



Department for  
Business, Energy  
& Industrial Strategy

# Business Support Package for January Lockdown

From 5 January 2021 onwards

Guidance for Local Authorities



© Crown copyright 2021

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://nationalarchives.gov.uk/doc/open-government-licence/version/3) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at: [enquiries@beis.gov.uk](mailto:enquiries@beis.gov.uk)

---

# Contents

The guidance	4
Introduction	4
Eligibility Criteria for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards	5
Eligibility Criteria for the Closed Businesses Lockdown Payment	6
Local Restrictions Support Grant (Closed) Addendum: 5 January onwards	6
Closed Businesses Lockdown Payment	7
General	8
How much funding will be provided to businesses?	9
Exclusions to Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and Closed Business Lockdown Payment Funding	10
Who will receive this funding?	10
Will these grant schemes be subject to tax?	11
Managing the risk of fraud and payment in error	11
Pre- and post-event assurance	13
Monitoring and reporting requirements	14
Subsidy control	14
Annex A – Summary of scheme requirements	16
Annex B – Post-payment reporting	17
Background	17
Process	17
Definitions	17
Data collections for evaluation	18

---

# The guidance

1. This guidance document sets out the conditions for two schemes: The Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and the Closed Businesses Lockdown Payment. These two schemes, along with the Additional Restrictions Grant, form part of the Business Support Package for January Lockdown and apply from 5 January 2021 onwards.
2. National restrictions were formally introduced into law on 6 January 2021, but for the purposes of these schemes, eligibility will commence on 5 January 2021 as the expectation was businesses would be mandated to close from this date.
3. This guidance is intended to support Local Authorities in administering the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and the Closed Businesses Lockdown Payment, to support businesses that are required to close under national restrictions.
4. This guidance is issued by the Secretary of State for Business, Energy and Industrial Strategy to Local Authorities and sets out the criteria for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and the Closed Businesses Lockdown Payment.
5. Local Authority enquiries on this measure should be addressed to [businessgrantfunds@beis.gov.uk](mailto:businessgrantfunds@beis.gov.uk). Businesses seeking information should refer to the Government's business support website: <https://www.businesssupport.gov.uk/>

## Introduction

6. On Monday 4 January 2021, the Prime Minister announced that from 5 January 2021 England would enter into a period of national restrictions to manage the spread of coronavirus and save lives. See announcement: <https://www.gov.uk/government/speeches/prime-ministers-address-to-the-nation-4-january-2021>
7. On Tuesday 5 January 2021, the Government announced further funding to support businesses that are legally required to close due to national restrictions. See announcement: <https://www.gov.uk/government/news/46-billion-in-new-lockdown-grants-to-support-businesses-and-protect-jobs>
8. In addition to the grants provided under the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards, the Government announced the Closed Businesses Lockdown Payment, which provides a one-off top up grant for all businesses mandated to close during national restrictions.

- 
9. The Government also announced a further £500 million is being made available for Local Authorities through a top-up to the Additional Restrictions Grant. There is no change to the guidance for this scheme.
  10. For further details on the Additional Restrictions Grant see:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/946372/additional-restrictions-grant-la-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946372/additional-restrictions-grant-la-guidance.pdf)
  11. National restrictions refer to legally binding restrictions imposed on all Local Authority areas in England in response to the threat posed by coronavirus.
  12. For a full list of businesses mandated to close, see:  
<https://www.legislation.gov.uk/uksi/2020/1374>, with updates and amendments for the latest national restrictions at:  
<https://www.legislation.gov.uk/uksi/2021/8/made>
  13. This guidance document will set out the eligibility criteria for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and Closed Businesses Lockdown Payment schemes.

## Eligibility Criteria for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards

14. This scheme is an extension of the Local Restrictions Support Grant (Closed) scheme but has been adapted for the period of national restrictions. The principal feature is that the payment period is initially extended to 42 days from 5 January 2021 rather than the 14-day payment cycle in tiers.
15. Local Authorities will be provided with funding, under the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards scheme, for businesses that are required to close because of the formal publication of national restrictions guidance by the Government that resulted in a first full day of legal closures on the 6 January 2021. This scheme will pay from 5 January 2021 as the Prime Minister's statement on 4 January 2021 asked the nation to start the lockdown from this date. This funding is not retrospective. Businesses required to close in previous tiers and the national lockdown between 5 November 2020 – 2 December 2020 are covered by other guidance found here:  
<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>
16. Businesses that are eligible are those that have been mandated to close by Government and include non-essential retail, leisure, personal care, sports facilities and hospitality businesses.
17. When national restrictions are imposed by Government and a significant number of businesses are mandated to close to manage the spread of coronavirus, then Local Restrictions Support Grant (Closed) Addendum: Tier 4, (Open) and (Sector) and (Closed) will cease to apply, although applications can

---

still be made for eligible periods before national restrictions. Mandatory grants to eligible businesses and discretionary grants will instead be provided by the LRSG (Closed) Addendum: 5 January onwards and the Additional Restrictions Grant. Businesses will not be eligible for multiple versions of the Local Restrictions Support Grant under widespread national restrictions.

18. Businesses supported through LRSG (Sector) will be eligible for funding under the LRSG (Closed) Addendum: 5 January onwards during national restrictions, for example nightclubs and sexual entertainment venues.
19. If a Local Authority was subject to local restrictions prior to national restrictions being imposed, the Local Authority will remain eligible to claim for applicable variations of the Local Restrictions Support Grants during the period before national restrictions came into force, this should be paid pro-rata where full payment cycles are disrupted.

## Eligibility Criteria for the Closed Businesses Lockdown Payment

20. The Closed Businesses Lockdown Payment will be in addition to LRSG (Closed) Addendum: 5 January onwards scheme payments.
21. Local Authorities will be provided with funding to deliver a one-off payment for businesses that have been required to close from 5 January 2021 due to the introduction of national restrictions. This funding is not retrospective.
22. Eligibility for the CBLP is the same as the LRSG (Closed) Addendum: 5 January onwards scheme. Businesses that are eligible are those that have been mandated to close by Government and include non-essential retail, leisure, personal care, sports facilities and hospitality businesses.
23. This funding will be provided as a one-off payment, in line with the grant offer letter sent to Local Authorities (using a grant under section 31 of the Local Government Act 2003).
24. Local Authorities will need to use their judgement about whether they need an application process for the new mandatory grants. It may be that previous grant rounds have resulted in an accurate list of those businesses that need to be paid during the January national lockdown.

## Local Restrictions Support Grant (Closed) Addendum: 5 January onwards

25. The Local Restrictions Support Grant (Closed) Addendum: 5 January onwards will initially move from a 14-day payment cycle to an alternative payment cycle. From 5 January 2021, Local Authorities will receive a 42-day allocation. Local Authorities will be expected to pay eligible businesses the full 42-day allocation

---

as soon as possible after receipt of the funding. The payment cycle will then be reviewed after 42 days have elapsed. Grant funding will be issued to Local Authorities at the beginning of each payment cycle.

26. This funding will be provided for the period national restrictions apply, in line with the grant offer letter sent to Local Authorities (using a grant under section 31 of the Local Government Act 2003).
27. For the first 42-day payment made in January 2021, the application closure date is 31 March 2021 and final payments must be made by 30 April 2021.
28. It is expected that Local Authorities will provide local businesses with grant funding as soon as possible once they become eligible for each payment cycle if national restrictions continue. Businesses no longer have to be paid in arrears.
29. Local Authorities will receive an initial allocation of 90% of the estimated grant funding amount for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards scheme. When this threshold of funding has been reached, Government will pay Local Authorities the further agreed funding. If further national restrictions continue and Local Authorities have stabilised a list of businesses that are in scope, Local Authorities will receive the full requested funding from Government. To ensure efficiency and a smooth funding delivery process, unnecessary underspend should be avoided where possible.

### Closed Businesses Lockdown Payment

30. The Closed Businesses Lockdown Payment will be provided as a one-off payment, in line with the grant offer letter sent to Local Authorities (using a grant under section 31 of the Local Government Act 2003).
31. This scheme will close for applications on 31 March 2021, but it is expected Local Authorities will identify and pay all relevant businesses as soon as possible once the funding is received, alongside payments for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards.
32. The scheme will close on 30 April 2021, so final payments will need to be made by this date.
33. Local Authorities will receive an initial allocation of 90% of the estimated grant funding amount for the Closed Businesses Lockdown Payment scheme. When this threshold of funding has been reached, Government will pay Local Authorities the further agreed funding. To ensure efficiency and a smooth funding delivery process, unnecessary underspend should be avoided where possible.

---

## General

34. In line with the eligibility criteria set out in this guidance, central Government will provide funding to Local Authorities to pay grants to eligible businesses that are affected by national restrictions and required to close (with normal reconciliation between grant allocation and actual eligible costs). Central Government will fully reimburse Local Authorities, in line with the following guidance and the grant offer letter sent to Local Authorities, for the cost of the grant (using a grant under section 31 of the Local Government Act 2003). Local Authorities will be responsible for delivering the funding to eligible businesses.
35. Local Authorities will receive funding to meet the cost of payments to businesses within the business rates system based on the number of eligible business hereditaments.
36. Local Authorities will receive the funding for the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and the Closed Businesses Lockdown Payment schemes at the same time and are expected to pay eligible businesses the two scheme payments together.
37. There is therefore no need to run two separate application processes. For example, a business with a rateable value of exactly £15,000 will receive one payment of £6,001 (£2,001 LRSG (Closed) Addendum and £4,000 CBLP, see paragraph 45 and 46 for thresholds).
38. Each eligible Local Authority will be issued funding allocations that will be calculated using Valuation Office Agency (VOA) data for both schemes, based on the categories of business relevant to the closures imposed by Government, and monitored with Local Authorities using DELTA. This is to provide each eligible Local Authority with an allocation based on a consistent approach that reflects the businesses closed by national restrictions. If the allocation proves insufficient for all eligible businesses, top-up funding will be provided.
39. Local Authorities that will be responsible for making payments to businesses, and which will receive funding from Government, are business rate billing authorities in England.
40. Once national restrictions are removed, Local Authorities will again be eligible to receive support consistent with their local alert level (tier). Local Authorities would then be subject to the conditions of that scheme, including the eligibility date starting from the first full day of re-entry into that local alert level and the relevant payment cycle which will be confirmed as areas move back into tiers.
41. The additional £500 million distributed through the ARG scheme will be paid to Local Authorities in one lump sum and, as with the previous ARG payment, can be used in financial years 2020/21 and 2021/22.



- 
42. Local Authorities will be able to use the new ARG funding to support businesses essential to their local economies, such as those severely impacted by restrictions and through wider business support activities. Local Authorities can work collaboratively on wider business support.
  43. Local Authorities are expected to provide funding to businesses with the top-up ARG support as soon as possible to meet business need during national lockdown restrictions.
  44. We are committed to meeting the New Burdens costs to Local Authorities for this scheme. A New Burdens Assessment will be completed, and funding then provided to authorities.

## How much funding will be provided to businesses?

45. The following thresholds apply to LRSG (Closed) Addendum: 5 January onwards:
  - a) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on the date of the commencement of the widespread national restrictions will receive a payment of £2,001 per 42-day qualifying restriction period.
  - b) Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the widespread national restrictions will receive a payment of £3,000 per 42-day qualifying restriction period.
  - c) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or above on the commencement date of the widespread national restrictions, will receive £4,500 per 42-day qualifying restriction period.
46. The following funding thresholds apply to the Closed Businesses Lockdown Payment:
  - a) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on the date of the commencement of the widespread national restrictions will receive a payment of £4,000.
  - b) Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the widespread national restrictions will receive a payment of £6,000.
  - c) Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or above on the

---

commencement date of the widespread national restrictions, will receive £9,000.

47. For LRSG (Closed) Addendum: 5 January onwards and Closed Businesses Lockdown Payment, any changes to the rating list (rateable value or to the hereditament) after 5 January 2021, including changes which have been backdated to this date, should be ignored for the purposes of eligibility. Local Authorities are not required to adjust, pay or recover grants where the rating list is subsequently amended retrospectively to the date that national restrictions began. In cases where it was factually clear to the Local Authority that the rating list was inaccurate on 5 January 2021, Local Authorities may withhold the grant and/or award the grant based on their view of who would have been entitled to the grant had the list been accurate. This is entirely at the discretion of the Local Authority and only intended to prevent manifest errors.
48. Local Authorities will also receive a £500 million top up to the ARG and this can be used to support businesses that are adversely impacted but not eligible under the LRSG (Closed) Addendum: 5 January onwards or the Closed Businesses Lockdown Payment.

### Exclusions to Local Restrictions Support Grant (Closed) Addendum: 5 January onwards and Closed Businesses Lockdown Payment Funding

49. Businesses that are able to conduct their main service because they do not depend on providing direct in-person services from premises and can operate their services effectively remotely (e.g. accountants, solicitors).
50. Businesses in areas outside the scope of the national restrictions, as defined by Government, are also excluded.
51. Businesses that have chosen to close but not been required to will not be eligible for this grant.
52. For the avoidance of doubt, businesses that were in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

### Who will receive this funding?

53. The person who according to the billing authority's records was the ratepayer in respect of the hereditament on 5 January 2021 is eligible for the grant. Where the Local Authority has reason to believe that the information that they hold about the ratepayer on 5 January 2021 is inaccurate they may withhold or recover the grant and take reasonable steps to identify the correct ratepayer. Local Authorities should make clear to recipients that the grant is for the

---

ratepayer and may be liable for recovery if the recipient was not the ratepayer on the eligible day.

54. Eligible businesses that have a voluntary agreement but are not insolvent, in liquidation or in administration will be eligible to receive a grant if they are still trading and operating.<sup>1</sup>
55. Businesses must have been trading the day before national restrictions came into force to be eligible to receive funding under this scheme. Where businesses were closed due to restrictions that preceded the national restrictions, it is accepted that those businesses are still trading.
56. If a business is required to close its main, in-person service but adapts its business to operate takeaway, click and collect or online with delivery services, it will be considered closed and be eligible to receive grants under this scheme because its substantive business must close.
57. The Local Authority must call or write to the business, stating that by accepting the grant payment, the business confirms that they are eligible for the grant schemes. This includes where Local Authorities already have bank details for businesses and are in a position to send out funding immediately, or where the Local Authority is sending a cheque to a business.
58. Businesses will need to notify their Local Authority if they no longer meet the eligibility criteria for further grants under the LRSG (Closed) Addendum: 5 January onwards scheme during national restrictions. For example, if they become insolvent.

## Will these grant schemes be subject to tax?

59. Grant income received by a business is taxable and will need to be included as income in the tax return of the business.
60. Only businesses that make an overall profit once grant income is included will be subject to tax.

## Managing the risk of fraud and payment in error

61. The Government will not accept deliberate manipulation and fraud – and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

---

<sup>1</sup> Subject to the 'Subsidy control' section below which contains an update following the change in subsidy rules at the end of the transition period.

- 
62. Local Authorities must continue to ensure the safe administration of grants and that appropriate measures are put in place, pre-award, to mitigate against the increased risks of both fraud and payment error. In this respect, grant administrators are encouraged to supplement existing controls with digital tools to support efficient, appropriate and accurate grant awards.
  63. The Government Grants Management Function have waived the annual fee and made their digital due-diligence tool, Spotlight, available to Local Authorities to support the administration of COVID-19 emergency grants until 31 March 2021. Use of Spotlight to support pre-award due diligence is strongly recommended.
  64. Spotlight complements existing pre-award due-diligence checks and highlights areas of risk to inform grant-making decisions, through fundamental (basic) due diligence checks. In particular, Spotlight can quickly and easily flag where organisations have recently become inactive to support Local Authorities reviewing the ongoing viability of recipients prior to making awards. Spotlight can also provide an incorporation date for a given company.
  65. Spotlight can also provide enhanced due diligence, through a paid-for service, and grant administrators are encouraged to consider the benefits of enhanced due diligence.
  66. Local Authorities should discuss their digital tool requirements with the Government Grants Management Function at: [Spotlight-localauthority@cabinetoffice.gov.uk](mailto:Spotlight-localauthority@cabinetoffice.gov.uk)
  67. If Local Authorities detect fraud (successful rather than attempted), or if they suspect fraud (attempted as well as actual) that is organised, large scale or systematic, or which crosses Local Authority boundaries, they must report it in real time. We recommend Local Authorities report it simultaneously to the dedicated inboxes at the National Anti Fraud Network ([intel@nafn.gov.uk](mailto:intel@nafn.gov.uk)) and the National Investigation Service ([report@natis.pnn.police.uk](mailto:report@natis.pnn.police.uk)). Local Authorities may be contacted for further information to assist with lines of enquiry being pursued.
  68. The Government Counter Fraud Function has worked in partnership with Experian to introduce two new complementary products to assist public bodies in addressing residual fraud risks when dispersing funds for the COVID-19 financial support schemes by addressing their residual fraud risks. These tools will allow Local Authorities to:
    - a. verify the bank accounts of companies in receipt of these business grants; and
    - b. provide insight into whether the company was trading at the relevant date for these grants.
  69. These tools are available via the National Fraud Initiative (NFI) and can be used for both pre- and post-payment checks. They apply to both registered

---

companies (at Companies House) and unregistered companies such as sole traders. For further information and to access the tools please email: [nfquiries@cabinetoffice.gov.uk](mailto:nfquiries@cabinetoffice.gov.uk)

## Pre- and post-event assurance

70. All Local Authorities are required to follow this guidance and conduct activity to provide assurance that the grants have been paid out in line with the eligibility conditions for these schemes.
71. Where Local Authorities have already conducted eligibility checks for previous Local Restrictions Support Grant (Closed) schemes, it is accepted that less information will be required in order to issue the grant as long as the Local Authority is satisfied that the business remains eligible.
72. The general principle applies that Local Authorities are responsible and accountable for the lawful use of funds under Section 151 of the Local Government Act 1972. The Section 151 Officer within the Local Authority is required to exercise their duties in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, ensuring their oversight of the proper administration of financial affairs within the Local Authority, including of these grants.
73. To deliver this assurance requirement, Local Authorities should develop pre- and post-payment assurance plans for each grant scheme. There should be an eligibility check and a recipient check on all payments, whether pre- or post-payment. The plans should set out the actions and checks Local Authorities will undertake to ascertain regularity of payments. They should cover the pre-payment checks for grants still to be paid, but also the post payment assurance checking regime that the Local Authority will introduce to identify irregular payments.
74. The volume and depth of checks that a Local Authority undertakes as detailed in these plans should be proportionate to the grant value versus the cost of the check, and informed by a Fraud Risk Assessment of the likelihood of error and/or fraud in the payments they have made.
75. Consequently, Fraud Risk Assessments should also be undertaken for each grant scheme and comprise part of the assurance plan. To support Local Authorities in developing their risk assessments the Department will provide risk assessment templates tailored to the relevant funds.
76. The Government Grants Management Function and Counter Fraud Function will support Local Authorities to carry out post-event assurance work to identify high risk payments and to estimate and measure the likely incidence of fraud and error that has occurred in the scheme. This requires statistically

---

significant sample testing of key residual risks to assess the level of fraud / error that has arisen from the residual aspect of identified fraud risks. Post-event assurance is therefore dependent upon a detailed fraud risk assessment being undertaken for the scheme. Guidance will be made available to Local Authorities to support the development of Post Event Assurance Action Plans.

77. Where checks discover that payments have been made in error or have been claimed as a result of fraud, any initial recovery action will need to be undertaken by the Local Authority.

## Monitoring and reporting requirements

78. Local Authorities must retain necessary data and BEIS will undertake regular data collection exercises. The data will include:
- numbers of businesses eligible for the scheme,
  - number of payments being processed,
  - number of actual payments, and
  - value of payments made.
79. Local Authorities may be required to provide data in order to allow reporting by Parliamentary constituency. BEIS will work with Local Authorities to facilitate such reporting.
80. Annex B contains information on Post Payment Monitoring requirements.
81. Local Authorities will be asked to provide a monthly report to the Department comprising an update on their Fraud Risk Assessments and pre- and post-payment assurance activities as they are delivered over the lifetime of each of these grants separately. The Department will provide a reporting template in due course.

## Subsidy control

82. The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period. This does not impact the limited circumstances in which State aid rules still apply under the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU. BEIS Guidance for public authorities explaining the subsidies chapter of the TCA, World Trade Organisation rules on subsidies, and other international commitments can be found here:

---

<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

83. For the avoidance of doubt, Local Authorities can still pay out subsidies under previously approved schemes as these will be in line with the Principles set out in Article 3.4, Chapter Three of the TCA. This includes subsidies related to COVID-19 that have previously been given under the State aid Temporary Framework. The State aid Temporary Framework provisions set out in previous guidance should still be applied to these schemes until further guidance on subsidy control related to these schemes is issued. Further advice can be obtained from the subsidy control team at: [subsidycontrol@beis.gov.uk](mailto:subsidycontrol@beis.gov.uk).
84. BEIS is developing a transparency database for public authorities to record information on relevant subsidies to help deliver compliance with our international reporting requirements. BEIS will provide further, more detailed information on the transparency database early in 2021.
85. BEIS may vary the terms of these schemes or suspend or close the schemes with immediate effect, without notice and at any time.

## Annex A – Summary of scheme requirements

	<b>Local Restrictions Support Grant (Closed) Addendum: 5 January onwards</b>	<b>Closed Businesses Lockdown Payment</b>
<b>Business rate-payer</b>	Yes	
<b>Payment cycle</b>	Initially per 42 days, TBC afterwards if national restrictions continue	One-off
<b>Grant threshold – rateable value £15K and under</b>	£2,001 per 42-day period	£4,000
<b>Grant threshold – Rateable value more than £15K and less than £51K</b>	£3,000 per 42-day period	£6,000
<b>Grant threshold – Rateable value £51K and above</b>	£4,500 per 42-day period	£9,000
<b>Grant per business</b>	1 per hereditament	
<b>Funding geography</b>	England only	
<b>Eligibility start date of the scheme</b>	5 January 2021	
<b>First payment to Local Authorities</b>	Week commencing 11 January 2021	
<b>Subsequent payment to Local Authorities</b>	At beginning of payment cycle if eligible	n/a
<b>First payment to businesses</b>	Combine both payments and issue as soon as funds received from Government, or before if feasible	
<b>Eligibility criteria</b>	Mandated to close by Government under national restrictions Rate-paying business Solvent Under subsidy limits	
<b>Exclusions</b>	Non-rate paying business Insolvent business Utilised subsidy limits	
<b>Monitoring &amp; reporting</b>	Delta returns Weekly	Delta returns Weekly
<b>Scheme closure date</b>	TBC	30 April 2021



---

## Annex B – Post-payment reporting

### Background

1. Local Authorities will be required to report to the department on the grant fund.
2. Weekly reports will cover:
  - Numbers of businesses eligible for the scheme
  - Number of actual payments per restriction period
  - Total amount of actual payments
  - Issues encountered in implementing the scheme to allow BEIS to support development of solutions with Local Authorities
3. These returns should be completed using the DELTA Reporting system.

### Process

4. Local Authorities will report on progress in making payments to eligible rate paying businesses, for each period of restrictions.
5. Each report will only cover grants provided by Local Authorities to eligible business during the period as per paragraph 14 onwards. The Cities and Local Growth Unit will consolidate the reports to create an accumulative total and monitor progress against the initial allocation of funding per Local Authority.

### Definitions

Total number of eligible businesses	This reflects the number of eligible businesses identified by the Local Authorities to receive funding under the scheme.
Total number of grants provided under each element of the scheme (£2,001, £3,000, £4,500 for LRSG (Closed) Addendum: 5 January onwards and £4,000, £6,000, £9,000 for CBLP).	Number of grants paid (in that restriction period) to the eligible businesses identified by the Local Authorities.
Expected date of completing all payments to eligible businesses	Date at which the Local Authorities believes it will have identified and provided grants to all eligible businesses within the payment cycle and for the one-off payment.

Comments	Highlight in this box issues that Local Authorities are encountering while implementing the scheme.
----------	-----------------------------------------------------------------------------------------------------

## Data collections for evaluation

6. Local Authorities are also required to collect information from businesses receiving these grant payments, and will be expected to account for how the funding has been spent. Grant recipients should also be advised that they may be contacted for research purposes, and that their data will be shared with BEIS for research and evaluation purposes.
  
7. It is vitally important that we have this information centrally to allow us to understand and evaluate how the provision is working. We do this for a number of different reasons, including;
  - a. Accountability – to provide a clear and transparent basis for why this policy has been implemented, and its progress over time
  - b. Efficiency – ensuring that we are maximising the value delivered from this public spending and ensuring opportunities for analysis and learning for the future
  - c. Effectiveness – ensuring that policy makes a positive impact and understanding the context of when that happens
  
8. We will devise a mechanism by which Local Authorities can frequently share this information with BEIS, which is the most cost-effective way of collecting a wide data set. Local Authorities will need to ensure they have appropriate data protection arrangements in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We will fully support Local Authorities through this data collection, and will share further details and advice in due course.
  
9. The list below sets out the minimum information we require Local Authorities to collect for LRSG (Closed) Addendum: 5 January onwards and Closed Businesses Lockdown Payment:
  - a. Business Rate Payer name
  - b. Hereditament address
  - c. Ratepayer email address
  - d. Size of business the grant relates to
  - e. Sector
  - f. Unique identifier (preferably Company Reference Number)
  - g. Grant awarded
  - h. Amount of grant paid

- 
- i. Date grant paid
  - j. Grant name

10. This provides important information that will support evaluation and further our understanding of the impact of the grants. Further details including the definitions of the terms above and an example spreadsheet were shared on 16 November and 26 November for an initial collection. Further communication will be provided week commencing 18 January 2021 with details of the next collection.