

Coronavirus (COVID19) support scheme for self-catering businesses

Guidance for applicants (27 July 2020 ****updated 31 July 2020 – change showing in red****)

Background

Some self-catering businesses were ineligible for the various funding packages which were announced by the Scottish Government following the outbreak of COVID-19.

The Scottish Government has requested that VisitScotland deliver a fund (the “Fund”) for self-catering businesses that have not received **any** other Scottish Government sponsored COVID related funding (see list below). VisitScotland will be working with The Association of Scotland’s Self-Caterers (ASSC) to review applications received as part of this Fund.

The Fund outlined in this document is intended to provide support to self-catering businesses in Scotland to operate during the current hardship.

The Fund

A £1,000,000 fund for self-catering businesses in Scotland.

This is a short-life, one off Fund, open to self-catering businesses in Scotland with a rateable value of up to £50,999 which have not received any funding from any other Scottish Government Scheme (see list below) following the coronavirus outbreak. To be eligible for the grant, your business must have been registered as paying Non-Domestic Rates on the 17th March 2020.

If you meet the criteria and submit a complete application form, you will be eligible to receive a one-off grant of £10,000. If you are a ratepayer with multiple business properties and/or a ratepayer in a number of different local authority areas, you will not be eligible to receive additional funding for any subsequent properties you have. Only **ONE** grant is allowed per ratepayer regardless of the number of premises or ratepayer references held.

Reference to other Scottish Government Schemes includes, but is not limited to, the following schemes:

- Pivotal Enterprise Resilience Fund
- Retail, hospitality and leisure sector grants (property with a rateable value between £18,001 - £51,000)
- Creative, Tourism & Hospitality Enterprises Hardship Fund
- Small Business Support Grant (Self-catering accommodation and caravans)

Eligibility

Organisations seeking to apply for support must be able to meet and evidence the following eligibility criteria:

1. Confirm that they have not received funding from any other Scottish Government support package (see list above);

2. Confirm that the business meets the definition of a self-catering property as defined in [The Council Tax \(Dwellings and Part Residential Subjects\) \(Scotland\) Regulations 1992](#);
3. Confirm your non-domestic rates reference number;
4. Confirm your business has a rateable value of up to £50,999;
5. Confirm that the business was registered to pay Non-Domestic Rates on 17th March 2020;
6. Confirm that your business receipts represent a primary source of **earnings** (for example, one third or more of earnings for the ratepayer);
7. Provide auditable data to support one of the following statements:
 - a. My property was occupied for more than 140 days in financial year 2019-20, or
 - b. Due to a poor trading season my property was not occupied for 140 days in financial year 2019-20 but was occupied for more than 140 days in each of the 2 financial years preceding;
8. Must not have been in financial difficulty before 31 December 2019; and
9. If successful, must sign up to the grant award terms and conditions.

Scheme Overview

The Fund is being delivered by VisitScotland, together with the Association of Scotland's Self-Caterers (ASSC), on behalf of the Scottish Government. VisitScotland is the awarding body for this Fund. Applications for this Fund will be accepted from **9am on 3rd August 2020 until 5pm on 10th August 2020**. Any applications received before or after this period will be automatically rejected.

Due to the limited amount of funding available, and in the interest of fairness, the applications will be reviewed on a first come, first served basis. Only the first 100 eligible and complete applications will be successful.

Application forms will be reviewed by both VisitScotland and the ASSC. Information provided by applicants as part of the application process and/or the supporting documentation will be verified against other information sources held by the relevant local authorities and/or other Scottish public sector bodies.

If your application is incomplete or incorrect details are supplied, your application will be rejected. We will notify you as soon as possible if this is the case. If the Fund is still open, you can repeat the application process. Remember that only the first 100 eligible and complete applications will be successful. Your resubmitted application will be time/date stamped on the date it is resubmitted and not on the date of the original, incomplete submission. If a grant is awarded on the basis of false or inaccurate information, it may result in arrangements being made to recover the award, and legal proceedings being initiated.

If you are in receipt of other Scottish Government COVID19 related relief funding, you will not be eligible to apply to this Fund. Please do not submit an application if you are in receipt of other COVID-19 funding as your application will be rejected. If you receive grant funding from this Fund and it is subsequently determined that you have been awarded funding from another Scottish Government scheme, VisitScotland will seek to recover, with costs, all sums awarded to you from this Fund.

If you meet the eligibility criteria outlined in these guidelines, submit a complete application form and are one of the first 100 applicants, a one-off grant of £10,000 will be awarded per ratepayer (regardless of the number of premises or ratepayer references held).

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 on the European Commission Competition database.

How to Access the Scheme

Complete the application form (available on www.visitscotland.org) and return it with appropriate supporting documentation to: selfcateringsupportfund@visitscotland.com

The Fund will open for applications at **9am** on **3rd August 2020**.

To give businesses time to prepare for the Fund opening, a list of the information and supporting documentation you will be required to provide in the application form is set out below:

- Name of organisation
- Non-domestic rates reference number
- Postcode associated with non-domestic rates reference number
- Local authority
- One of the following national identifiers:
 - National VAT Number
 - Company Registration Number
 - HMRC Unique Tax Reference Number

****We are aware that not all businesses will have one of the identifiers listed above. This information is not mandatory but where available, will be shared with the Scottish Government to publish in the European Commission Competition database****

- Name of applicant
- 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
- Address of bank
- Name on bank account
- Sort Code
- Account Number

Supporting Documentation

- a) Recent rates bill issued by your Local Authority
- b) Auditable data to support the occupancy statements above
- c) Copy of Public Liability Insurance Certificate
- d) Recent bank statement (either supply a copy of an online banking statement or photographic evidence of bank statement)

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 relevant local authorities and/or other Scottish public sector bodies for verification

purposes. If you want to find out more about what we do with your data, please see our [Privacy Policy](#).

Once you have submitted your application, you will receive an automatic reply from VisitScotland advising that your application has been received. If you do not receive an automatic response advising that your application has been received, please contact caitlin.dunn@visitscotland.com.

The Fund will close for applications at **5pm on 10th August 2020**.

You will be notified when your application is under review.

Any appeals should be submitted in writing to selfcateringsupportfundappeals@visitscotland.com together with a justification for the appeal.

State Aid

Confirmation of State aid received under the COVID-19 Temporary Framework for UK Authorities measure and Undertaking in Difficulty Status

Following the outbreak of the Coronavirus, the European Commission has approved schemes to aid businesses affected by the Coronavirus outbreak on the basis of their Temporary Framework, including the COVID-19 Temporary Framework measure for the UK. The maximum level of aid that a company may receive is €800 000 (€120,000 per undertaking active in the fishery and aquaculture sector or €100,000 per undertaking active in the primary production of agricultural products). This is across all UK measures under the terms of the European Commission's Temporary Framework.

Provide details of any other funding your business has received

In your application you are required to declare any aid already approved under the Temporary Framework.

Any aid provided under this measure will be relevant if you wish to apply, or have applied, for any other aid based on the European Commission's Temporary Framework. You will need to declare this amount 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 after the conclusion of the UK's transition from the EU and produce it on any request from the UK public authorities or the European Commission.

Aid may be granted to undertakings that were not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation on 31 December 2019, but that faced difficulties or entered in difficulty thereafter as a result of the COVID-19 outbreak. This aid is in addition to any aid that you may have received under the De Minimis regulation allowing aid of up to €200,000 (€30,000 per undertaking active in the fishery and aquaculture sector or €20,000 per undertaking active in the primary production of agricultural products) to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years), and any other approved aid you have received under other State aid rules, such as aid granted under the General Block Exemption Regulation.

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 in [article 2\(18\) of the General Block Exemption Regulations](#) 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. For the purposes of this provision, ‘limited liability company’ refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and ‘share capital’ includes, where relevant, any share premium.

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. For the purposes of this provision, ‘a company where at least some members have unlimited liability for the debt of the company’ refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

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.