	<p>Provides finance in the form of term loans, revolving credit facilities (overdrafts), invoice finance and asset finance to mid-size and larger UK businesses with a group turnover of more than £45 million. CLBILS gives the lender a government-backed partial guarantee (80%) against the outstanding balance of the facility.</p>	<ul style="list-style-type: none"> <li>• A lender can provide up to 25% of your annual turnover. The maximum amount you can borrow is £200m.</li> <li>• Term loans and revolving credit facilities over £50m will be offered by CLBILS lenders which have secured additional accreditation.</li> <li>• The maximum size for invoice finance and asset finance facilities remains at £50m</li> <li>• The scheme provides the lender with a government-backed, partial guarantee (80%) against the outstanding balance of the finance.</li> <li>• The borrower remains 100% liable for the debt.</li> <li>• Finance terms range from 3 months to 3 years</li> <li>• No personal guarantees are permitted for facilities under £250,000.</li> </ul>	<p>This scheme is open now for applications of up to £200 million.</p> <p>Find a lender:</p> <ul style="list-style-type: none"> <li>• A list of accredited lenders offering <a href="#">less than £50 million</a> can be accessed via the British Business Bank website.</li> <li>• A separate list of accredited lenders offering <a href="#">£50 million or more</a> can also be found via the British Business Bank website</li> </ul> <p>Approach a lender:</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• For facilities of £250,000 and over, claims on personal guarantees cannot exceed 20% of losses after all other recoveries have been applied.</li> </ul> <p>Your business must:</p> <ul style="list-style-type: none"> <li>• Be UK based in its business activity</li> <li>• Have an annual turnover of more than £45 million</li> <li>• Have a borrowing proposal which the lender would consider viable, were it not for the current pandemic, and for which the lender believes the provision of finance will enable the business to trade out of any short-term to medium-term difficulty</li> <li>• Self-certify that it has been adversely impacted by Covid-19</li> <li>• Not have received a facility under the Bank of England’s Covid Corporate Financing Facility (CCFF), or CBILS or BBLS</li> <li>• Businesses from any sector can apply, except the following: <ul style="list-style-type: none"> <li>○ Credit institutions (falling within the remit of the Bank Recovery and Resolution Directive), insurers and reinsurers (but not insurance brokers)</li> <li>○ Building Societies</li> <li>○ Public-sector bodies</li> <li>○ State-funded primary and secondary schools</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• You should approach a lender yourself, ideally via the lender’s website.</li> <li>• Not every accredited lender can provide every type of finance available under CLBILS, and the amount of finance offered varies between lenders. Please see the lenders’ websites for more information on the amounts they are able to offer.</li> </ul> <p>The lender makes a decision:</p> <ul style="list-style-type: none"> <li>• The lender has the authority to decide whether to offer you finance.</li> <li>• Under the scheme, lenders will not take personal guarantees of any form for facilities below £250,000.</li> <li>• For facilities above £250,000, personal guarantees may still be required, but claims cannot exceed 20% of losses after all other recoveries have been applied</li> </ul> <p>If the lender turns you down:</p> <ul style="list-style-type: none"> <li>• If one lender turns you down, you can still approach other lenders within the scheme</li> </ul>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>Companies borrowing more than £50 million through CLBILS will be subject to further restrictions on dividend payments, senior pay and share buy-backs during the period of the loan.</li> <li>Further information on changes introduced, including new provisions on seniority of CLBILS facilities, can be found on the <a href="#">CLBILS FAQs for businesses</a> page via the British Business Bank website.</li> </ul>	<p>More details on this scheme can be found on the <a href="#">British Business Bank</a> website.</p>
Commercial Insurance	Insurance pay out (based on cover)	<ul style="list-style-type: none"> <li>Most commercial insurance policies are unlikely to cover pandemics or unspecified notifiable diseases, such as Covid-19.</li> <li>Businesses which have an insurance policy that covers government ordered closure and pandemics or government ordered closure and unspecified notifiable disease should be able to make a claim (subject to terms and conditions of their policy).</li> </ul>	<p>Insurance policies differ significantly, so businesses are encouraged to check the terms and conditions of their specific policy and contact their providers.</p>
Planning Rules Relaxed (Specific Sectors)	Change of operations	<ul style="list-style-type: none"> <li>Local Authorities to relax planning rules to allow pubs and restaurants to operate temporarily as takeaways</li> </ul>	<p>Guidance to be published by Local Authorities.</p>
Visitor Levy Bill	Halting of Bill	<ul style="list-style-type: none"> <li>The introduction of a visitor levy on tourism in Scotland will be halted</li> </ul>	<p>Effective immediately</p>
Deposit Return Scheme	Extension of Go-Live	<ul style="list-style-type: none"> <li>The Deposit Return Scheme will now be introduced in July 2022</li> </ul>	<p>Effective immediately</p>
Business Loans Scotland and	Businesses with existing loans	<ul style="list-style-type: none"> <li>3 month capital and interest holiday for all existing borrowers</li> </ul>	<p>Applied directly to loans via Business Loans Scotland</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
West of Scotland Loan Fund		<p>Note: Business Loans Scotland is aware of an Advanced Fee Fraud using their name. Business Loans Scotland does not ask a borrower for any up-front fees and any promise of this type of loan requiring an upfront fee is a con.</p>	
EU Coronavirus Response Investment Initiative	<p>Direct €37 billion increase in EU Structural Funds (European Regional Development Fund (ERDF); European Social Fund (ESF); Cohesion Fund (CF); and European Maritime and Fisheries Fund (EMFF))</p>	<ul style="list-style-type: none"> <li>• €37 billion of cohesion policy money will strengthen healthcare systems, support SMEs, short-term employment schemes, and community-based services.</li> <li>• An EU Task Force has been setup to coordinate work with Member States, identify their precise needs and assist them so as to ensure that the money starts flowing as soon as possible.</li> </ul>	<p>The Coronavirus Response Initiative has been adopted by the EU and came into force on 1 April.</p> <p>More information is contained within this <a href="#">European Commission document</a>.</p>
Third Sector Resilience Fund  (Scottish Government)	<p>£20 million to ensure health and continued viability of third sector organisations</p>	<ul style="list-style-type: none"> <li>• £20 million emergency fund provides grants of up to £75,000</li> <li>• In addition, there is up to a further £5m available in fully flexible, 0% interest loans starting at £50,000</li> </ul> <p>To be eligible, organisations must be:</p> <ul style="list-style-type: none"> <li>• A charity, social enterprise or voluntary organisation based in Scotland and/or primarily delivering services/activities in Scottish communities</li> <li>• Already delivering those products or services prior to March 2020</li> </ul>	<p>This fund is now open</p> <p>The fund is delivered by Firstport, Social Investment Scotland and the Corra Foundation</p> <p>In order to apply, applicants must complete a short <a href="#">eligibility checker</a> to assess their suitability for the fund.</p> <p>Further information such as guidance notes and FAQs are available via the <a href="#">Third Sector Resilience Fund</a> section of the SCVO website.</p>



Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• Needing funding to stabilise cash flows directly as a result of the impact of COVID-19, as opposed to pre-existing financial difficulties</li> <li>• Applicants must be at risk or unable to cover essential costs within 12 weeks from the date of application</li> <li>• The maximum amount awarded will be £75,000</li> <li>• Funding requests must be for a three month period (previously four months)</li> <li>• Eligibility costs will be mostly limited to overheads and essential staff who cannot be furloughed</li> <li>• All grant applications requesting £50,000 or more will be considered for a loan, a grant or a blended approach (part loan, part grant)</li> <li>• There will be an additional £5 million available in fully flexible, 0% interest loans starting at £50,000.</li> <li>• The fund will be complemented by specialist business advice from Just Enterprise to help grant recipients maximise the impact of the financial support.</li> </ul>	
Community Response, Recovery & Resilience Fund	Support local charities and grassroots organisations across Scotland to help them respond to the outbreak of the coronavirus pandemic and recover from its impact.	<ul style="list-style-type: none"> <li>• Providing funding to support constituted community groups and charities that are responding to the coronavirus pandemic in their local community.</li> <li>• Offers grants of between £1,000 and £5,000</li> <li>• Only constituted groups, with a governing document, can apply.</li> </ul>	<p>This fund is open for applications to the initial Response phase of this fund.</p> <p>Applications that meet the Response phase criteria must be submitted by 5pm on Friday 5th June. After this time, the fund will temporarily close to new applications until July when the revised</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• Organisations must have an income of less than £250,000 to apply to this fund.</li> </ul> <p>The focus of the fund is to support the following:</p> <ul style="list-style-type: none"> <li>• Support to groups and activities supporting vulnerable people self-isolating (the elderly, people with pre-existing medical conditions etc.)</li> <li>• Support for foodbanks and organisations working to combat hardship caused by the pandemic including child hunger</li> <li>• Support to aid community response coordination</li> <li>• Support for volunteer costs for new and existing organisations</li> <li>• Additional costs to support a move to remote working</li> <li>• Adapting services to allow organisation to continue to deliver services to the community</li> <li>• Additional financial support as required for organisations providing emotional support, mental health and wellbeing and bereavement support</li> <li>• Support for advocacy and advice particularly around financial hardship</li> </ul>	<p>funding criteria for Recovery phase of the fund is confirmed.</p> <p>Application forms, fund guidance and FAQ's can be accessed via the <a href="#">Foundation Scotland</a> website.</p> <p>This fund cannot support the loss of income. Organisations seeking funding to assist with loss of income or support ongoing salary costs please visit the <a href="#">SCVO website</a> for details on the Third Sector Resilience Fund and Supporting Communities Fund.</p>
Supporting Communities Fund	£20 million fund to support the growth of community efforts at a local level	<ul style="list-style-type: none"> <li>• Community anchor organisations are already playing a key active role in providing services within their community and through this funding will be supported expand their existing networks and connections.</li> </ul>	<p>You cannot directly apply to the Supporting Communities Fund.</p> <p>An initial £20 million investment providing funding to Community Anchor Organisations such as charities,</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> <li>• They are well placed to work collaboratively and will help to support a coordinated approach locally, working with other active local charities, third sector organisations, volunteers, communities of interest and making links with the Local Authority, Third Sector Interfaces and other statutory providers, and can act as a conduit for funding to help channel support to where it is needed.</li> <li>• To date funding for over 258 community anchor organisations across Scotland has been approved.</li> <li>• Working with partners SCVO continue to identify where funding is being deployed and where it is still needed.</li> </ul>	<p>voluntary organisations, community controlled housing associations and social enterprises to help support local responses to the pandemic.</p> <p>A list of organisations that have been approved for funding to date can be downloaded from the <a href="#">SCVO website</a>.</p>
State Aid	<p>The European Commission has introduced a temporary framework for State aid measures. This is to help with the financial pressures businesses face as a result of coronavirus.</p> <p>The Scottish Government will work with the UK Government to make sure these measures can be adopted to help Scottish Businesses where possible.</p>		
Coronavirus (Scotland) Act 2020	<p>People and some small businesses that are unable to repay debts due to the outbreak will be able to apply for a six-month 'breathing space' period. This will allow them to seek money advice and find long-term solutions to repay debts. It also removes the limitation that means they can only apply for such a breathing space once in a 12 month period. (These measures apply to individuals, partnerships, corporate and unincorporated bodies and trusts, though not to companies or LLPs.)</p> <p>The Act also allows licensing authorities to extend the deadlines for licence applications that allow the sale and supply of alcohol, and taxi and private hire. This flexibility will help to minimise the risk of losing current licensing rights due during</p>		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?	
	<p>the outbreak. It also gives discretion to allow licensing hearings to be conducted by telephone, video-conferencing or by written communication, including email.</p> <p>The COVID-19 outbreak affects the ability of both planning authorities and applicants to deal with planning permissions that are due to expire. When planning permission is granted applicants have a period of three years to commence development before the permission lapses. The new legislation extends any planning permission that would lapse within the next six months so that it will not expire until April 2021.</p> <p>The notice period before a commercial lease can be terminated for non-payment of rent has been extended. Previously commercial tenants served with a warning letter for non-payment of rent would have 14 days to pay outstanding rent. This period has now been increased to 14 weeks. It applies to all commercial property leases, including those where a warning notice has already been issued and has not already expired.</p>			
<p>Department for International Trade – Export and Investor Support</p>	<p>Guidance on how to help secure export finance to keep trading during the coronavirus outbreak has been set out by the UK Government in direct communication to 160,000 exporters and investors Monday 6 April.</p> <p>The message follows the news that UK businesses will now be eligible to secure export insurance cover to markets including the EU, US, Japan, Australia, New Zealand, Canada, Iceland, Norway and Switzerland with immediate effect, following UK Export Finance expanding the scope of its <a href="#">Export Insurance Policy (EXIP)</a>.</p> <p>To find an International Trade Advisor in your area, visit <a href="https://www.great.gov.uk/contact/office-finder/">https://www.great.gov.uk/contact/office-finder/</a></p>			
<p>Support from your business bank</p>	<p>As well as accessing the Coronavirus Business Interruption Loan Scheme, your business bank can potentially help with other financial support. Here is a list of hyperlinks detailing some of the Coronavirus business support available from the major business banks</p>		<p><a href="#">Bank of Scotland</a>  <a href="#">Barclays</a>  <a href="#">Clydesdale Bank</a>  <a href="#">HSBC</a>  <a href="#">Lloyds</a>  <a href="#">Lombard</a></p>	<p><a href="#">Metro Bank</a>  <a href="#">NatWest</a>  <a href="#">RBS</a>  <a href="#">Santander</a>  <a href="#">Virgin Money</a></p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
UK Government Charities Funding	<p>Frontline charities across the UK will receive a £750 million package of support to ensure they can continue their vital work during the coronavirus outbreak – this includes hospices and those supporting domestic abuse victims.</p> <p>£360 million will be directly allocated by government departments to charities providing key services and supporting vulnerable people during the crisis. Where charitable services are devolved the UK Government has applied the Barnett formula in the normal way. Devolved administrations expected to receive £60 million through the charities pot, and further significant Barnett allocations, dependent on the final proposals funded, through the direct grant pot.</p>		
UK Government Coronavirus Business Support Finder	<p>The UK Government has launched an online business support finder tool which shows some of the supports available to you and your business. Please note, this service mainly focuses on UK Government support schemes. Your business may also be eligible for support schemes operated by the Scottish Government or other agencies.</p> <p>The business support finder tool can be accessed at <a href="https://www.gov.uk/business-coronavirus-support-finder">https://www.gov.uk/business-coronavirus-support-finder</a></p> <p>Please continue to check this summary for updates on financial support that may be relevant to your business. You can also check for Scottish Government business support updates via <a href="https://findbusinesssupport.gov.scot/">https://findbusinesssupport.gov.scot/</a></p>		
Scottish University Research Funding	<p>The Scottish Government has announced a one-off £75 million increase in funding for Scotland’s universities to ensure they can protect their world-leading research programmes against the financial impact of COVID-19.</p> <p>The intervention will help secure the jobs and training needed to support ongoing and future research work, meaning institutions can concentrate fully on planning the long-term future of a sector so vital to the Scottish economy.</p> <p>Universities will also be expected to adapt and use their own resources, as well as the packages of support for businesses provided by the UK Government, to counter the effects of the pandemic on research operations.</p> <p>The additional money is research capital funding. University research is classed as capital in the current 2020-21 Scottish budget. The details of the allocation to individual universities will be subject to consultation with the sector by the Scottish Funding Council.</p>		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Coronavirus (Scotland) (No. 2) Bill	<p>The Bill has been introduced to the Scottish Parliament which sets out further emergency measures have been introduced in response to the COVID-19 (Coronavirus) pandemic.</p> <p>If passed, it will provide Scottish Ministers with the power to introduce reductions in non-domestic rates payable during 2020-2021 for all or part of the year.</p>		
Trade Credit Reinsurance Scheme	<ul style="list-style-type: none"> <li>• Trade Credit Insurance, which provides essential cover to business-to-business transactions, will receive up to £10 billion of UK Government guarantees.</li> <li>• The Trade Credit Reinsurance scheme, which has been agreed following extensive discussions with the insurance sector, will see the vast majority of Trade Credit Insurance coverage maintained across the UK.</li> <li>• The guarantees will support supply chains and help businesses to trade with confidence knowing that they will be protected if a customer defaults or delays on payment.</li> <li>• The scheme is available on a temporary basis for nine months, backdated to 1 April 2020, and running until 31 December 2020, with the potential for extension if required.</li> <li>• The scheme will be delivered through a reinsurance agreement that is open to all insurers currently operating in the UK market, covering both domestic and overseas trade with payment terms of up to 2 years</li> <li>• Implementation of the scheme is subject to state aid approval, agreement of full form documentation with insurers and acceptance of applications from insurers for participation</li> <li>• Further information can be found via the <a href="#">News section of the UK Government</a> website.</li> </ul>		
Corporate Insolvency and Governance Bill	<p>The UK Government introduced the Bill to Parliament on 20 May 2020. The measures in this Bill will relieve the burden on businesses during the coronavirus (COVID-19) outbreak and allow them to focus all their efforts on continuing to operate.</p> <p>The Bill will:</p> <ul style="list-style-type: none"> <li>• Introduce temporary easements on filing requirements and Annual General Meetings (AGMs)</li> <li>• Introduce new corporate restructuring tools to the insolvency regime to give companies the time they need to maximise their chance of survival</li> <li>• Temporarily suspend parts of insolvency law to support directors during this difficult time</li> </ul>		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	<p>If you already know that you will not be able to meet your accounts filing deadline, you can <a href="#">apply for a 3 month extension</a>. Those citing issues around COVID-19 will automatically be granted an extension.</p> <p>Further information on the Corporate Insolvency and Governance Bill can be found via the <a href="#">UK Government website</a>.</p>		
Scotland's route map through and out of the crisis	<p>The route map gives an indication of the order in which the Scottish Government will carefully and gradually seek to change current restrictions. It provides practical examples of what people, organisations and businesses can expect to see change over time. The phasing table will continue to be updated.</p> <p>Updated route map table to reflect the move to Phase 1 in Scotland's route map through and out of the crisis is available via the <a href="#">Scottish Government website</a>.</p>		
Coronavirus Sector Guidance	<p>New guidance has been published via the Scottish Government website (26 May) for retailers and manufacturers to consider how people can safely return to work. Updated guidance for the construction sector will follow later this week.</p> <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (Covid-19) - Manufacturing sector guidance</a></li> <li>• <a href="#">Coronavirus (Covid-19) – Retail sector guidance</a></li> <li>• <a href="#">Coronavirus (Covid-19) – Construction sector guidance</a></li> </ul> <p>Food Standards Scotland has developed guidance by outlining ways that physical (social) distancing can be applied in food manufacturing and processing premises. This guidance has been updated 29 May and can be accessed via the Food Standards Scotland website.</p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Guidance for Food Business Operators and Their Employees</a></li> </ul>		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Coronavirus (Covid-19) Update: First Minister's Speech (28 May)	<p>From 29 May, most outdoor work that has been put on hold can resume:</p> <ul style="list-style-type: none"> <li>• The construction industry will be able to restart site preparation – that's the first phase of its restart plan. It will require to consult further with government before moving on to the second stage of that plan.</li> <li>• Garden centres and plant nurseries can reopen some of their services</li> <li>• Drive-through food outlets will no longer be discouraged from re-opening.</li> <li>• Non-essential shops, and pubs, restaurants and cafes - except for takeaway - must remain closed at this stage.</li> <li>• Other business premises are asked to remain closed at this stage, unless providing essential goods and services, and all businesses are asked to let staff work from home wherever possible.</li> <li>• Read the First Ministers statement in full via the <a href="#">Scottish Government website</a>.</li> </ul>		
National Manufacturing Institute Scotland (NMIS) Funding	<ul style="list-style-type: none"> <li>• An additional £20 million has been announced for the National Manufacturing Institute Scotland (NMIS), bringing total Scottish Government investment to £75 million.</li> <li>• The investment in the facility, which includes the existing Lightweight Manufacturing Centre which opened last year as a specialist technology centre, will help develop the future of Scotland's manufacturing sector as the economy rebuilds after coronavirus (COVID-19).</li> <li>• Operated by the University of Strathclyde, NMIS will be an industry led international centre of manufacturing expertise, aiming to attract investment and make Scotland a global leader in advanced manufacturing. Construction will begin later this year and is anticipated to take 18 months, supporting more than 200 jobs.</li> </ul>		
Coronavirus (COVID-19) Phase 1: business and physical distancing guidance	<ul style="list-style-type: none"> <li>• Guidance for businesses in Scotland on physical distancing and closures due to the COVID-19 outbreak can be found via the <a href="#">Scottish Government website</a>.</li> </ul>		



## Key Web Pages Specific to Covid-19 Business Support:

- ACAS - The Advisory, Conciliation and Arbitration Service: [Advice for employers and employees](#)
- Business Gateway Local Offices: <https://www.bgateway.com/local-offices>
- Business Gateway National: <https://www.bgateway.com/resources/coronavirus-support>
- Confederation of Business Industry (CBI): [CBI Covid-19 Hub](#)
- Creative Scotland Covid-19 Funding and Resource Directory: [An A-Z of funding and resources](#)
- Entrepreneurial Scotland: [ES Momentum support website](#)
- Federation of Small Businesses: [COVID-19: Advice and guidance for small businesses and the self-employed](#)
- Flexibility Works: [Support for employers to develop more flexible working practices](#)
- HMRC Covid-19: Helping employers to support employees recorded webinar: [HMRC YouTube channel](#)
- HMRC Digital Assistant: [Support tool which provides information about coronavirus support schemes](#)
- Job Hub (Skills Development Scotland): [Free service for employers recruiting for immediate jobs due to Covid-19](#)
- Just Enterprise: [Business support for social enterprises and enterprising third sector organisations](#)
- North Lanarkshire Funding Search: [For charities, community groups and social enterprises in the North Lanarkshire Council area](#)
- Partnership Action for Continuing Employment (PACE): [Redundancy help in Scotland](#)
- SAMH: [Coronavirus and your mental wellbeing](#)
- Scotland Food and Drink: [Sign up for daily coronavirus related email updates here](#)
- Scottish Chambers of Commerce: [Business Advice & Guidance: Covid-19](#)
- Scottish Council for Voluntary Organisations (SCVO): [Third Sector Information Hub](#)
- Scottish Enterprise: [Find and apply for current innovation funding calls](#)
- Scottish Government: <https://findbusinesssupport.gov.scot/coronavirus-advice>
- Support Local: [Scottish food and drink directory connecting food and drink businesses and consumers across Scotland](#)
- UK Government: <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Visit Scotland: [Guidance and advice for the tourism industry including FAQs and information from STERG](#)