Small Business Grant Fund (SBG) and   
Retail, Hospitality and Leisure Grant (RHLG)

Grant Payment Form

**PLEASE READ THE GRANT ELIGIBLITY CRITERIA FIRST, FOUND AT** [**www.tamworth.gov.uk/small-business-grant-fund**](http://www.tamworth.gov.uk/small-business-grant-fund)

* **All fields are compulsory except company number / UTR and VAT, if you have these please complete them.**
* **There are 2 pages to this form.**
* **Once complete please email to** [**covid-grants@tamworth.gov.uk**](mailto:covid-grants@tamworth.gov.uk)

|  |  |
| --- | --- |
| Business Name |  |
| Contact number |  |
| Email address |  |
| Business Rates Account Reference (This is an 9 digit reference number found at the top of each rates bill) |  |
| Company Number / UTR – unique tax reference (if self-employed and not registered with companies house) | If applicable |
| VAT Registration Number | If applicable |
| Business Unique Property Reference UPRN |  |
| Title of Applicant |  |
| Surname of Applicant |  |
| Forename of Applicant |  |
| Middle Name or Middle Initial of Applicant |  |
| Bank Sort Code |  |
| Bank Account Number |  |
| Method of Payment | BACS |
| Business Address Line 1 |  |
| Business Address Line 2 |  |
| Business Address Line 3 |  |
| Business Address Line 4 |  |
| Business Address Postcode |  |
| Eligibility (please indicate whether you are eligible for Small Business Grant (SBG) or Retail, Hospitality and Leisure Grant (RHLG) |  |

|  |  |
| --- | --- |
| Tamworth Borough Council use only | |
| Eligible for Grant: |  |
| Grant type: SBG or RHL: |  |
| Grant amount: |  |
| Date Approved: |  |
| Officer: |  |

***By submitting this form I as the liable ratepayer / person acting on their behalf understand that:***

* The state aid de minimis threshold has been extended to €800,000 euros and it is your responsibility to ensure you do not exceed the threshold. If you feel obtaining this grant will take you above the state aid de minimis limit you should not complete this form. If you have received grants that take you above the state aid de minimis level you should return the payment, otherwise this may be clawed back at a future date.
* Partial completion of this form will result in the application not being processed.
* Completion of this form does not guarantee a grant and is subject to final approval against current government eligibility criteria and anti-fraud checks.
* Tamworth Borough Council reserves the right to recover any grant payment where the data provided is later found to be fraudulent or incorrect.
* The information you give us is used and held in accordance with the Local Government Finance Act 1988, and the principles of the Data Protection Act 1998. Requests made under the Freedom of Information Act 2000 may ask for general information regarding limited companies and PLCs which we will supply as they are not covered by the Data Protection Act.
* We have a duty to protect public funds and we may use business rates data in cross system and cross comparison checks to ensure our records are correct. We may also disclose relevant information to other council and government departments where it is necessary and lawful to do so. We may also share information with other bodies responsible for auditing or administering public funds.

I confirm that:

I am authorised to sign on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name of undertaking / business]; and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name of undertaking / Business] shall not exceed its *De minimis* threshold by accepting either the Small Business Grant Fund or the Retail, Hospitality and Leisure Grant.

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                     POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                        ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_