

Flood Recovery Grant Scheme Guidance for Businesses

This grant scheme is to support small and medium sized businesses severely affected by the flooding of 18th-20th November 2009, to help you recover quickly and provide a boost to get you trading successfully and sustainably. The support has been put together based on experience of supporting businesses during the FMD crisis and previous flooding crisis in the county, and drawing on best practice identified elsewhere.

Who is funding this support?

This funding is provided by the Northwest Regional Development Agency.

Eligibility

Small and medium sized businesses (up to 250 full time equivalent employees) in Cumbria flooded during the heavy rain of 18th-20th November 2009 which:

- were trading on 17th November 2009
- were severely affected by the flood
- are able to demonstrate viability prior to the flooding or on track to become so within one year
- intend to continue trading and to maintain existing levels of jobs for a period of three years.

Businesses in sectors excluded from the De Minimis Block Exemption are not eligible for this scheme but it is anticipated that private sector funding will be confirmed shortly to support these businesses. State aid includes, for example, National Lottery Funding, European Funding, NWDA funding, rate relief, deferral of VAT and income tax, other Government support.

If you were not flooded but have been severely affected your situation will be looked at on a case by case basis.

What can you apply for?

- **Specialist expertise**

Expertise to help plan the clean up and recovery – for example accountant, architects, designers, IT specialists, HR , etc.

Up to 100% of costs can be covered at up to £600/day, up to a maximum of £5,000.

- **Marketing**

Expertise to help the business trade again and implement a marketing plan – for example to produce a marketing plan, recreate customer records, reinstate or introduce electronic sales, and other actions to implement a marketing plan.

Up to 70% of costs can be covered.

- **Interest Relief**

Interest costs on new, rescheduled or existing borrowing.

Up to 100% of costs can be covered up to a maximum of £5,000.

- **Training**

Training of staff, for example to use new equipment or implement new processes. This includes the cost of trainers, materials and venues.

Up to 100% of costs can be covered.

Funding can be applied for in any combination up to the overall maximum amounts set out below.

NB This funding should not be used for anything that an existing scheme for which the business is eligible already covers. The Business Recovery Plan should draw in any relevant existing support to maximise the help to the client and impact on the business – your Business link adviser will help you with this.

Approximate costings may be used for the application to facilitate speedy submission and approval but these should be as realistic as possible.

How much can you apply for?

You can apply for up to £10,000, depending on the size of your business, as follows:

Annual turnover	FTE jobs	Maximum grant
Up to £68,000	1	£3,000
£68,001 - £300,000	2-5	£5,000
£300,001 - £500,000	6-10	£7,000
£500,001 plus	11 plus	£10,000

Either annual turnover or full time equivalent employee numbers will be used to calculate the maximum grant – using whichever puts you in the highest grant category.

Any offer will be capped if necessary to ensure that state aid limits will not be exceeded. This is unlikely to affect you unless you have already received significant public funding.

Dates for applications and claims

Applications will be dealt with on a first come first served basis and you should apply as soon as possible. The final date for applications is 28th February 2010.

Final claims must be submitted by 31st December 2010.

What is the process?

Business Link adviser will help you to produce a business recovery plan and complete your application form. ***There is no charge for assistance from a Business Link adviser.***

The adviser will confirm and verify the information and confirm that they consider the project costs reasonable. Cumbria Chamber of Commerce reserves the right to verify applications signed off by an adviser.

The adviser has no authorisation to agree funding.

The application is then submitted to the Chamber who will process it and send out an offer letter (or otherwise) within three days.

You then submit your claim(s). Each of the four elements can be claimed for separately.

The Chamber aims to pay claims within 3 days of receipt.

Specialist expertise grants will be paid direct to the supplier. Other grants will be paid to your business.

What is not covered?

- Recoverable VAT
- Costs that are covered or reasonably could have been covered by insurance

Outputs

As you'll appreciate as a tax payer, we do need to demonstrate that public money is being used properly, so you will need to provide expected outputs (like jobs saved). Your Business Link adviser will help you specify these.

Conditions of grant offer

If successful in obtaining a grant you will be required to fulfil the following conditions:

- the grant must be used to aid recovery from the impact of flooding and should form part of a considered business recovery plan - it cannot be used as compensation for any loss incurred
- within 6 months of completing the project you must provide a letter confirming whether the project achieved the outcomes set out in the application and confirming the outcomes achieved
- if the grant was not used as specified in the application and offer we reserve the right to reclaim all or part of the grant claimed
- you agree that Business Link and/or NWDA may visit the project and that we may require you to provide any further information deemed necessary by the funder
- we reserve the right to audit and monitor the project
- Business Link and/or Cumbria Chamber of Commerce may conduct a satisfaction survey
- it is anticipated that this funding will be taxable.

Queries

Any queries please contact your Business Link adviser or Cumbria Chamber of Commerce 0845 226 0040 or info@cumbriachamber.co.uk.