

APPLICATION FORM – Newly Self-employed Hardship Fund – go-live date: 30 April 2020

V1.3, issued 27/04, 20:00

Eligibility

The purpose of this fund is to provide hardship relief to newly self-employed individuals who have not been able to access support through other schemes or have exhausted all other avenues for business support. To be eligible you must meet all of the following criteria. If you receive the grant you can continue to work or take on other employment including voluntary work.

Yes/no	Criteria
	Became self-employed on/after 6 April 2019 (did not submit a tax return including income from self-employment for 2018-19)
	Over 50% of individual income is from self-employment
	Trading profits below £50,000 in financial year 2019-20
	Can provide evidence of active trading up to March 2020 and intend to continue trading in the tax year 2020-21
	Have lost business due to coronavirus and experience personal financial hardship as a result
	Ineligible for other COVID-19 related business support (including the Business Interruption Loan Schemes, Corporate Finance Fund, Job Retention Schemes, Future Fund, R&D Focussed SMEs Fund, HMRC Self-Employment Income Support Scheme, Non-Domestic Rates relief, Small Business Grant or other business support)
	Do not receive working age benefit payments (Universal Credit, Statutory Sick Pay, Employment and Support Allowance, Job Seekers' Allowance, Income Support) or have applied for but not yet started receiving Universal Credit
	Trade as self-employed, not as a limited company or partnership
	Have taken steps to limit costs and expenditure (including through schemes such as VAT deferral and seeking a mortgage payment holiday)
	Do not have access to sufficient savings or other sources of income to meet basic needs

Declaration

[web tick box] I am applying in full knowledge that the purpose of this grant is to provide support to newly self-employed individuals experiencing significant financial hardship as a result of losing business revenue because of COVID-19. I confirm that:

- I became self-employed on or after 6 April 2019, and was actively trading up to March 2020
- I am ineligible for other forms of business support relating to COVID-19 disruption
- I am not in receipt of the working age benefits

- I do not have access to sufficient savings or other sources of income to meet basic needs
- I am resident in this Local Authority area
- I have taken steps to limit my financial outgoings
- I have not submitted any other applications for this grant to this Local Authority or any other

I understand that my application and supporting documents will be subject to audit. If any part of the declaration is subsequently found to be incorrect I may be required to repay the grant. If I am found to have knowingly provided false information my application could be subject to fraud referral.

I acknowledge that I may be required to declare receipt of a grant for tax purposes or if applying for Universal Credit and other forms of support in the future.

Personal details

Trading name (if applicable)

First name, last name

Address, phone number, email address

National insurance number

Bank account for grant payment (must be in name of applicant). If a different account from the business bank account please provide copy of most recent statement.

Supporting documentation

Please upload images or digital copies of the following in support of your application

- Proof of identity, ideally photographic (for example a valid passport or driving licence) – mandatory
- Proof of address (for example a recent council tax bill or utility bill) – mandatory
- Evidence of active trading up to March 2020:

Three forms of evidence:

- Bank statements (business or personal) covering 3 months to March 2020 showing income and outgoings from self-employment (Mandatory requirement)

And any 2 of

- A supplier or reseller trade account (active)
- Valid business insurance
- HMRC Unique Taxpayer Reference (if registered). If not yet registered, copy of correspondence/other details showing registration is being sought/or provide further details to explain position.
- VAT Registration Number
- Marketing materials for your business, eg business website, active social media – provide web links
- Other evidence of business activity to support your claim (eg correspondence with customers or suppliers)

Data protection

[Insert LA privacy statement, GDPR compliant]