

## Covid-19 Business Grant Request Portal – Guidance

The link for the portal is on our website here:

[www.lewes-eastbourne.gov.uk/businessgrants](http://www.lewes-eastbourne.gov.uk/businessgrants)

You will be required to register on the portal before completing the online request form.

GrantApproval.co.uk Log In / Register ▾

### Which Local Authorities can I use this site for?

Local Authorities are inviting businesses to register with GrantApproval.co.uk to start the registration for their business grant while this app is still being finalised and the guidelines by the Government finalised. The latest guidelines can be found at this [gov.uk link](#).

If you have been asked to register on this site by your Local Authority, you need to provide the full information as requested on this form. Failure to do so will lead to a delay in the payment of the grant or no grant at all.

We are expecting Local Authorities to start making payments of business grants after week commencing 6 April 2020. You will need to provide the information requested to enable the Council to pay grants to any qualifying business. This information is required to pay the grant (such as your bank details) and to protect against fraud and abuse of public funds as well as to allow the Government to monitor the payments made.

When completing this request, you may be asked to provide proof of your identity and proof the business named on the Business Rates Account as of 11 March 2020 does occupy the property. These documents are requested to prove that the information provided does relate to the business and to reduce the risk of someone falsely requesting your grant.

If you do not come back to the site to complete a Grant Request we will automatically delete your data after 6 months from the date of registration.

[Register Here](#)



**Grant Approval**  
.co.uk

For Businesses who occupy Business Premises in England

Small Business Grant Fund £10,000  
Retail, Hospitality and Leisure Grant Fund of £10,000 or £25,000

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Information about the Business Grants Scheme 2020 is being updated daily.

This system will allow you to check your eligibility for a business grant and help you complete the Grant Approval form so you can access funds faster.

[Register your details now](#)



This information will then be displayed:

## Registering to use GrantApproval.co.uk

Before you continue

1. You need to read and understand our [Terms and Conditions](#) and [Privacy Notice](#).
2. Know that GrantApproval.co.uk is a system and trading name of Ascendant Solutions Limited which is a Private Limited Company
3. We are acting as an Agent on behalf of numerous Local Authorities in England to provide this service.

**Be Aware**

- All use of this site is tracked and logged for Anti-Fraud and compliance purposes.
- The information you provide will be shared with other Government Bodies and may also be shared with Credit Reference Agencies, Anti-Fraud agencies and Anti-Money Laundering agencies such as:
  - Central Government
  - Other Local Authorities
  - Licenced Fraud Prevention Agencies
  - Licenced Credit Reference Agencies
  - The Government Grants Management Function
  - The Government Counter Fraud Function
  - HM Revenue and Customs
- The Government will not accept any fraudulent requests for public funding in any manner whatsoever.
- Anyone involved in deliberate attempts to defraud will face prosecution and be wholly liable to repay any funds obtained fraudulently.
- Any grant incorrectly awarded by any means is subject to claw-back.
- The Government has made additional Digital Data tools available to Local Authorities to prevent and detect and report fraud.
- Any business grant made is subject to State Aid limits
  - The Small Business Grant Scheme will be primarily managed under existing State Aid rules permitting De Minimis aid, meaning applicants can receive up to than 200,000 euros of aid within a three year period. Where this threshold has been reached, a business can receive the £10,000 grant under the EU Commission's new Covid 19 Temporary Framework published on 19 March 2020.
  - The Retail, Hospitality and Leisure grant scheme will be managed under the new Temporary Framework, which raises the limit of state aid a business can receive to 800,000 euros. Local Authorities will be contacting all potential grant recipients. Businesses must declare that they can comply with the conditions of this scheme, including the financial threshold.

If you feel you should not be entitled to the grant because of state aid please advise the Council. For further information on state aid please see <https://www.gov.uk/guidance/state-aid>.

You will be required to create an account on the portal with your email address.

<https://www.gov.uk/guidance/state-aid>.

## Create a new account.

All we need right now is an email address to start.

Got multiple requests?

You only need to register with us once to submit multiple Grant Requests to any of the [council's GrantApproval.co.uk](#) are acting for.

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Email

We'll send you an email to set your password.

A registration email will then be sent to your email address, you may need to check your junk mail if you can't find it. Click on the link in the email to create a password.

You will then need to register your home address and contact details before clicking on 'Request Grant'

**About you.**

The person sending in requests for Grant Funding

Councils have to verify who submitted requests for Grant Funding. It's important you complete this information accurately as it will be verified for the prevention of fraud.

We're taking all possible precautions to prevent fraud. Please provide as much information as you can.

This will help us validate your identity and eligibility for grants and is intended to help speed up genuine and authentic requests for Grant Funding.

Please complete the details below.

We will use this information to verify your identity when you use this site to request any Grant Funding at a later date.

75% Complete Request Grant

Hello, Mrs [redacted] it

Delete Your Information

Your Home Address Add your Home Address

Your Email Addresses Add Email

Your Phone Numbers Add Phone Number

Read the statements and tick to confirm. You will need to input the property reference number and pick the council from the drop down list. The reference will show on your Business Rates bill and your grant letter (if you have received it). If you don't have the number you can find it by clicking on the Valuation Office Agency link and copy and paste it from their website.

NB: Some customers have reported issues with typing the reference number but have been able to proceed by copying and pasting the number.

**New Eligibility Check**

First of all, let's make sure your business is eligible for Grant Funding

Please confirm the following statements (please tick all boxes which apply)

- The Business was named on the Business Rates Bill as of 11 March 2020
- The Business was not in Liquidation on the 11 March 2020
- The Business was not Dissolved as of the 11 March 2020
- The Hereditament (business premises) is not occupied for personal uses (e.g. Private stables, Moorings, beach huts and loose boxes, Private Storage)
- The Hereditament (business premises) is not a Car Park or Parking Space
- The Hereditament (business premises) was occupied by the business on 11 March 2020
- The Hereditament Rateable Value is less than £51,000

Property Reference Number

[Find your Property from the Valuations Office Agency \(VOA\)](#)

Billing Authority (Council where the property is Located.)

--Select--

You will then be required to click on the type of grant you wish to claim. Only one request can be made per property.

## Small & Rural Businesses

Rateable Value up to £15,000.00



My business was claiming Small Business Rates Relief -or- Rural Rates Relief on 11 March 2020

## Expanded Retail Discount Businesses

Rateable Value up to £15,000.00



My business was eligible for the "Expanded Retail Discount Scheme" on 11 March 2020 and my Rateable Value is £15,000 or less

Rateable Value between £15,000.01 up to £50,999.99



My business was eligible for the "Expanded Retail Discount Scheme" on 11 March 2020 and my Rateable Value is between £15,000.01 and £50,999.99

## If your Name or Business is not on the Business Rates bill

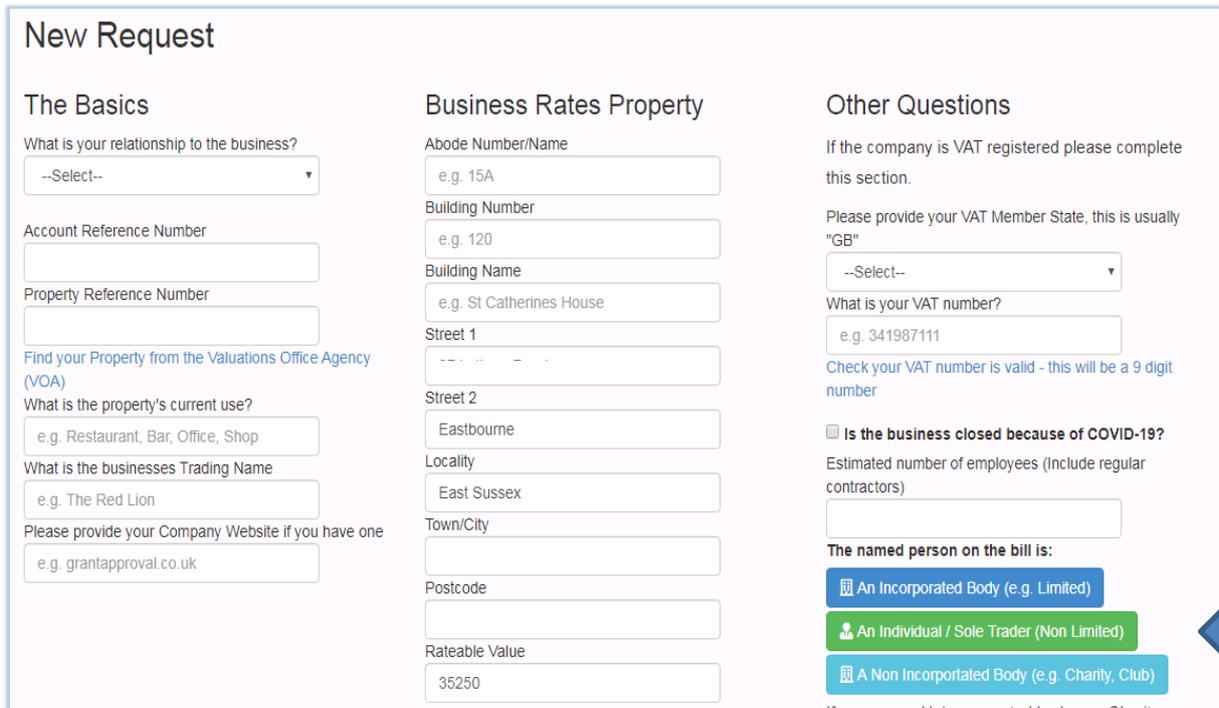
Under the guidance issued by the UK Government, Local Authorities have been instructed to ignore any backdated changes to the rating list.

In addition; Local Authorities have no obligation to alter their records and may withhold the grant or issue the grant. You will need to contact the Local Authority directly to see if they are able to amend records or issue grants. This is at the Authority's sole discretion. You may be required to provide evidence that you were the Liable Party who occupied the Hereditament on 11 March 2020.

The details below will then need to be completed.

The property address and rateable value will be auto-populated from the property reference number that was entered.

If the business is not VAT registered you can skip to the question asking if the business is closed.



**New Request**

**The Basics**

What is your relationship to the business?  
--Select--

Account Reference Number  
[Text Box]

Property Reference Number  
[Text Box]

[Find your Property from the Valuations Office Agency \(VOA\)](#)

What is the property's current use?  
e.g. Restaurant, Bar, Office, Shop

What is the businesses Trading Name  
e.g. The Red Lion

Please provide your Company Website if you have one  
e.g. grantapproval.co.uk

**Business Rates Property**

Abode Number/Name  
e.g. 15A

Building Number  
e.g. 120

Building Name  
e.g. St Catherines House

Street 1  
[Text Box]

Street 2  
Eastbourne

Locality  
East Sussex

Town/City  
[Text Box]

Postcode  
[Text Box]

Rateable Value  
35250

**Other Questions**

If the company is VAT registered please complete this section.

Please provide your VAT Member State, this is usually "GB"  
--Select--

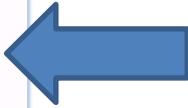
What is your VAT number?  
e.g. 341987111

[Check your VAT number is valid - this will be a 9 digit number](#)

Is the business closed because of COVID-19?

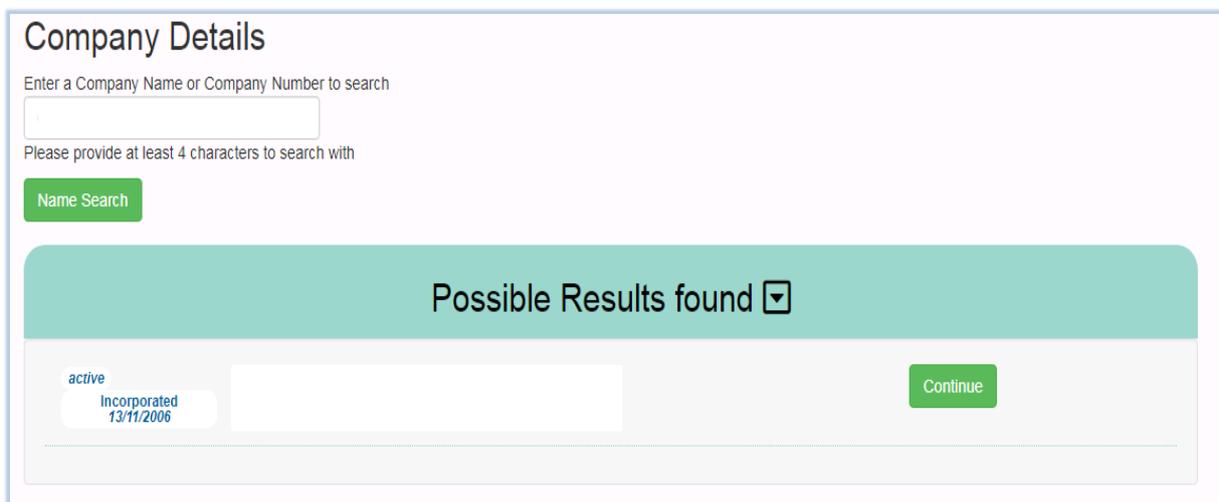
Estimated number of employees (Include regular contractors)  
[Text Box]

**The named person on the bill is:**



One of the three coloured buttons will need to be chosen.

- Companies - If you click the top blue button you will be required to enter a company name or registration number into the search box that comes up next and then click on the continue button for the relevant company.



**Company Details**

Enter a Company Name or Company Number to search  
[Text Box]

Please provide at least 4 characters to search with

**Possible Results found** [Dropdown Arrow]

active  
Incorporated  
13/11/2006

- Individuals - If the business is run by individuals or a sole trader you should click on the green button for individual/sole trader and will then be required to complete the following details:

### Individual / Sole Trader Details

Please provide:

- Full Name
- Home Address / Service Address
- Contact Email Address
- Contact Phone Number

25% Complete Continue

<h4>Business Owners Full Name</h4> <p>Title Mr</p> <p>Forename John</p> <p>Middle Name(s)</p> <p>Surname Smith</p>	<h4>Home Address / Service Address</h4> <p>Abode Number/Name e.g. 15A</p> <p>Building Number e.g. 120</p> <p>Building Name e.g. St Catherines House</p> <p>Street 1 e.g. Bridge Street</p> <p>Street 2</p> <p>Locality</p> <p>Town/City</p> <p>Postcode</p> <p>Save</p>	<h4>Business Email Addresses</h4> <p>Use My Login Email</p> <p>Add Email</p>	<h4>Business Phone Numbers</h4> <p>Add Phone Number</p>
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- Non-incorporated body - If you are completing a form for a charity/club you should click the bottom turquoise button and enter the following details:

<h3>Non Limited Company Details</h3> <p>Legal Company Name</p> <p>Who Is Your Regulator e.g. Financial Conduct Authority</p> <p>Registered Charity Number</p> <p>Registered Company Number</p>	<h3>Please provide your Registered Office Address</h3> <p>Abode Number/Name e.g. 15A</p> <p>Building Number e.g. 120</p> <p>Building Name e.g. St Catherines House</p> <p>Street 1 e.g. Bridge Street</p> <p>Street 2</p> <p>Locality</p> <p>Town/City</p> <p>Postcode</p>	<h3>Continue</h3> <p>Save and Continue</p>
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You will then be required to upload two documents to support your request. There is a drop down list of 15 document types to choose from, examples of these would be a copy lease, utility bill, bank statement or insurance documents.

### Document Upload

Please help us to process your request as quickly as possible by providing proof that the business does occupy the property.

We are taking these precautions to reduce the risk of anyone fraudulently claiming your grant.

*Any documents uploaded should have the business address you are requesting the grant for and be addressed to the same name the council held on their records on 11 March 2020.*

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**We are requesting at least 2 forms of documentation to prevent fraud and prove that the business does occupy the property.**

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Document Upload Document Type

No file chosen

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Saved Documents:

You have not uploaded any documents

When the documents have been uploaded you will be asked to enter the bank details for the payment. The account holder name will be auto-filled from the business trading name that was entered on a previous page.

### Payment Details

Payment for the grant can only be made to the Liable Party who was named on the Business Rates Account as of 11 March 2020 for the property you have entered.

Payments will be rejected automatically by the bank if the name of the Bank Account Holder does not match the Liable Party named on the account (The details you previously confirmed).

Accountholder Name

Sortcode

Account Number

The final step on the form is the declaration. You should read the declaration and enter the reference number quoted to accept it. Then click the green box to complete your request.

## Declaration

Please read the following Declaration, you must NOT continue with this application unless you agree to this Declaration.

THIS IS A TEST SYSTEM, YOU SHOULD NOT EXPECT ANY GRANT FUNDING FROM THIS REQUEST

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Declaration Reference Number

11408

Please enter the number shown above to confirm you accept this declaration.

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[Click Here to Complete your Request.](#)

You will then receive a confirmation and reference number.

## Your Request Is Complete

Thank you for completing this request for Grant Funding.

### Your Reference Number is: 27047

If the Local Authority requires any further information they will contact you using the details provided. If they have all the information they require and they can confirm you qualify for the Business Grant Funding Scheme, payment will be made to your bank account as soon as possible.

### Thank you for using GrantApproval.co.uk

To view your request or to submit more requests follow the link to [My Grants](#)

If you wish to make grant requests for more than one property you can make further requests by clicking on 'New Request' at the top of the page.

You can view a list of your requests by clicking on 'My Grants' at the top of the page.