

Campervan and Motorhome Rental Operators Fund

Guidance for applicants

Background

On 4th February 2021, the Scottish Government announced a funding package to help businesses in the tourism and hospitality sector to survive the impacts of the coronavirus (COVID-19) pandemic. This resulted in the creation of the Campervan and Motorhome Rental Operators Fund (the “Fund”) to specifically support the campervan and motorhome rental sector in Scotland. The campervan and motorhome rental sector has been severely affected by the COVID-19 pandemic, yet their contribution to visitors’ memorable experiences is substantial. The Fund aims to help keep campervan and motorhome rental businesses operating while restrictions on opening and travel are still in place, and to support them to prepare to operate in 2021 when restrictions are lifted.

Businesses can only be successful and receive a grant award from one of the funds announced by the Scottish Government on or since 15th December 2020 to help the tourism and events industries to survive the impacts of COVID-19, regardless of the body who is administering the fund. The tourism announcement was made by the Scottish Government on 21st December 2020. This does not mean that businesses cannot apply to multiple funds if they meet the relevant eligibility requirements. However, you must withdraw your application from all other funds and reject any other grant offers if you have accepted a grant award. After 31st March 2021, some applications may be chosen at random to be audited. Any applicants who have been found to have provided incorrect information or received multiple awards will be expected to return their awarded grant.

The Fund

What is the purpose of this Fund?

The purpose of this Fund is to support the financial continuity of eligible businesses while restrictions on opening and travel are still in place, and to support them to prepare for accepting visitors later in 2021 when it is hoped restrictions will be lifted.

What is the budget for this fund?

The total budget for the Fund is £1 million. The Fund is being delivered on behalf of the Scottish Government by VisitScotland, with development input from the Campervan and Motorhome Professional Association (CaMPA). VisitScotland is the awarding body for this Fund.

Who is this Fund for?

This Fund is intended to support campervan and motorhome rental operators who are based in or trade in Scotland who are facing financial hardship due to the impact of COVID-19. Applications are limited to one application per business.

What is the application process and timeline for the Fund?

1. Businesses which meet all the eligibility criteria will be able to submit an application form from 12noon on Thursday 11th March 2021 to 5pm on Thursday 18 March 2021 via the form available on <https://www.visitscotland.org/supporting-your-business/funding/campervan-motorhome-operator-fund/apply>. Any applications received after this period will not be considered. Applications will not be assessed on a first come, first served basis.
2. Following the assessment of all the applications, a panel consisting of VisitScotland staff will make the final decisions on those who are eligible to receive funding. Applications will also be reviewed by Chiene + Tait, an accountancy firm procured by VisitScotland, who will review and assess the financial evidence submitted with the application.
3. If your application is rejected, you can appeal this decision. Any appeals should be submitted in writing to CampervanandMotorhomeRentalAppeals@visitscotland.com together with a justification for the appeal. Appeals will be reviewed by VisitScotland and a representative from the Campervan and Motorhome Professional Association.

Eligibility Criteria

As part of the application form, businesses will be asked to provide information which confirms that they meet **all** of the following eligibility criteria:

- Confirmation that the business operates in Scotland as a Campervan or Motorhome Rental Operator.
- Confirmation that the operator has a place of business in Scotland (registered business address per Companies House or business premises).
- Business activities must meet the definition of 'Campervan and Motorhome Rental Operator' as defined in the Definitions section of this guidance document.
- Must have a minimum annual rental turnover of £10,000 or more in relation to your Campervan and Motorhome Rental Operator operations in Scotland (as set out in your latest filed accounts which represent pre-COVID-19 activity).
- Confirm that your business has been negatively impacted by COVID-19 and declare the value of your loss in terms of Scottish rental turnover.
- The business must be intending to trade in 2021, when restrictions allow.
- Confirm your business employs at least one FTE in Scotland; and
- The business must not have been in financial difficulty as at 31 December 2019 if you are a SME or Large organisation (please see the Subsidy Control section in the Guidance document for more information).

Definitions

For the purposes of this Fund, a Campervan and Motorhome Rental Operator is defined as:

A business that has a single core purpose to specialise in the rental of Campervans and Motorhomes or a business with several core specialisms that include the rental of Campervans and Motorhomes.

For the purposes of this Fund, a Campervan is defined as:

A vehicle designed to include a minimum of sleeping and cooking facilities which is under 5.4m in length.

For the purpose of this Fund, a Motorhome is defined as:

A vehicle designed to include a minimum of sleeping and cooking facilities which is over 5.4m in length.

The fund is **not** intended to support the following business types:

- Individuals that privately rent out own Campervans or Motorhomes.
- Individuals that privately rent out own Campervan or Motorhome using a 3rd party such as an online travel agent.
- 3rd party online travel agents involved in Campervan and Motorhome rental.
- Individuals/businesses who rent out vehicles which do not meet the definition of a Campervan or Motorhome as defined in this Fund.

Please note this list is not exhaustive, and we reserve the right to add further ineligible categories during the assessment process for the purposes of clarity.

Additional Information

In addition to the eligibility criteria, businesses will be asked to provide the following additional information in their application:

- Name of applicant organisation
- Trading name if different
- Address (inc. postcode)
- Local authority
- One of the following:
 - » National VAT Number
 - » Company Registration Number
 - » HMRC Unique Tax Reference Number
- Size of organisation

- NACE Code
- Membership, if any, of industry body
- Overview of the nature of your business, including but not limited to number of Campervans/ Motorhomes and registration numbers, number of staff in Scotland, year round/seasonal operation
- Confirm the percentage of your total turnover which relates to your Campervan and Motorhome rental operations in Scotland
- Confirm the value of your business' loss relating to Scottish rental turnover which you have suffered as result of COVID-19 (compared to your previous year's Scottish rental turnover)
- Confirmation of any COVID-19 related aid/support already approved/received in 2020 under the Temporary Framework, including the amount of each
- Confirmation of whether you intend to apply for or have applied for or have received any of the other funding support announced by the Scottish Government since 15th December 2020
- Name of person completing application form
- Position within organisation
- Email address
- Mobile contact number
- Organisation website/web presence
- Confirmation that you meet the eligibility criteria set out earlier in this guidance document
- Name of bank
- Name on bank account
- Sort Code
- Account Number

Supporting Documentation

- Annual accounts for 2019/20 year which have been audited/verified by an accountant or copy of filed tax return for 2019/20 to verify the business' turnover figure. Businesses with a year end after 31 December 2019 can submit the previous year if these are their latest set of accounts. Note, these accounts should show the turnover of the business.
- Copy of vehicle motor insurance to cover summer 2020 period for rental fleet. If you have cancelled or allowed your motor insurance policy to lapse because you have been unable to operate in the current circumstances, we will accept your most recent motor insurance policy) or other suitable evidence of business trading. If you have more than one vehicle in your rental fleet, please provide documentation for up to three vehicles. We may ask to see additional supporting evidence if you have a large fleet size.
- Bank statement for December 2020 (redacted statements will be accepted provided bank name, sort code and account number are clearly shown).

How much funding can successful applicants expect to receive?

The Scottish Government has allocated a set amount for this Fund (£1 million) and it is anticipated that demand will be high across the industry. In determining eligibility for grant support regard will be given to the above criteria and the supporting information provided. In the interest of fairness, the final amount awarded to a successful applicant will be determined once all applications are received and vetted.

We expect a range of award amounts to be awarded under this Fund, up to a maximum of up to £32,000 per business, depending on the level of rental turnover for that business (as set out below) and will be limited to one award per business. Please note that any award amount indications set out in this document are for guidance only, are expressed as “up to” a certain amount and are dependent on the number of successful applications to this Fund. We reserve the right to award an amount lower than the indications provided in this document.

As part of the application process, you will be asked to confirm whether your business was negatively impacted by COVID-19 and declare the value of your loss in terms of Scottish rental turnover (compared to your previous year’s Scottish rental turnover). Please note that proposed grant awards will be reviewed against the financial information and other information provided in the application form to ensure any grant award does not exceed the amount of the loss you have suffered as a result of the COVID-19 pandemic.

The grant award will be based on turnover from your Campervan and Motorhome rental operations in Scotland as evidenced in the supporting documentation requested. There are five grant levels and final awards will be dependent on the number of successful applications received and value of the loss you have suffered as a result of the pandemic.

Annual Rental Turnover band	Maximum award
Band 1 - From £10,000 to £50,000	Up to £5,000.00
Band 2 - From £50,001 to £80,000	Up to £8,000.00
Band 3 - From £80,001 to £120,000	Up to £12,500.00
Band 4 - From £120,001 to £200,000	Up to £19,000.00
Band 5 - From £200,001 and above	Up to £32,000.00

We expect this Fund to be oversubscribed but, in the event that there are unallocated funds within the Fund budget once all applications have been received and assessed, this will be awarded on a pro rata basis across all successful applicants.

Accessibility, Terms and Conditions and Freedom of Information

If you are successful, you must sign and return the grant award letter and accept the terms and conditions before the funds will be paid into the organisation’s bank account. Successful applicants will be required to provide a report within 6 months of the grant award being made to assess the value of the grant and the impact of the funding on their organisation. If you receive grant funding from this Fund and it is subsequently determined that you have provided false or inaccurate information as part of your application, VisitScotland will seek to recover, with costs, all sums awarded to you from this Fund.

VisitScotland is subject to the Freedom of Information (Scotland) Act 2002 and may be obliged to release information about your application or grant award in response to any requests received. Information on all grant awards will be published in the UK subsidy control transparency database and will be made available to other Scottish public sector bodies.

If you require the forms to be made available to you in another format for accessibility reasons, please contact CampervanandMotorhomeRentalEnquiries@visitscotland.com.

Data Protection

We will use the data provided by you in the application form and supporting documentation to assess your application for grant funding and contact you regarding your application. Your data will be shared with the Scottish Government, relevant local authorities, other Scottish public sector bodies and/or enterprise agencies for verification and reporting purposes and with Chiene + Tait Chartered Accountants, an accountancy firm procured by VisitScotland, to complete the finance checks, and in case of appeals with industry representatives from the Campervan and Motorhome Professional Association (who will form part of the appeals panel). If you want to find out more about what we do with your data, please see our [Privacy Policy](#).

Completing the digital forms

Please ensure that you have all information and supporting documentation ready so you can complete and submit the relevant form in one sitting as, once you start to complete the form, you will be unable to save it and return to it later. Supporting documentation must be submitted in pdf, word, excel, png or jpeg formats. The maximum file size for each document is 10MB.

All the mandatory fields within the form must be completed before the Application form can be submitted. Should you miss any mandatory information or enter any information incorrectly, you will not be able to submit the form. The field(s) requiring attention will be highlighted and you will be required to complete / correct these before you are able to submit. You will also be required to upload your supporting documentation to the form again.

Supported browsers for these forms are up to date versions of Chrome, Firefox, Safari, Edge, and Internet Explorer 11. We cannot guarantee successful operation / submission on older browser versions.

You may also find it easier to complete from a device with a larger screen, such as a desktop computer or laptop, rather than a mobile device. If you still have issues or require a different format for accessibility reasons, please contact CampervanandMotorhomeRentalEnquiries@visitscotland.com.

Subsidy Control

Confirmation of subsidies received and Undertaking in Difficulty Status

Following the end of the transition period on 31 December 2020, a new Subsidy Control regime came into effect in the UK at 11pm on 31 December. The Temporary Framework under which COVID-19 related funding was issued in 2020 no longer applies. VisitScotland is currently awaiting guidance from the Scottish

Government as to the basis under which the funding under this Fund will be awarded. It is intended that the award will be made under similar terms to COVID-19 schemes in operation before the 1 January 2021 and, if necessary, additional information will be provided to successful applicants in the award letter and terms and conditions.

In your application you will be asked to declare any aid already approved/received under the Temporary Framework in 2020.

You may need to declare any amount received under this Fund to any other aid awarding body who requests information from you on how much aid you have received. You must retain the award letter for four years from the date of the letter and produce it on any request from the UK public authorities or the European Commission.

A subsidy may be granted to undertakings (SME / Large undertakings) that were not in difficulty, but that faced difficulties or entered in difficulty thereafter as a result of the COVID-19 outbreak. The subsidy is in addition to any aid that you may have received under the De Minimis regulation allowing aid of up to €200,000 to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years). If you are a micro or small undertaking you may be granted aid even if you would fall under the category of undertaking in financial difficulty on 31 December 2019, provided that you are not subject to collective insolvency procedure under national law and that you have not received rescue aid (which has not been repaid) or restructuring aid (and are still subject to a restructuring plan)

- A micro or small organisation is an undertaking that has less than 50 employees and less than 10 million euros of annual turnover and/or balance sheet.
- A SME organisation is an undertaking that has 50 or more employees and 10 million euros or more of annual turnover and/or annual balance sheet
- A large organisation is an undertaking that has 250 or more employees and 50 million euros or more of annual turnover and/or 43 million euro annual balance sheet.

Undertakings in Difficulty Assessment

In your application you will be asked to declare that on 31 December 2019, you did not meet any of the criteria to be considered an undertaking in difficulty.

‘undertaking in difficulty’ is defined for the purposes of this scheme as an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital.

or

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.

and

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

and

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee or has received restructuring aid and is still subject to a restructuring plan.