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Ask for Ilys Cookson  
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Date

**Private and Confidential**

## **SAMPLE LETTER TO BE SENT TO QUALIFYING BUSINESS RATEPAYERS**

Dear,

### **Small Business Rates Grant**

In the budget on 11 March 2020 the Chancellor announced that all businesses that receive Small Business Rates Relief will be given a grant of £3,000. On 17 March 2020, in response to the current COVID-19 outbreak, the Chancellor announced that the grant will be increased to £10,000.

This grant is to help small businesses meet their on-going costs and will **not** have to be repaid.

As your business currently receives Small Business Rates Relief, you may be eligible for payment of this grant. In order for you to receive the grant from the Council, please complete the enclosed form and return it by email to [businessrates@tameside.gov.uk](mailto:businessrates@tameside.gov.uk). The email subject must be marked clearly 'Business Rate Grant'.

The Council aim to make payments in April to all businesses that meet the eligibility criteria and have returned the completed form. When you have received your letter and application form please return completed form as soon as possible.

I trust the above clarifies the current position, if you require any further information regarding Small Business Grant please visit <https://www.businesssupport.gov.uk/small-business-grant-funding/>

The Council must protect all public funds and false claims for this business rates grant may face prosecution and repayment.

Yours sincerely,



**Ilys Cookson**  
Assistant Director  
Exchequer Services

**ENC Appendix 1**

## Application for Small Business Grant Fund or Retail and Hospitality Grant Scheme

**THIS IS A SAMPLE FORM  
YOU DO NOT NEED TO COMPLETE AND RETURN THIS  
THE BUSINESS RATES SERVICE WILL CONTACT ALL  
BUSINESSES ELIGIBLE TO RECEIVE THE GRANT**

Please Complete Column 2 with the information required.

Information Required	Business Details	Notes
Business Name		Please detail Business Name registered with Companies House. If not registered with Companies House please complete trading name.
Business Address Line 1		
Business Address Line 2		
Business Address Line 3		
Business Address Line 4		
Business Post code		
Company Number		As registered with Companies House
VAT Registration Number		As registered with HMRC
Business Rates Reference Number		This can be found on your Business Rates Bill
Rateable Value		If known
Title of Applicant		Mr/Mrs/Miss
Forename of Applicant		Person liable for Business Rates
Surname of Applicant		Person liable for Business Rates
Middle name(s) of Applicant		Person liable for Business Rates
Date of Birth of Ratepayer		Person liable for Business Rates

Payments will be made by BACS direct into bank accounts. Please provide the following information:

Bank Sort Code		Please give details of bank account where grant payment to be paid
Bank Account Number		

**The Council must protect all public funds and false claims for this business rates grant may face prosecution and repayment.**

**Signature:**.....

**State Aid**

To establish whether you are eligible to receive this grant as De Minimis Aid, you must declare the full amount of De Minimis Aid which you have already been granted during this and the previous two financial years.

Any assistance that may have been received from any public body might be a De Minimis Aid. This could be from Central, Regional, Devolved Governments (or agencies) or a Local Authority.

Please complete the Statement of Previous Aid received under the De Minimis Exemption below and arrange for a director of your business to sign the declaration. This information will be used to assess your eligibility to receive rate relief.

**Statement of previous Aid received under the De Minimis Exemption**

- I can confirm that I have not received De Minimus Aid.

Signature.....

- I can confirm that ..... has received the following De Minimis Aid during the previous 3 financial years (this being the current financial and the previous two financial years):

Value of Aid received:

Date of Aid Received:

Nature of Aid:

Name Address of organisation Providing the Aid:

It should be noted that Tameside Metropolitan Borough Council must be notified immediately of any assistance or aid subsequently received by the applicant under the De Minimis Exemption.

**DECLARATION:**

**I hereby certify that full details of any assistance received under the De Minimis Exemption have been declared on this form and, if none have been entered, it is confirmed that no such awards have been made to the applicant. I also certify that the particulars given are correct and I am aware that if incorrect information is supplied, it will invalidate an award and may constitute a criminal offence.**

**Signed:**

**Print Name:**

**Capacity:**

**Date:**

**E-mail Address:**

**Telephone Number:**

**SAMPLE FORM**