

Omicron Hospitality and Leisure Grant Checklist

This list will give businesses the information they need to gather before beginning your grant application, as grant applications cannot be saved and returned to at a later date.

What You Will Need	Further Details
Business Rates Account Reference Number	This is the 8 digit number beginning with a 5 found on your SLDC Business Rates/NNDR bill. Old NNDR bills will have an old account number, so make sure you are using your most recent bill, which you should have received in March 2021.
Applicant Details	<p>We need your details as the applicant including your contact details to update you on the outcome of the application, and should we need to contact you for additional information.</p> <p>For Sole Traders, this should be the details of the sole trader. For Companies, this should be the nominated representative with authorisation to submit on behalf of the business.</p>
Business Details	<p>These include: your business name; type of business; and a relevant business-related unique identification number. If you have a company registration number through Companies House, you must use this, otherwise charities should use the charity registration number, and sole traders can use their self-assessment or partnership number, or national insurance number.</p> <p>If your property doesn't have a business name (such as a self-catering holiday let operated by a sole trader or partnership), you can either use your name or the name of the property.</p>

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Bank details	<p>We'll need to know the Bank/Building Society's Name, your Account Name, sort code and account number. In most instances, this is your business bank account, though we are able to pay personal accounts where they are used for business purposes.</p> <p>Please ensure you double check these are submitted correctly as this may delay your grant payment.</p>
Supporting Documentation: Full Bank Statement <u>and</u> Utility Bill	<p>You need to upload a full bank statement, which must be dated within the last 3 months: this must include your address, sort code, account number and account name. Your bank details will need to match the business rates account holder for the property you are applying for. Please note that without both these documents we will not be able to process your payment.</p> <p>We also require a recent utility bill which includes the business property address relating to the grant application, dated within the last 3 months. Failure to provide this may delay grant payment.</p> <p>Make sure these are clear, legible, and contains all the information required.</p>
Subsidy Allowance information	<p>You will need to declare to us how much grant funding your business has received within the last 3 financial years – this includes all COVID-19 grants your business has received under each grant scheme, along with a cumulative total of all grants received. This is known as Subsidy Allowance (formerly State Aid).</p> <p>You will have to check your bank statements for this information, you will not be able to contact us to request this information.</p> <p>Please refer to our Business Grants Overview which will help you determine which grants you have had. This document is relevant for South Lakeland businesses only.</p>