

Thurrock Council

COVID-19 business adaptation grant application form

To ensure your business is eligible to receive funding and you are fully aware of what is required when applying for this fund, please read the information published at:

thurrock.gov.uk/business-adaptation-grant

This form must be completed in full, signed and dated where required, and emailed together with the necessary supporting documents to business@thurrock.gov.uk

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Applicant details

Applicant name	
Applicant address, including postcode	
Contact email	
Contact phone number	

Business details

Business name	
Full business address of the property that is the subject of this application	
Does your business operate from a commercial premises within Thurrock with a signed lease, rental agreement or licence agreement, and has fixed property-related costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there in-person or staff occupation at the business address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business liable to pay business rates on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', give your 10-digit business rates reference	
How long has your business been trading?	
Annual turnover of your business in 2018/19	
Annual turnover of your business in 2019/20	

Coronavirus (COVID-19) support grants received

If your business has received any coronavirus (COVID-19) government support grants, usually via Thurrock Council, please list the amounts of grant and dates of receipt below.

Amount of grant received	Date grant was received

State Aid allowance threshold

Before answering below, read the guidance on [COVID-19 business grant subsidy allowances](#).

You cannot get funding from the Business Adaptation Grant scheme if your business has exceeded the permitted subsidy (State Aid) thresholds of Small Amounts of Financial Assistance Allowance, COVID-19 Business Grant Allowance or COVID-19 Business Grant Special Allowance.

Which of the following represents the level of financial assistance received by your business, to be considered for subsidy (state aid) allowance purposes in this registration? You must select only one answer and your answer should represent the total amount received for the business at any location during a period covering the current and previous 2 financial years ('the period').

The business has received no relevant grants or other financial support within the period.	<input type="checkbox"/>
The business has received relevant grants totalling no more than £335k within the period.	<input type="checkbox"/>
The business has received relevant grants totalling more than £335k but no more than £1.935m for the period.	<input type="checkbox"/>
The business has received relevant grants totalling more over £1.935m but no more than £10.935m for the period.	<input type="checkbox"/>

We will contact you to ask for more details if your business has previously received either or both:

- the subsidies granted as de minimis aid or as Small Amounts of Financial Assistance under Article 3.2(4) of the TCA during the current and 2 previous fiscal years from any subsidy awarding body
- subsidies under the COVID-19 business support grant scheme and under Section 3.1 or 3.12 of the European Commission's Temporary Framework across any other UK scheme

Checklist of supporting documents required

Documentation	Included?
Photographic Identification – drivers licence or passport	<input type="checkbox"/> Yes
Evidence of trading, such as paid invoices, receipts, latest accounts	<input type="checkbox"/> Yes
Invoices and bank statement as evidence of each expenditure, where expenditure has already been completed	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable


Declarations and signature

Support cannot be provided to businesses that are insolvent or subject to striking off notices.

Please indicate your agreement with all the declarations below.

Declaration	I agree
I confirm the business is not in bankruptcy, liquidation, administration, subject to striking-off nor similar proceedings at the time of application.	<input type="checkbox"/>
I confirm the expenditure set out in this application neither has been, nor will be, purchased using funds awarded from the UK government, nor discretionary grant programmes, nor any other funding awarded from public sector bodies.	<input type="checkbox"/>

Sign and date below to confirm the information you have provided in this application is correct.

Signature	Date
	

Award of grant

Funding for this grant is provided from the government's Contain Outbreak Management Fund (COMF), which provides funding to local authorities in England to help reduce the spread of coronavirus and support local public health. For more information, go to [GOV.UK: Contain Outbreak Management Fund: payments to local authorities](#).

All grants are awarded on a discretionary basis and are subject to eligibility checks and approval.

We retain the right to reject applications and expenditure.

For more information, email our Economic Development team: business@thurrock.gov.uk