Adapt your independent business to social distancing

Guidance notes

This document is intended to give information to those completing an application for the Council’s discretionary business grant scheme that provides funding to support the implementation of social distancing measures in independent high street businesses.

If you need any further guidance you can contact Organisational Development on 01372 474 176 or business@elmbridge.gov.uk.

Please note the following

- Use black ink or completed the form electronically.
- Please only return your form once it has been signed.
- Please be as concise as possible, we will accept any additional information on separate A4 sheets.
- Your application will be checked and then determined by the decision-making body which is made up of Chief Officers.
- There is no right of appeal against the decision.
- Retrospective grants will not be paid.

Who can apply?

The scheme is open to independent businesses currently based in the defined primary or secondary frontage of Elmbridge’s town/village centres and high streets.

Businesses providing professional services, such as accountancy, are ineligible.

You can find town centre frontages via an online map:

What is eligible for financial assistance?

Funding of up to £250 is available for the purchase of equipment or signage to support independent high street businesses safely adapt their property to social distancing measures to protect customers and staff.

- Signage (e.g. customer notices – floor markings)
- Cleaning/hand sanitiser stations
- Flexi-plastic barriers at areas of regular customer interaction (e.g. tills)
- Other social distancing measures recommended by government for high street businesses

What is not eligible?

- Projects requiring ongoing costs
- Rent, business rates, wages
- Equipment/works that have commenced or have been completed before the offer of a grant has been made
- Items of routine maintenance and repair
- Items that it may be determined could be funded by other national grant schemes
- Professional fees are excluded e.g. planning fees, consultants

Please be aware of the following restrictions:

- Only one grant per applicant (but previous Elmbridge Civic Improvement Fund applicants can apply)
- Businesses must operate a physical premise in the primary/secondary frontage of a town centre or high street
- Businesses must be an ‘independent’ – no national or chain stores can apply

How much money is available?

You can apply for a grant of up to £250.
Completing the application form

Questions 1 to 3

Ensure you put the full name and business address details. Your main contact does not have to be the person signing the application but it should be someone with authority concerning this application.

Question 4

Please list all measures you are seeking funding to implement and the costs. Please note you will be asked to provide one quote for each item. This can be a screen shot or weblink to the relevant product information.

Question 5

We need to check your business rates account to ensure that there is no outstanding amount owed to the Council.

Question 6

We need you to confirm you have the right to undertake works within your premises.

Question 7

If you are VAT registered and the funding would be put towards VAT eligible goods or services, then any grant would exclude VAT.

Question 8

Please make sure you read the declaration carefully, sign the form and return it to business@elmbridge.gov.uk

What happens next?

You will receive an acknowledgement that we have received your application form. Your application will be assessed against our existing criteria and we will carry out checks on business rates and other payment history.

We may ask you to provide further information. The application and any additional information will be presented to the decision-making body and you will be informed of the decision. There is no right of appeal.
When will the grant be paid?

Grants will only be paid following:

- Completion of the project – a photo of any social distancing measures will be required.
- The submission of verifiable invoices.