



# South Cambridgeshire District Council:

## Omicron Hospitality and Leisure Grants Support Policy

January 2022

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<b>Ownership</b>	Peter Maddock (Head of Finance)
<b>Approved by</b>	
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## Background

This document provides details of financial support to be administered to businesses by South Cambridgeshire District Council for businesses severely impacted by coronavirus restrictions and the rise of the Omicron variant.

In December 2021, Government announced details of further support to be administered by local authorities to businesses who have been affected severely by the rise in the Omicron variant within hospitality, leisure, personal care, and sports facilities businesses.

## Omicron Hospitality and Leisure grant (OHLG)

Businesses who were the registered rate payer on 30 December 2021 operating within the Hospitality and Leisure sector could be eligible for a one-off payment in recognition that the rise of the Omicron variant has led to severe impact on their business. The primary principle is to support businesses that offer in-person services as their main service and activity takes place in a fixed-rate paying premises in the hospitality, leisure and tourism accommodation sectors. The amount of the one-off payment is based on the rateable value and shown below.

Business Rateable Value	One-off payment
Businesses with a rateable value of or below £15,000	£2,667
Businesses with a rateable value between £15,001 and £51,000	£4,000
Businesses with a rateable value of more than £51,000	£6,000

Definitions for the purposes of this scheme are restated below:

- **Hospitality:** a business whose main functions is to provide a venue for the consumption of food and drink



- **Leisure definition:** a business that provides opportunities, experiences and facilities, in particular for culture, recreation, entertainment, celebratory events, days and nights out, betting and gaming
- **Accommodation definition:** a business whose main lodging provision is used for holiday, travel and other purposes

This table sets out types of businesses that are eligible under scheme. This list is not exhaustive, but indicative of the types of businesses that can be supported under this scheme.

Support type	Types of business	
<b>Hospitality</b>	Food courts	Roadside restaurants
	Public houses/pubs restaurants	Wine bars
	Restaurants	Cafes
<b>Leisure</b>	Casinos and gambling clubs	Arenas
	Cinemas	Concert halls
	Museums and art galleries	Tourist attractions
	Stately homes and historic houses	Theme parks
	Theatres	Amusement arcades
	Zoos and safari parks	Soft play centres or areas
	Amusement parks	Clubs & Institutions
	Wedding venues	Village Halls & scout huts,
	Events venues	Cadet huts, etc
	Nightclubs and discotheques	



<b>Accommodation</b>	Caravan parks	Holiday apartments,
	Caravan sites and pitches	Cottages or bungalows
	Chalet parks	Campsites
	Coaching Inns	Boarding houses
	Country house hotels	Canal boats or other
	Guest houses	Vessels
	Hostels	B&Bs
	Hotels	Catered holiday homes
	Lodge	Holiday home

Eligible businesses are those registered within South Cambridgeshire and that were trading and engaged in business activity on 30<sup>th</sup> December 2021. There is no starting date from which businesses must have been trading in order to qualify for a grant. To be considered as trading, businesses should be engaged in buying and selling goods and services in order to generate turnover, including online, or via click and collect.

### **Exclusions:**

The following are ineligible for the Omicron scheme

- Businesses that have already received grant payments that equal the maximum permitted levels of subsidy.
- Business intermediaries acting on behalf of other businesses
- Partnerships or businesses with a registered address in South Cambridgeshire but no trading activities within the United Kingdom
- Partnerships that only exist to operate investment funding and other types of finance



- Businesses that are in administration, insolvent or where a striking-off notice has been made
- Those intending to use funding as a wage support mechanism

## Application Process

All grants will require an online application form to be completed, which will be published on our website when the scheme is launched. Applications will require supporting documentation such as bank statements.

In order for South Cambridgeshire District Council to undertake the relevant business checks required we anticipate that the scheme will close for applications on 18 February. Final payments will be made by 31 March 2022

## Additional Restrictions Grant

Additional Restrictions Funding (ARG) was provided from November 2020 on a per-business basis to ensure local authorities can target funding fairly and directly at business support.

A funding top-up to the Additional Restrictions Grant has been provided to SCDC to support business recovery into the new financial year at the Council's discretion. This is a limited, one-off fund and it is the Council's intention to make use of this by providing support to eligible businesses that do not have a rateable value and/or are ineligible to receive the Omicron Hospitality and Leisure grant but nonetheless operate in the supply chain to OHLG businesses.

Eligible businesses are those that:

- Were registered within South Cambridgeshire and were trading and engaged in business activity prior to the onset of the Omicron variant. There is no starting date from which businesses must have been trading in order to qualify for a grant, however the provision of supporting documentation showing that the business has been affected by the onset of the Omicron variant will be required. To be considered as trading, businesses should be



engaged in buying and selling goods and services in order to generate turnover, including online, or via click and collect.

- Operate within: Hospitality, leisure, accommodation, personal care, the travel and tourism sector, including group travel, travel agents and tour operators, coach operators, wedding industries, nightclubs, theatres, events industries, wholesalers, English language schools, breweries, freelance and mobile businesses (including caterers, events, hair, beauty and wedding related) gyms, and other businesses that may not have received other grant funding.

A payment up to £10,000 may be provided to businesses based on the level of turnover, fixed costs, number of employees, and the consequent scale of losses due to the rise of the Omicron variant. Grant funding may be paid via a one-off payment to eligible businesses.

<b>Turnover</b>	<b>Potential amount a business may receive</b>
< £50,000	<b>£1,000</b>
£51,000 - £100,000	<b>£2,000</b>
£101,000 - £200,000	<b>£3,000</b>
£201,000 - £300,000	<b>£4,000</b>
£301,000 - £400,000	<b>£5,000</b>
£401,000 - £500,000	<b>£6,000</b>
£501,000 - £700,000	<b>£7,000</b>
£701,000 - £800,000	<b>£8,000</b>
£801,000 - £900,000	<b>£9,000</b>
£901,000 +	<b>£10,000</b>



These values serve as a guideline only and SCDC reserves the right to award more or less per projected business band depending on the merit of the supporting detail provided within each application. The minimum award available to any successful grant applicant is £1,000 and the maximum award £10,000. As the funds draw to a close, awards will be apportioned based on the remaining funds available. The Council reserves the right to close the scheme at any time and will do so immediately upon 100% fund allocation.

Grant funding received by a business is taxable and payments through this scheme will need to be included as income in the tax return of the business.

Payments made to business prior to 5 April 2021 will fall into 2020/21 tax year. Unincorporated businesses will be taxed when they receive the grant.

In order for South Cambridgeshire District council to undertake the relevant business checks required we anticipate that the scheme will close for applications on 18 February. Final payments will be made by 31 March 2022

## Exclusions:

The following are ineligible for the Additional Restrictions Grant scheme:

- Eligible Businesses who have a rateable value will be supported through the Omicron Leisure and Hospitality Grant Scheme and therefore not eligible to apply for further funding through this discretionary scheme.
- Businesses that have already received grant payments that equal the maximum permitted levels of subsidy.
- Business intermediaries acting on behalf of other businesses
- Partnerships or businesses with a registered address in South Cambridgeshire but no trading activities within the United Kingdom
- Partnerships that only exist to operate investment funding and other types of finance
- Businesses that are in administration, insolvent or where a striking-off notice has been made
- Those intending to use funding as a wage support mechanism



## Application Process

All grants will require an online application form to be completed, which will be published on our website when the schemes are launched.

As part of the application process, grant applicants will be asked to provide the following:

- Established businesses must submit their last 3 month of banks statements and may be asked for further supporting evidence such as accounts, receipts and Profit and Loss reports.
- All applicants must include a supporting statement of up to a maximum of 1,000 words explaining how their business has been severely affected by the rise in the Omicron variant resulting in a reduction of turnover of 30% or more.
- All businesses will be required to self-certify that they meet the eligibility criteria.

The application process will allow the Council to undertake proportionate pre-payment checks to confirm eligibility relative to the scheme in question and to allow the appropriate level of grant to be identified.

## Scheme Closures

The scheme will close for application on Friday 18<sup>th</sup> February, however, due to specific funding allocations from central government South Cambridgeshire District Council reserves the right to close applications for any government grant scheme at such a time as the pot of money allocated to us from Central Government has been exhausted.

## Appeals

This is a discretionary grant scheme administered by South Cambridgeshire District Council and whilst there is no formal right of appeal, if an applicant is dissatisfied with the outcome, they can request a review of the decision. The request should be submitted in writing to [businessgrants@scambs.gov.uk](mailto:businessgrants@scambs.gov.uk) within one week of the initial decision and should detail the



reasons why a review is considered necessary, providing any additional supporting information required.

## **Anti-Fraud Measures**

The Government will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain grant money will face investigation by the Council's Anti-Fraud team and possible prosecution as result. Any funding issued will be subject to claw back, as may any grants paid in error.

In addition to pre-payment eligibility checks there will be a process managed by Internal Audit which uses government schemes such as the National Fraud Initiative (NFI) to ensure the Council takes reasonable steps in prevention of fraud and error. Data will be shared with BEIS and NFI and central government will support local authorities to carry out post-event assurance work.