**IMPROVING VENTILATION IN KNOWSLEY BUILDINGS**

**GRANT APPLICATION FORM**

**September 2021**

**1. INTRODUCTION**

Step 4 of the Government’s roadmap removes all legal restrictions for businesses as well as other settings. Legal restrictions have been replaced with workplace guidance, where businesses and organisations are encouraged to follow guidance to protect employees, customers, and the wider community; see full guidance in this link). [Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19)

In addition, the Health and Safety at Work Act 1974 sets out general duties which employers have towards employees and members of the public; employees have to themselves and to each other; and certain self-employed have towards themselves and others. Businesses manage risks within their business by carrying out regular health and safety risk assessments, this includes conducting COVID-19 risk assessments. The COVID-19 guidance is based around six core aspects:

* Complete a health and safety risk assessment that includes the risk from COVID-19
* Provide adequate ventilation
* Clean more often (including touch points)
* Turn people away with COVID-19 symptoms
* Enable people to check in at the venue
* Communicate and train

**2. WHY IMPROVING VENTILATION IS IMPORTANT**

Adequate ventilation **reduces how much virus is in the air** and helps to reduce the risk from aerosol transmission. Aerosol transmission can happen when someone breathes in small particles in the air (aerosols) after a person with the virus has been in the same enclosed area. The risk from aerosol transmission is therefore greater in areas that are poorly ventilated.  Whilst ventilation reduces the risk from aerosols, it is also important to understand that this is one part of the risk assessment, and it has minimal impact on:

* droplet transmission (from people being in close contact)
* contact transmission (touching surfaces)

Therefore, in managing the coronavirus risk, employers should note that each of the following measures, although individually imperfect, working together they reduce the risk:

* isolating symptomatic people
* hand washing regimes are frequent and thorough
* social distancing is adhered to, and,
* wearing masks properly is observed

Also, remember that natural ventilation in buildings for example gaps around door frames, floorboards cannot be guaranteed to provide sufficient fresh air coming in from outside to change the air inside.

**3. VENTILATION IN INDOOR SETTINGS**

Ventilation is not something people usually pay much attention to, but since the Covid-19 pandemic we're all more aware of the air we breathe and how clean it is. Now, how we keep air fresh in buildings is on everybody’s mind. We know that virus particles can be transmitted in aerosol droplets circulated in the air, so the air in a room needs to change and stay as clean and fresh as possible. There are two options to keep fresh air circulating:

* Opening all the windows, vents, and ducts
* Using air handling systems/mechanical ventilation solutions

An air handling system is basically a big fan in a box that blows in and extracts fresh air from outside through a duct system. To meet building regulations, every occupiable room must have a window or an air handling system. Good ventilation is part of the suite of safety measures such as screens, masks, and cleaning. Employers should therefore conduct site-based risk assessments so that any concerns with air quality can be flagged up. The HSE advise that you should not use desk or ceiling fans in poorly ventilated areas ([click here to read the guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm)).

To assess your ventilation needs, it is recommended that CO2 (Carbon Dioxide) monitors are used. CO2 will build up if the air is not being refreshed, so this is an indication that air quality has decreased. The monitors are most effective in smaller rooms with high occupancy – and these are the rooms of most concern in terms of increasing the possibility of transmission.

It should be noted that CO2 monitors are not a sophisticated air monitoring tool and will be less effective in areas used by fewer people. However, they can be used as a ‘blunt tool’ to give you an idea about whether you should increase ventilation. If you know that you have areas of your buildings that often feel stuffy and are in use by multiple people, it may be worth reviewing your CO2 levels.

* Sufficient ventilation is around 800 ppm (parts per million) or 10-15 litres per second per person.
* Poor ventilation is around 1500 ppm or below 5 l/s/per person (parameters taken from SAGE guidance).

For more detailed guidance, please ensure you visit the following link: [Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm). The guidance provides examples and ideas of how you can improve the ventilation within a building for example in addition to windows that can be opened, installing air cleaning and filtration units, vents and ducting, ultraviolet devices. The following video also gives you an overview on how to improve your ventilation: <https://www.youtube.com/watch?v=hkK_LZeUGXM>

**4. VENTILATION GRANTS**

Companies, community organisations and registered charities that are based in commercial premises can apply for grants to support ventilation improvements. The total amount of grant funding that is available is **£150,000**, and the application process will be open from **September 2021** throughout **Autumn and Winter months (2021/22) until the funding is exhausted.**  Please note the following:

4.1 Grant payments are based on the rateable value (RV) (or rent equivalent) of the property that the business or organisation is operating from. A cap on the grant that can be applied for is based on 3 groups, and the application forms reflects the expected throughput of the area ventilation is to be improved i.e., is the area open to the public. These will be prioritised when decisions are made:

**Group 1: RV up to £15,000 Grants available up to £4,000**

**Group 2: RV £15,001 – £51,000:**    **Grants available up to £8,000**

**Group 3: RV over £51,001:**    **Grants available up to £14,000**

4.2 The grant application will require evidence from your risk and how the improvements will impact of staff, customers and/or visitors to your building.

4.3 Businesses applying for grants are therefore encouraged to review their current ventilation requirements following Health & Safety Executive (HSE) guidance: [Assessment of fresh air (ventilation) in the workplace (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm). Businesses are also advised to use readings from a CO2 monitor to help them identify areas of buildings with poor ventilation.

4.4 Grants will not be awarded for expenditure that has already taken place.

4.5 All grant recipients are required to make the approved purchase within 28 working days of receiving the grant. The recipients will then have further 14 working days from the date of purchase to submit proof of purchase.

**5. ELIGIBILITY CRITERIA**

5.1 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. A grant panel will review applications received, and decisions will be made as quickly as possible.

5.2 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 the survey will be sent out to successful applicants within 8-10 weeks of receiving funding.

5.3 Failure to comply with any of the terms of this grant could affect any further grant applications from “Working Well” (WW) and could result in funding being withdrawn or being clawed back. 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.

5.4 To be eligible for funding you must: -

* Be an organisation, charity or community group based in commercial premises in Knowsley, currently trading and continuing to trade with a view to making a profit or surplus (ie. not a dormant company).
* Employ 2 to 249 staff (full time equivalent staff and/or volunteers)
* Meet the criteria as shown on the application form and provide ALL evidence and information as required.
* For businesses with 5 or more employees, you will need to provide a copy of your current Health & 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.
* For businesses with under 5 employees (who are not required by law to have a written Health & Safety Policy or write down risk assessments) as part of your application you will be required to provide risk-based evidence to validate the ventilation improvements you need. Use the HSE guidance on ventilation to produce this evidence in regard to your staff, customers, and visitors. [Click here for the guidance.](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm)
* 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.
* Provide a recent business bank account statement (within the last 3 months) that 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, for example 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 materials i.e. Quotations.
* Give details of the number of staff and/or volunteers.

5.5 The role of Knowsley Chamber will offer support and advice in relation to the application; however, it will not pursue information or evidence if this is missing from the original application. Therefore, incomplete applications will not be appraised.

**6. PLANNING AND BUILDING REGULATION REQUIREMENTS AND LANDLORD CONSENT**

6.1 Applicants should consult with Knowsley Council’s Planning Service to ensure they have secured planning permission and/ or approval under the building regulations, if required. For information about how to contact the team, please consult the Council’s web site here: [Planning specific enquiries, Knowsley Council](https://www.knowsley.gov.uk/residents/building-and-planning/make-a-planning-application/get-planning-application-advice#:~:text=Pre%2Dapplication%20advice,-Getting%20advice%20prior&text=For%20all%20initial%20enquiries%2C%20please,advise%20on%20the%20process%20further.)

6.2 If planning and/or building regulation approvals are required for the proposed works, then a grant will not be issued until you can demonstrate that the approvals are in place.

6.3 Where works involve equipment to be fixed to the outside of a property (such as installation, alteration or replacement of air conditioning, ventilation, or extraction equipment), you should aim to ensure that it is designed and sited to minimise impacts on visual and residential amenity.

6.4 When possible, it will be preferable for external equipment to be located where it is unobtrusive and away from sensitive noise receptors such as homes above commercial premises. If this is not possible, as part of the works you may be required to install mitigation measures for impacts on residential and visual amenity to be considered acceptable.

6.5 In properties that are rented, the applicant will be required to provide written evidence that the landlord has consented to the works proposed.

6.6 Information such as surveys and quotations will be required to support the grant application, together with information on how the grant will help the applicant meet Government guidance. The Grant Panel will use all information to assess the value and merit of each application, and Knowsley Chamber of Commerce will conduct enquiries with the Planning Department at Knowsley Council to verify the application.

**7. BUSINESSES THAT ARE UNABLE TO APPLY**

Businesses and enterprises that are excluded from applying include:

* Those that do not have commercial premises for example home based businesses
* Businesses in shared spaces, outdoor businesses (this includes market traders), those renting a chair/space in a salon/gym, mobile operators (taxi drivers, driving instructors), education (for example early years provision, childminders, nurseries, schools) 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, i.e., not trading but not insolvent
* Those businesses, organisations or charities that have been subject to prosecution or enforcement action due to a breach Covid-19 restrictions and regulations e.g. Fixed penalty notices issued by Environmental Health, the Police, or any other authority since 1 April 2020.

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

Successful businesses, community organisations and enterprises 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 comply 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).

**9. TAX**

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

**10. GENERAL**

10.1 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: -

10.2 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.

10.3 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.

10.4 Any grant received by the business will be used only for the purpose intended i.e., to assist the business in being a COVID-19 secure business and to the exclusion of any other individual or third-party gain.

10.5 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. Should it be subsequently determined that the grant was awarded based on wrong or misleading information, the grant will be subject to recovery in full.

10.6 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.

**11. 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 (CSW) programme. If you decide not to engage with the CSW 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.

**KNOWSLEY WORKING WELL VENTILATION GRANT – SEPTEMBER 2021**

**APPLICATION FORM AND CHECKLIST**

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| --- | --- |
| **EVIDENCE REQUIRED FROM ALL APPLICANTS** **(COMPULSORY)** | **Attach** |
| **If your business/organisation is in the Business Rates system** a copy of your bill from April 2021 to March 2022 (even if you do not pay anything because your business benefits from Small Business Rates Relief) |  |
| **If your business/organisation 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/organisation, 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
 |  |
| **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 Subsidy Control/State Aid |  |
| **Where applicable I attach:**A copy of the Planning PermissionA copy of Building Regulation consentA copy of the Landlord consent |  |

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **Name of Business:** |  |
| **Address:** |  |
| **Name of Person Completing Form:** |  |
| **Job Title:** |  |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Contact Phone Number:** | **Mobile:****Landline:** |
| **Business Sector** (What the business does for example Construction, Manufacturing, Charity) |  |

|  |  |
| --- | --- |
| **Companies House Number** (if applicable) |  |
| **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?****(if applicable)** | Male:  | Full Time: | Part Time: |
| Female: | Full Time | Part Time |

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| **WHY DO YOU REQUIRE A GRANT?****Before you outline your reasons, read the guidance from the HSE** [**(click here)**](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm) |
| 1. Please give a brief outline and description of the nature of your business, and the reason why you believe there to be poor levels of ventilation. You should include here CO2 measurements, number of staff/customers/visitors using this space, the purpose/use of this space.
2. Give a description of any control measures that you are unable to implement for example windows cannot be opened due to security of the building.
3. Based on your risk assessment what control measures do you see as necessary to improve ventilation?
4. For the proposed area of improvement, an estimate on the throughput of the area i.e., how many staff, visitors and customers/members of the public visit the area and for how long.
 |

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 CCS 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**  |
| Provide an itemised breakdown of the proposal and the cost. Include quotations / screenshots of the items you wish to purchase (if necessary, continue a separate page).  |
| **ITEM** | **Supplier** | **Cost £** |
|  |  |  |
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|  |  |  |
|  |  |  |
| **TOTAL AMOUNT REQUESTED** | **£** |

**DECLARATION**

* I/We have read and accept the COVID Secure Grants for Workplace 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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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:** |