

Appendix A: Matrix of Eligibility and Evidence

Criteria	Evidence required
<p>Business must not be eligible for any other COVID19 government cash grant including:</p> <ul style="list-style-type: none"> • Small Business (SB) Grant Fund • Retail, Hospitality and Leisure (RHL) Grant • The Fisheries Response Fund • Domestic Seafood Supply Scheme (DSSS) • The Zoos Support Fund • The Dairy Hardship Fund 	<p>Capita to check if business previously received a SB or RHL grant or is eligible for one. If yes, business is rejected.</p> <p>Self declaration required to show that business is not eligible for any of the other Covid-19 government cash grants.</p>
<p>Businesses must have been trading on 11 March 2020 and for 12 months prior to this date.</p>	<p>Bank statements to show business was trading on 11 March 2020 and 12 months prior.</p>
<p>Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.</p>	<p>2 checks to be made using government tools:</p> <p>https://www.gov.uk/find-out-if-a-company-is-in-financial-trouble</p> <p>https://www.gov.uk/search-bankruptcy-insolvency-register</p> <p>Company Name and Registration Number will be required for this.</p> <p>Certificate of Incorporation.</p>
<p>Company must be trading in Brent (as opposed to just registered in Brent).</p>	<p>Evidence from bank accounts or invoices showing trading taking place in Brent.</p> <p>If a B&B, any of the following will also be required:</p> <ul style="list-style-type: none"> • Planning permission for change of use; • A fire certificate obtained when setting up the B&B to get business insurance policy and public liability cover; • A “hotel and mobile units television licence”, which covers up to 15 televisions and can be purchased online from TV Licensing; • A music licence from PPL PRS Ltd, if they have a TV in public areas, such as a bar or breakfast room, which has the sound turned on;

	<ul style="list-style-type: none"> • A personal and premise alcohol licence, if serving alcohol; • Registered with local Environmental Health Officer when setting up the B&B to the property assessed.
Business must be able to evidence a minimum of 50% loss of income incurred due to Covid-19. This will be measured as either a drop in income from Jan-Feb 2020 compared with March – April 2020 OR from March – April 2019 compared with March – April 2020.	Bank statements from January – February 2020 and March-April 2020 evidencing drop in income between the two time periods. OR bank statements from March - April 2019 (inclusive) and comparison bank statements from March - April 2020 (inclusive) evidencing loss of income this year compared to last year.
Businesses must occupy a property, or part of a property, with a rateable value or annual mortgage/rent payments of less than £51,000 per annum.	<ul style="list-style-type: none"> • Most recent business rates bill where applicable. • If the business does not have their own business rates account, evidence of their annual rent/mortgage payments to illustrate these are less than £51,000 per annum.
Businesses must evidence that they have fixed ongoing property-related costs (e.g. rent payments evidenced by a contract or lease)	<ul style="list-style-type: none"> • Most recent tax return (and no earlier than 2018/2019) If no tax return is available then the following will be accepted: <ul style="list-style-type: none"> • Lease/tenancy agreements; • Evidence of invoice for market stalls/street trading licence and evidence of renewal fee receipt; • Utilities bills.
Must have 10 or fewer employees and meet at least 1 of the 2 following criteria: <ul style="list-style-type: none"> - A turnover of less than £632,000 - A balance sheet of less than £316,000 	Redacted payroll data and most recent BACS transfer amount evidenced on bank account statement (ideally from April 2020) Self declaration of annual turnover accompanied by copy of accounts from 2019/20 financial year. If these are not available, a copy of accounts from 2018/19 must be provided.

Applicants must meet **all of the above** criteria in order to be eligible. If any one of the criteria is not met, the applicant will be rejected and their application will not be considered.

If they meet all the above criteria, they may also be subject to the proposed ranking system which is detailed in Appendix B.