

Small Business Assistance Scheme for COVID

Privacy Notice: [The name of local authority to be completed in ID 1 of the Application Form] is seeking the information below from you to process your application. The lawful basis for processing this information is:

Article 6(1)(e) of the General Data Protection Regulation

The data controller within the meaning of the Data Protection Act, 1988, as amended, is the Department of Enterprise, Trade and Employment. [The name of local authority to be completed in ID 1 of the Application Form] is the data processor for the purpose of administering the scheme.

The personal information you provide will be used only for the purposes of submitting and processing your application for SBASC funding. It will be necessary to share a high-level description of the names and numbers of businesses applying for the grant, the amounts awarded and Covid-19 impact and numbers employed data to the Department of Enterprise, Trade & Employment for reporting purposes. [The name of local authority to be completed in ID 1 of the Application Form] undertakes to retain the personal data you supply for no longer than the duration of the Small Business Assistance Scheme for COVID plus a further 5 years.

By submitting your application, you consent to the Department of Enterprise Trade and Employment and/or the relevant local authority providing the details on this application form to the Revenue Commissioners via a secure file transfer mechanism. The purpose of this is to enable the Revenue Commissioners to confirm that you have not received a Covid Restrictions Support Scheme (CRSS) payment in Quarter 1 2021. In providing this information you are expressly consenting to Revenue providing this validating information to the Department of Enterprise Trade and Employment and/or the relevant local authority.

A detailed description of how [The name of local authority to be completed in ID 1 of the Application Form] will address the following data protection issues can be found by accessing the following web page links –

[The name of local authority to be completed in ID 1 of the Application Form] Data Protection Policy

Details of how you can exercise your rights as a data subject under GDPR. Contact details for [The name of local authority to be completed in ID 1 of the Application Form] Data Protection Officer.

[The name of local authority to be completed in ID 1 of the Application Form] records retention schedule.

A detailed description of how [The name of local authority to be completed in ID 1 of the Application Form] will address the following data protection issues can be found by accessing the following web page links –

[The name of local authority to be completed in ID 1 of the Application Form] Data Protection Policy

Details of how you can exercise your rights as a data subject under GDPR

Contact details for [The name of local authority to be completed in ID 1 of the Application Form] Data Protection Officer

[The name of local authority to be completed in ID 1 of the Application Form] records retention schedule.

Application Form

All questions must be answered. The declaration must be fully completed and signed.

The Department of Enterprise, Trade and Employment will arrange to carry out spot-checks to ensure compliance with the qualifying criteria (see FAQ 8).

ID	Other COVID Business Supports	Response	Notes
1	Name of your local authority	Drop-down field	
2	Are you eligible for the CRSS support scheme?	Yes/No	See FAQ 9
3	Are you eligible for the Failte Ireland Tourism Business Continuity scheme?	Yes/No	See FAQ 9
4	Are you eligible for the Music Entertainment Business Assistance Scheme (MEBAS) of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media?	Yes/No	See FAQ 9

ID	Employment		
5	How many employees were in the business at end February 2020 (full time equivalent number) including staff across all branches.	Number	<i>Must be greater than or equal to 1 and less than or equal to 250. See FAQ 9.</i>
ID	Covid19 Impact		
6	Annual turnover in 2019 OR estimated annual turnover in 2020 if you have commenced your business after 1 st Nov. 2019?	€	<i>Required for each business premises in which a relevant business activity is carried on and for which a claim will be made. Must be more than €50k for each premise. See FAQ 9.</i>
7	Is there currently any business activity (i.e. fully or partially open or online?)	Yes/No	
8	If the answer to Q7 is yes, give short description of current business activity	Free text	
9	If your business closed, what date did it close?	Date	
10	Will your business reopen?	Yes/No	
11	What is the average weekly turnover for 2019? OR What is the projected average weekly turnover for 2020 if you have commenced your business after 1 st Nov. 2019?	€	
12	What is the projected average weekly turnover of the business for 1st January 2021 to 31st March 2021?	€	
13	Is the business a branch of a company with multiple stores?	Yes/No	<i>See FAQ 13</i>
ID	Your Business	Response	Notes
14	Customer Number	Free text	<i>See FAQ 17</i>
15	Rate Number	Free text	<i>See FAQ 18</i>
16	Company Trading Name	Free text	<i>required for each business premises in which a relevant business activity is carried on and for which a claim will be made</i>
17	Company Registered Name	Free text	
18	Revenue Registration Number	Tax Reference number format	
19	Address of Business Premises	Free text	<i>required for each business premises in which a relevant business activity is carried on and for which a claim will be</i>

			<i>made</i>
20	Address Line 1	Free text	
21	Address Line 2	Free text	
22	Address Line 3	Free text	
23	Eircode	Free Text + Eircode Finder	
24	Sector	<i>Drop-down menu with NACE categories as agreed.</i>	
25	Proprietor/Applicant Name	Free text	
26	Position in Company	Free text	
27	Phone Number	Free text	
28	Email Address	Free text	
29	Confirm Email Address	Free text	
30	Account Name	Free text	
31	Bank Details – BIC Number	Free text	
32	IBAN Number	IBAN Format	
33	Bank Statement Header	Document Upload	
34	Tax Clearance Access Number	Numeric	

DECLARATION

I/We hereby declare that the business trading as **the trade name outlined in question 17 above** suffered a loss of the amount and percentage of expected turnover to 31st December 2020, **outlined in the response to questions 11 and 12 above**. I/We confirm that the business will remain open **OR** will reopen when permitted to do so under the public health regulations in force at the material time. [checkbox]

I/We declare that I intend to retain those employees currently receiving EWSS. [checkbox]

I/We declare that I/we am not eligible for CRSS, the Failte Ireland Tourism Business Continuity Scheme, or the Music Entertainment Business Assistance Scheme (MEBAS) of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. [checkbox]

I/We consent to Department of Enterprise Trade and Employment and/or the relevant local authority providing the details on this application form to the Revenue Commissioners via a secure file transfer mechanism. The purpose of this is to enable the Revenue Commissioners to confirm that I/we have not received a Covid Restrictions Support Scheme (CRSS) payment in Quarter 1 2021. In providing this information I/we am/are expressly consenting to Revenue providing this validating information to the Department of Enterprise Trade and Employment and/or the relevant local authority. [checkbox]

SIGNATURE (see FAQ 20)

Document upload

Small Business Assistance Scheme for COVID - Frequently Asked Questions

1. How soon will I get my grant?

On average, we will aim to process (meaning *Yes/No/further information required*) applications within two weeks. However, this will be dependent on the initial surge in applications numbers.

2. How much will I get?

Eligible businesses will receive a payment of €4,000 for the first quarter of this year, the period from 1 January to 31 March 2021. It is anticipated that payments to eligible businesses for the first quarter will be made from April 2021. There will be a second payment in Q2, 2021 of €4,000 for businesses continuing to meet the criteria.

3. What can I use the grant for?

The grant is a contribution towards the cost of re-opening or keeping a business operational and re-connecting with employees and customers. The grant could be used to defray ongoing fixed costs, e.g. utilities, insurance, refurbishment or for measures to ensure employee and customer safety.

4. If I have not paid my 2020 rates, am I eligible?

Yes.

5. If my rates are in arrears, am I eligible?

Yes.

6. If my premises was not rate assessed in 2020 am I eligible?

Yes. The Local Authority will estimate what your rates demand for 2020 would have been.

7. How do I apply?

The application can be made online via your local authority website at [\[Insert LA link\]](#). The application form will require applicants to self-declare that they are ineligible for the CRSS, the Fáilte Ireland Business Continuity Grant or the Music Entertainment Business Assistance Scheme of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and that they are not applying for or in receipt of those grants. Applicants will also be asked to consent to data sharing with the Office of the Revenue Commissioners to enable spot checks on CRSS eligibility.

8. How will the grant be paid?

The grant will be paid via the Local Authorities, based on an online application process, in order to identify and validate qualifying businesses and make payments to the business' bank account as efficiently as possible.

9. What are the criteria for qualifying for the SBASC?

A business must:

- Be a sole trader, a company, self-employed, or a partnership;
- Have a minimum turnover of €50,000 for each rateable premises;
- Not be owned or operated by a public body;
- **Not** eligible for/be in receipt of CRSS for the period for which the grant covers or eligible for Fáilte Ireland's Business Continuity Scheme or the Music Entertainment Business Assistance Scheme (MEBAS) of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.
- Operate from a building, or similar fixed physical structure on which business rates are payable (mobile premises, or premises which are not permanently fixed in place, do not meet the definition of business premises nor do premises on which no rates are payable);
- Must have a current eTax Clearance Certificate from the Revenue Commissioners.
- The turnover of the business over the claim period 1st January to 31st March 2021 is estimated to be no more than 25% of the
 - Average weekly turnover of the business in 2019; or
 - the estimated average weekly turnover of the business in 2020, for businesses that commenced after 1st November, 2019 and
- The business intends to resume trading in full once Government restrictions are eased.
- Have 1 - 250 employees and a projected turnover of less than €25 million in 2021;
- In relation to the verification of the €50,000 turnover requirement, applicants will be required to upload their most recent financial or trading accounts or the relevant section of their most recent Revenue income tax Form 11, which verifies turnover in excess of €50,000.

The DETE will arrange to carry out spot-checks to ensure compliance with the qualifying criteria.

10. Can tourism-related businesses apply?

Rate-paying tourism/hospitality related businesses can apply if they have not benefited from either CRSS, the Fáilte Ireland Tourism Business Continuity Grant or and the Live Performance Support Scheme or the Music Entertainment Business Assistance Scheme of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

11. Can sporting organisations apply?

Rate-paying Sports Clubs, such as GAA Clubs and Golf Clubs that have commercial activities (e.g. bar/restaurant) can apply for a grant if they are not in receipt of CRSS, eligible for Fáilte Ireland's Tourism Business Continuity Grant or the Music Entertainment Business Assistance Scheme of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

12. What about Charity Organisations?

Charity Shops with a trading income, and operating from rateable premises, can apply for a grant if they are not in receipt of CRSS, Fáilte Ireland's Tourism Business Continuity Grant or the Music Entertainment Business Assistance Scheme of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

13. What about franchise stores, chain stores and tenant businesses?

- a) Where an enterprise has multiple business premises that meet the turnover criteria and are incurring costs and paying rates, they can apply for each premises.
- b) Where the rate account is addressed to a landlord for one or multiple tenant businesses the grant must be applied for and paid to the operating business in each case.
- c) Businesses that have a number of outlets that are rated separately can apply for separate grants. A franchise store that is financially and trading independently and if it meets the other criteria, is eligible.

SBASC is not to cover for loss of income, it is a contribution to fixed costs, partial turnover reductions for business within premises are not eligible.

14. What is the situation regarding Professional Services?

Professional Services such as Accountants, Architects, GPs, Dentists, Opticians, Consultants, etc., are eligible if they are operating from rateable premises and meet the criteria, including loss of turnover.

However, other services not operating from rateable premises are not eligible.

15. I am a street trader who pays rates to my local authority, am I eligible?

Yes.

16. What is the closing date?

The closing date for receipt of applications for Quarter 1 is **21 April 2021**.

17. What is my Customer Number?

Your Customer Number is located on your commercial rates demand.

18. What is my Rate Number?

Your Rate Number (or LAID) is located on your commercial rates demand.

19. What is a Bank Statement Header?

The bank statement header is the top of a recent bank statement (dated within the past 6 months) indicating your business name and address and business bank account number, which should be

scanned and uploaded as an attachment to the application form to verify your business name and address, and your bank account details i.e. BIC and IBAN.

20. How do I sign the form?

A typed signature should be included on the form.

21. If I am not happy with the decision to refuse my grant can I appeal?

Yes, any decision to refuse a grant may be appealed to [insert email address]. Appeals relating to a decision to refuse an application shall be made in writing within 7 days of receipt of notification.

22. Where can I get more information?

Further information can be obtained from your Local Authority Business Support Unit at Ph. [To be inserted by local authority]

Top Level NACE Codes REV. 2

SECTION A — AGRICULTURE, FORESTRY AND FISHING

SECTION B — MINING AND QUARRYING

SECTION C — MANUFACTURING

SECTION D — ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY

SECTION E — WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES

SECTION F — CONSTRUCTION

SECTION G — WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES

SECTION H — TRANSPORTATION AND STORAGE

SECTION I — ACCOMMODATION AND FOOD SERVICE ACTIVITIES

SECTION J — INFORMATION AND COMMUNICATION

SECTION K — FINANCIAL AND INSURANCE ACTIVITIES

SECTION L — REAL ESTATE ACTIVITIES

SECTION M — PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES

SECTION N — ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

SECTION O — PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

SECTION P — EDUCATION

SECTION Q — HUMAN HEALTH AND SOCIAL WORK ACTIVITIES

SECTION R — ARTS, ENTERTAINMENT AND RECREATION

SECTION S — OTHER SERVICE ACTIVITIES