



Department for  
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### **Business Grants Funds: programme closure**

Thank you for all your work in getting grants to businesses under the Small Business Grants Fund, the Retail, Hospitality & Leisure Grants Fund and the Discretionary Grants Fund. I and my ministerial colleagues have heard from businesses how important these grants have been.

Through the first two schemes, local authorities have now made £10.76bn grant payments to over 875,000 hereditaments. That equates to over 92% of all those you have identified as in scope. I know that you have made huge efforts to find those final few businesses that have yet to come forward, but also that those efforts are now yielding limited results. I am also aware that you have made progress in distributing your Discretionary Fund, with some councils having already paid all their grants.

Given the schemes' success, in that over 92% of eligible businesses have received grants, the Chancellor and I have taken the decision that all three grant schemes, including the Discretionary Fund, should close by Friday 28 August. We will support you in getting the message out locally and I am attaching a core script that can be used in your communications.

The Chancellor and I have also agreed that once the final payments have been made on all schemes it will be necessary for local authorities to return any unspent funds to BEIS. My officials will be in touch with more information on the reconciliation process in due course. In the meantime, thank you once again for all your hard work in supporting businesses locally.

Yours sincerely,

**THE RT HON ALOK SHARMA MP**  
Secretary of State for Business, Energy & Industrial Strategy

**Key messages on scheme closure**

- £x grants have been made to x businesses premises in [your local authority area]
- These grants have been vital to our local economy – helping ensure the survival of shops, cafes, hotels, restaurants and many other businesses.
- We are in the final stages of this programme. The vast majority of eligible businesses have now claimed grants
- If you think that you are eligible, but have not yet been in touch with us about this, please do so as soon as possible
- Given the schemes' success, in that [x%] of eligible businesses have received grants, we will be closing the Small Business Grants Fund, the Retail, Hospitality & Leisure Grants Fund and the Discretionary Grants Fund by (x date)
- Subject to checks, you will receive your grant payment within x days/ weeks of contacting us