

**Trams to Newhaven Business Continuity Application Form**

1. Date

1. Name of applicant

1. Contact details: phone, email

 Phone number:

 Email address:

1. Name of business

1. Type of business

1. Role of applicant in the business

1. Is the business situated on a street affected by the tram works (or on a side street whose only access is from an affected street or in the immediate vicinity of the works)?

1. Address of business

1. Has your business been operational in this location for at least 6 months prior to construction start date? Please provide evidence eg: rent / lease agreement, ownership document, etc

1. Does the business derive the majority of its revenue from customer footfall? Please give details.

1. Is the business an independent retailer with no more than 4 branches?
2. Is the business a franchise?
3. Has there been tram works outside the business for more than 3 months?



1. Are you experiencing financial difficulties due to the Trams to Newhaven project? Please provide details

1. Have you changed your trading operations in any way eg: reduced opening hours, change in services offered, etc. Please provide details.

1. Please confirm how much money you are applying for?

1. Please detail how you plan to use this money to alleviate any financial difficulties you are experiencing on a month by month basis.

1. To allow us to process your applications as quickly as possible it is important that you provide us with full details of your business’ financial situation. The purpose of the fund is to support businesses who are experiencing hardship as a result of the trams works. In order to do this, we need to understand the impact on your profit over a minimum of a three-month period and be able to compare it year on year. Please provide us with details of:
2. What monies you are paying out to keep your business operational – this will include items such as rent, utilities, staff payments, etc. Please note you must declare any support you have received from the UK and Scottish Government as part of the COVID 19 pandemic (eg; furlough scheme, business support grants, etc)
3. What income you are generating over the same time period
4. How this compares to the same time period last year

Please note you will need to demonstrate this with relevant bank statements. Details of what we will require is listed below in section 23.



1. Have you applied to the Trams to Newhaven Business Continuity Fund before? If so, please confirm if your application was successful and how much you received.

1. Please provide details of how you will use the funds awarded to ensure business continuity?

1. Please provide details of any funding you have received from the UK / Scottish Governments as a result of the COVID 19 pandemic including small business grants and monies allocated as part of the Government’s Furlough Scheme to pay for staff



1. Has your landlord given you any relief from rent as a result of COVID 19? If so, please give details.



1. In order to qualify for support please provide the following documentation:
* Proof of identity: ideally photographic, eg scanned copy of example of a valid passport or driving license
* Proof of business address: eg: copy of a utility bill
* Proof of active trading: business bank statements covering 3 months showing income and outgoings and proof of 6 months of operation prior to construction start
* Level of financial hardship: the front page of two bank statements 12 months apart (one for prior to the current tram works and one for during), demonstrating the difference in the business’ YOY net earnings. This should correlate with that stated in question 18 above
* Valid business insurance: copy of document
* HMRC tax reference: copy of HMRC letter
* VAT registration number (if applicable)
1. Please use this section to provide us with any further information that will support your application.

By signing this declaration I hereby acknowledge that I understand and agree to the terms and conditions of the following statement and that the answers provided to the above questions are true.

* A payment from the Business Continuity Fund will be classed as a grant. A grant awarded on a valid application does not need to paid back.
* Information provided by you will be verified against other information sources held by us. This will assist application processing, fraud prevention and for auditing purposes.
* Applications may be subject to delay if incomplete or incorrect details given.
* I have a business bank account for the monies to be paid into.
* If successful, monies will be paid every four weeks in arrears on completion of a full application and once all information and evidence has been verified.
* If a payment is made on the basis of false or inaccurate information, it may result in arrangements being made to recover the award, and legal proceedings being initiated.
* I acknowledge that I may be required to declare receipt of any grant awarded for tax purposes or if applying for any other forms of support in the future.

Signature: Date: