Business Adaptation Grant: Hospitality and food sector only

Great Yarmouth Borough Council has received funding to support small businesses in the hospitality and food service sectors of the tourism economy only, where they have incurred additional expense in adapting their business in order to reopen safely and in line with the Government’s coronavirus requirements.

Quick eligibility check (apply ONLY if you can answer YES to the following)

- I am a small food service or hospitality business in the tourism sector.
- I pay Business Rates or Council Tax to Great Yarmouth Borough Council.
- I have spent more than £500 on equipment or supplies to make my business COVID-secure between 1 May and 31 July 2020.
- I can evidence this spend by invoice and photographs of equipment installed.
- I want to complete an online application to claim back 50% of eligible costs up to a maximum grant of £2,500.

Frequently asked questions

Who can apply?
You can apply for this funding if you are a small business (with a rateable value of £51,000 or less if paying Business Rates) and ONLY IF you are trading as a:
- restaurant
- café
- takeaway or mobile operator
- public house
- guesthouse or bed and breakfast that operates only for short-term tourist visits (i.e. long-term letting and HMOs are excluded)
- hotels

When can I apply?
Applications can only be made from launch **until midnight Monday 24 August 2020**. Applications received after the deadline cannot be accepted.

What can I claim for?
Equipment and supplies during the coronavirus pandemic. Examples of what you could claim for are:
- posters
- signage
- sneeze screens
- floor stickers and markings
- barriers and other controls to ensure social distancing
- sanitiser stands and dispensers etc
- consumable PPE such as gloves, masks, hand sanitiser etc
How much will I be paid?
If your claim is approved, you will receive 50% of the cost providing you spent a minimum of £500 on eligible items. The maximum grant that can be allocated is £2,500 per business. This is a finite grant fund and will be allocated on a ‘first come, first served’ basis and will end when the funds are distributed.

Is all PPE included?
Providing the PPE was purchased entirely for use in your business, and was not resold in any way, this can be included. Claims must therefore be reasonable and proportional to your business need. Claims that are deemed excessive will not be paid.

Can I claim retrospectively?
Yes. All eligible items must have been purchased between 1 May and 31 July 2020. Only one claim can be made per business though.

I have bought items on a credit account in the period 1 May to 31 July but not yet paid for them. Can I claim for them?
If you can provide a proforma invoice, or other evidence, then they can be included in your claim. Items that have been purchased on a credit card can also be claimed if the invoice you provide is dated between 1 May and 31 July 2020.

I have already received other grants or payments related to the coronavirus pandemic. Can I claim for this grant?
This is additional funding and can be claimed if you have already received funding such a Small Business Grants, SEISS, etc. However, you cannot submit a claim for any items that have already been claimed, or will be claimed, on any other grant programme.

What evidence do I need to provide?
For all items you are claiming for you will need to provide:
   a) A copy of the invoice which identifies the amount you are claiming. Items that have been bought on invoices together with items you are not claiming for, should be clearly highlighted or circled. Hand written receipts and unitemised receipts are unlikely to be accepted without an adequate explanation. Photos of receipts and invoices will also be accepted.
   b) A photograph of the items purchased. This may be a photo of parts of your business so we can be sure the equipment claimed for is installed.
   c) A copy of your bank statement to evidence payment for items costing more than £100, except in the case of items bought on credit accounts/credit cards.

Only items that you can evidence can be claimed. Please do not include items you cannot evidence as this will delay your claim and/or make it ineligible.

When and how will I receive payment?
Applications must be received by midnight Monday 24 August 2020. Payments will be made by bank transfer and it is intended these payments will be made within four weeks.

What about VAT?
Businesses that are VAT registered will be reimbursed 50% of the net amount. Businesses not VAT registered will be reimbursed 50% of the full amount of eligible costs. Your VAT number must be included.
My business is outside the Borough of Great Yarmouth, can I claim?
You should contact your local authority to see if a similar scheme exists in your area as we can only make grant payments to businesses located in our Borough.

I have more than one outlet/premise in the Borough?
The grant is made to the business (legal entity) so all outlets/premises should be included in the one application only per business. This grant is not available to multiple outlet/national operators.

How do I apply?
Applications can only be made online by completing this form: https://myaccount.great-yarmouth.gov.uk/business-adaptation-grant. Before you start your application, please ensure you have:

- checked you are eligible for the grant
- all the required evidence to make a claim