**WORKING WELL COVID-19 WORKPLACE GRANT**

**GUIDANCE NOTE, CHECKLIST AND APPLICATION FORM**

**Phase 2 - September 2021**

**1. INTRODUCTION**

The purpose of the COVID-19 **Workplace Grant Phase 2** (CWG2) is to help businesses and employees adapt to the changes from the easing and lifting of restrictions as contained in the **Government’s Stage 4 Roadmap.** [Click here to read more about the easing and lifting of restrictions.](https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021)

The CWG2 grant aims to build on the well-established Knowsley Working Well programme, and companies can apply for grant funding so that they are supported in meeting the standards around Health & Safety, Leadership and Mental Health & Wellbeing.

Businesses can apply for **one or both grants** shown in the table below, and this document provides further information on eligibility and the evidence that is required.

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| **GRANT ONE****OUTBREAK MANAGEMENT PREVENTION****Total Grant Funding Pot: £33K** | **GRANT TWO****BUSINESS AND WORKFORCE RECOVERY****Total Grant Funding Pot: £33K** |
| Supporting businesses to create enhanced and sustainable COVID-secure environments as more staff return to the workplace and restrictions are lifted under the Government’s Stage 4 roadmap. | Supporting businesses to provide increased support and resilience measures for staff returning to the workplace eg. Mental Health support |

Support and advice are available through Knowsley Chamber’s Working Well Co-ordinator, and businesses do not need to be members of Knowsley Chamber to receive advice or apply for grants.

**2.        GRANT ALLOCATION AND SUPPORT**

Eligible companies can apply for both grants (see application form). Applicants are advised that the funding pots are finite ie. Grant funds may be exhausted quickly, therefore applications will be considered on a “first come first served” basis.

**The Grant window will be live from 10.00 am on Monday 13 September 2021 and will close once the funding pots are exhausted.**

Grants will not be awarded for expenditure or activities that have already taken place. Grant applications will only be accepted using this application form, and applicants are responsible for ensuring that the form is completed and supporting evidence attached. The Grant Panel will review applications received, and decisions will be made as quickly as possible. If an application is rejected there is no right of appeal, however the Panel may give feedback and ask the applicant to adjust / reconsider and resubmit (subject to funds being available).

Applicants must submit quotations / prices for items that they wish to purchase with the application form and will be asked to send receipts / invoices and a short evaluation report (survey) to show how the funding was used.

A copy of a feedback survey will be sent out to successful applicants within 8-10 weeks of receiving funding. Failure to comply with any of the terms of this grant could affect any further grant applications from Working Well and could result in funding being withdrawn or being clawed back.

**3. ELIGIBILITY CRITERIA**

To be eligible for funding the applicant must: -

* Must be a business or enterprise employing 2 or more staff (Full time equivalent).
* Be based in the Knowsley, currently trading and continuing to trade with a view to making a profit or surplus (ie not a dormant company).
* Meet the criteria as shown on the application form and provide ALL evidence and information as required.
* Provide a copy of a Health and Safety Policy (showing a date of publication which must be within the last 12 months), a current Covid-19 Risk Assessment, and copies of both current Public and Employers’ Liability insurance.
* Provide a copy of the most recent Business Rates statement, or if not in rates a copy of a current lease, licence or rental agreement showing the address the business is based and the amount payable per annum.
* Details of a business bank account which relates to the property information (personal or individual bank account information is not acceptable).
* Sign up and work towards the “Working Well” (WW) programme and the 8 standards. This can be done over an arranged Zoom meeting, face-to-face if safe to do so, or over the telephone**.**
* Sign up to the Workplace Health and Wellbeing Champion scheme.
* Acknowledge in any publicity or promotion that Working Well Small Grants for Health Initiatives has helped fund activities, eg. On any printed/promotional materials, website, Intranet, etc.
* Be compliant with law and practice in relation to diversity and equal opportunities and have an active commitment to take account of the needs of different groups of individuals within the organisation.
* Provide evidence of costs for purchasing the equipment, goods, or material ie. Quotations.
* Give details of the number of staff and/or volunteers.

The Working Well Co-Ordinator will offer support and advice in relation to the application; however we will not pursue missing information or evidence if this is missing from the original application. Therefore, incomplete applications will not be appraised.

**4. GRANT FUNDING**

Grant payments are based on the rateable value (or rent equivalent) of the commercial property that the business or organisation is operating from.

**BUSINESS OR ENTERPRISES BASED IN COMMERCIAL PREMISES**

**(a rateable value or equivalent rent value)**

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|  | **GRANT VALUES** |
| RV up to £15K | £1,000 |
| RV £15,001 to £51K | £2,000 |
| RV Over £51K | £3,000 |
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**5. BUSINESSES THAT ARE UNABLE TO APPLY**

Businesses and enterprises that are excluded from applying include:

* Those that do not have commercial premises eg. Home based businesses, market traders
* Businesses in shared spaces for example renting a chair/space in a salon/gym, mobile operators (taxi drivers, driving instructors), education (for example early years provision, childminders, nurseries) Human Health and Social Work Activities (including children/adult care homes). This list is non-exhaustive.
* Self-employed / sole traders
* Those businesses that on the date of making the application they are:
	+ dissolved or about to be dissolved
	+ insolvent or if insolvency action had been instigated against it including any petition or where a striking off notice has been made. (**The records of each business/ enterprise will be checked as part of the grant appraisal process**)
	+ dormant, ie. not trading but not insolvent
* Those that have been subject to prosecution or enforcement action due to a breach Covid-19 restrictions and regulations eg. Fixed penalty notices issued by Environmental Health, the Police, or any other authority since 1 April 2020.

**6. WHAT WILL BE FUNDED?**

Businesses are encouraged to consider equipment and measures that would assist in preventing an outbreak in the workplace and to support their staff return to the office from a mental health and wellbeing perspective. As part of your return to the workplace plan you should consider what impact COVID-19 may have had on your business and workforce, for example:

* An increase in the number of employees, customers, or visitors to your workplace.
* Any specific issues or challenges for your business because of its sector or how you operate.
* Potential mental health implications of staff being on furlough leave.
* Reduced motivation, loss of purpose and motivation, anxiety, and isolation.

To assist you the following websites, have useful guides:

**Outbreak Prevention:**

* [Working safely during coronavirus (COVID-19)](https://knowsleycouncil-my.sharepoint.com/personal/lesley_martin-wright_knowsleychamber_org_uk/Documents/The%20following%20link%20is%20useful%20to%20support%20your%20planning%20process%20Working%20safely%20during%20coronavirus%20%28COVID-19%29%20-%20Guidance%20-%20GOV.UK.) Guidance – GOV.UK
* [Reduce the impact of COVID-19 on employee health and wellbeing – CCS](https://www.crowncommercial.gov.uk/news/reduce-the-impact-of-covid-19-on-employee-health-and-wellbeing) (crowncommercial.gov.uk)

**Employees:**

* [Coronavirus and work](https://www.mind.org.uk/workplace/coronavirus-and-work/) | Mind
* [Coronavirus (COVID-19): Mental health support for employees](https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return#gref) | CIPD

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| **SOME EXAMPLES OF MEASURES AND ACTIVITIES THAT MAY BE ELIGIBLE** **FOR GRANT FUNDING** |
| **Outbreak management prevention** | **Business and workforce recovery** |
| * Automatic hand-sanitisers and other ‘non-touch’ systems
* Automated systems to prevent cross-contamination
* Additional PPE
* Signage
* Perspex Screens
* Re-evaluation of office layout
* Specialist Health & Safety advisor support
* Digital infrastructure or technology to facilitate remote/hybrid meetings eg. Video conferencing equipment
 | * Mental health first aid training for staff/managers
* Other specialist Mental Health support
* Wellbeing support for staff for example online classes, in-person classes, mindfulness, Pilates, yoga
* Other wellbeing activities
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**7. WHAT WE WON’T FUND**

* Statutory bodies eg. Local Authorities (including schools).
* Proposals linked to activities that go against health guidance; political organisations; religious activities.
* Activities which will result in commercial gain.
* Activities, expenditure, or events which have taken place prior to the confirmation of a funding.
* One off events, including social trips, spa days, etc.
* Internet connections.
* Regular bill payments, eg. Utility bills, telephone bills, staff salaries, etc.
* Compliance training that should be provided by the business, eg. Health & Safety Officer training, First Aid.

**8. APPEALS**

Applicants will be advised by email whether their application is successful or has been rejected. If an application is rejected there is no right of appeal, however the Panel may give feedback and ask the applicant to adjust / reconsider and resubmit for the next round.

**9. COVID-19 BUSINESS GRANT SUBSIDY ALLOWANCE**

All successful businesses will be required to declare that by accepting the grant payment, they confirm that they are eligible for the grant scheme, and that they confirm that any payments accepted will be in compliance with Covid-19 Business Grant Subsidy Allowances. The new domestic subsidy allowance for the COVID-19 business support grants took effect on 4 March 2021. This scheme is covered by 3 subsidy allowances:

* Small Amounts of Financial Assistance Allowance – you’re allowed up to £335,000 (subject to exchange rates) over any period of 3 years
* COVID-19 Business Grant Allowance – you’re allowed up to £1,600,000
* COVID-19 Business Grant Special Allowance - if you have reached your limits under the Small Amounts of Financial Assistance Allowance and COVID-19 Business Grant Allowance, you may be able to access a further allowance of funding under these scheme rules of up to £9,000,000, provided certain conditions are met.

Grants under these 3 allowances can be combined for a potential total allowance of up to £10,935,000 (subject to exchange rates).

**10. TAX**

Grant income received by a business is taxable, therefore funding paid under the CSW will be subject to tax. Only businesses that make an overall profit once grant sales/revenue is included will be subject to tax.

**11. GENERAL**

Knowsley Chamber reserves the right to modify and/or withdraw the grant and its associated conditions and will ensure that public money is spent well. This may be in response to changes in national legislation, local economic and health conditions, and changes in funding circumstances. Businesses are responsible for providing true and accurate information, and applicants are asked to note that: -

* Providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.
* Any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business. For further information, you can contact HMRC's Coronavirus (COVID-19) helpline.
* Any grant received by the business will be used only for the purpose intended ie. To assist the business in being a COVID-19 secure business and to the exclusion of any other individual or third-party gain.
* The applicant will be asked to certify that the information provided on behalf of the business is true and correct to the best of the applicant’s knowledge and belief, and should it be subsequently determined that the grant was awarded because of wrong or misleading information, the grant will be subject to recovery in full.
* The applicant understands that an officer of the Council, including Planning, Environmental Health, Public Health and/or Trading Standards, may undertake spot checks of the premises. If there is non-compliance with regulatory requirements, the grant, or any portion of the grant, may be withheld, or will be repayable by the business.

**12. RECEIPT OF APPLICATIONS**

Once the application form is complete, please email the form and the evidence you wish to submit to **Lorna Marshall** lorna.marshall@knowsleychamber.org.uk

**DATA PROTECTION STATEMENT**

Knowsley Chamber of Commerce is committed to handling Personal Identifiable Information (data) and we will provide the appropriate safeguards. The Chamber follows the guiding principles of the General Data Protection Regulations (GDPR) and the Privacy of Electronic Communications Regulations 2003 when it comes to your protecting data.

The CEO of the Chamber is the Data Controller as defined by the GDPR; if you have any queries in relation to this application form, please contact lmw@knowsleychamber.org.uk or 0151 477 1356.

We will collect data at the point you engage with us and will process, store and retain data during the period you are engaged with the Working Well COVID Secure Workplace (CSW2) programme. If you decide not to engage with the CSW2 programme **we will delete your data from our files and data storage servers.**

* **Please tick this box to show that you wish to OPT IN. By opting in we can then communicate with you, and you will receive information and / or access support.**

**You can OPT OUT of receiving information, updates, and support at any time. If you wish to opt out please email this link:** I wish to OPT OUT

**Please note that Knowsley Chamber does not trade or sell your data with third parties. However, we will share your information with Knowsley Public Health in relation to headline reports on the general health and wellbeing for the workforce of Knowsley – we do not collect or share health information or personal information on individual members of staff.** Access to data is restricted to those who have a legitimate reason to retrieve it.

**COVID-19 - SECURE WORKPLACE GRANT (Phase 2)**

**APPLICATION FORM AND CHECKLIST**

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| **EVIDENCE REQUIRED FROM ALL APPLICANTS** **(COMPULSORY)** | **Attach** |
| **If your business is in the Business Rates system** a copy of your bill from April 2020 to March 2021 (even if you do not pay anything because your business benefits from Small Business Rates Relief) |  |
| **If your business is not in the Business Rates system** but you have commercial property related costs, you must provide evidence that clearly shows the financial contribution that you are required to make as part of the agreement. **One item** **to be uploaded,** for exampleacopy of the current commercial lease, or a commercial licence or rental agreement **NOTE:** Home mortgage or home rental payments are not acceptable evidence |  |
| A copy of a recent, full **business bank statement** (from within the last 3 months). The details must match the name of the business, or individual listed on the business rates bill or lease / mortgage agreement / licence, and clearly show:* name of the bank account holder
* business address
* sort code and account number
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| **I attach:**A copy of the current Employer’s Liability InsuranceA copy of the current Public Liability InsuranceA copy of the current Health and Safety Policy including a COVID risk assessment |  |
| **I confirm:**That the business is trading on the date of making this applicationThe business is eligible to receive a grant under State Aid |  |

**APPLICANT INFORMATION**

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| **Name of Business:** |  |
| **Address:** |  |
| **Name of Person Completing Form:** |  |
| **Job Title:** |  |
| **Email Address:** |  |
| **Contact Phone Number:** | **Mobile:****Landline:** |
| **Nature of business** i.e What the business does |  |

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| **Companies House Number** (if applicable) |  |

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| **Charity Commission Number** (if applicable) |  |
| **VAT Number** (if applicable) |  |
| **Date business was established** |  |
| **How many staff do you employ?** | Male:  | Full Time: | Part Time: |
| Female: | Full Time | Part Time |
| **How many volunteers?** | Male:  | Full Time: | Part Time: |
| Female: | Full Time | Part Time |

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| **IMPACT OF COVID-19 ON YOUR BUSINESS** |
| **Please give a brief outline and description of the impact COVID-19 has had on your workplace and give details of any issues or challenges with returning your staff to the workplace, for example:** Impact on turnover, percentage of staff that were on furlough (have they all returned?), continued to operate throughout with no impact, introduced flexible working or hybrid working (mixed days of homeworking and workplace), have restricted/reduced public facing roles, staff adjusting well to changes in the workplace, some staff anxious about lifting of restrictions and return to the workplace, staff concerned about using public transport / car sharing. |

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| **OUTBREAK PREVENTION****In your own words, describe the main objectives/outcomes you are hoping to achieve from the grant funding** |
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| **MENTAL HEALTH SUPPORT (BUSINESS AND WORKPLACE RECOVERY)****In your own words, describe the main objectives/outcomes you are hoping to achieve from the grant funding** |
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| **Once grant funding has ceased what actions will the business implement to help mitigate any outbreaks and / or sustain mental health and wellbeing?** |
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Under ‘Knowsley Better Together’ our aim is to ensure that public funding meets the principles of best value / value for money, and wherever possible we also endeavour to support local businesses. Therefore, when completing the information below please identify where you are sourcing your items / products / services from. You may wish to use the [Crown Commercial Supplies](https://www.crowncommercial.gov.uk/agreements/RM6059) website for ideas and potential suppliers, however there may be more locally based companies that can provide better prices and solutions. Knowsley Chamber can provide a list of local companies on request info@knowsleychamber.org.uk

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| **GRANT FUNDING**  |
| Please provide an itemised breakdown of proposal requirements and their cost. Include quotations / screenshots of the items you wish to purchase (if necessary, continue a separate page).  |
|  **OUTBREAK MANAGEMENT PREVENTION ACTIVITY (Covid-Secure Measures)** | **Supplier** | **Cost £** |
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| **BUSINESS AND WORKFORCE RECOVERY (Mental Health support)** | **Supplier** | **Cost £** |
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| **TOTAL AMOUNT REQUESTED**  | **£** |

**DECLARATION**

* I/We have read and accept the COVID Secure Grants for Workplace (Phase 2) support criteria and conditions for applicants
* I/We understand that if the application is successful, the funding will only be used for the purpose specified in this application
* I/We understand that information and data we provide in this form will be stored electronically, and will be used to produce reports
* I/We agree that information/data we provide may be shared with Knowsley Public Health and Knowsley Chamber Working Well.

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| **Name (in block capitals):** |
| **Signature:** |
| **Date:** |

If you **DO NOT** provide all the information the application will be rejected

**Return the completed application form by email to:**

**Lorna.Marshall@knowsleychamber.org.uk** **07500 765 201**

**For Office Use Only**

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|  | **Tick** | **Date** | **Initials** |
| **Application and evidence received** |  |  |  |
| **Acknowledged by email** |  |  |  |
| **Date appraised by Panel** |  |  |  |
| **Grant approved (emailed applicant)** |  |  |  |
| **Grant rejected (emailed applicant)** |  |  |  |
| **Payment made by BACS** |  |  |  |
| **Evaluation form sent to applicant** |  |  |  |
| **Evaluation form returned by applicant** |  |  |  |
| **Comments / Notes:** |