

Covid-19 Scottish Business Support Summary

Correct as of 15:00, 21st January 2021

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Strategic Framework Business Fund	If your business is required to close by law or to significantly change its operations due to COVID-19 restrictions from 2 November 2020, you may be eligible to apply for grant funding.	<p>If your business is required to close by law you could be entitled to a Temporary Closure grant every four weeks, of one of the following:</p> <ul style="list-style-type: none"> • £2,000 if your business premises has a rateable value of up to and including £51,000 • £3,000 if your business premises has a rateable value of £51,001 or above <p>If your business can remain open but is specifically required to modify its operations by law, for example having to close earlier than normal, apply for the Business Restrictions grant. This does not include where a demand for your products or services has been reduced because of the pandemic:</p> <ul style="list-style-type: none"> • £1,400 if your business premises has a rateable value of up to and including £51,000 • £2,100 if your business premises has a rateable value of £51,001 or above <p>Eligibility Whether your business is eligible will depend on where your premises are located and what level of restrictions are in place at any point in time. Read</p>	<p>Applications to the Strategic Framework Business Fund should be made through your local authority website.</p> <ul style="list-style-type: none"> • Grants will be paid every 4 weeks in arrears as long as restrictions last. • Payments will be administered by local authorities, and you do not need to re-apply if restrictions are extended beyond four weeks, or if the level in your area changes. • When restrictions end, any final payment in arrears may be adjusted to reflect the duration of the restrictions to the nearest week.

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		<p>detailed information about eligibility via the Scottish Government website.</p> <p>You can apply if:</p> <ul style="list-style-type: none"> • your business has been directly impacted by restrictions and the type/sector is mentioned in the eligibility guidelines • your business is registered for non-domestic rates - if you pay rates through a landlord rather than directly to a local authority you can still apply but must provide evidence through a copy of the lease agreement • Limited companies (including Scottish Charitable Incorporated Organisations and social enterprises), sole traders, trust and partnerships can apply provided they meet the above criteria. • From 1 January 2021 there will no longer be an upper limit on future payments for any eligible business operating multiple premises. Businesses already in receipt of payments need not reapply. Business applying for the first time on or after 1 January should submit individual applications to each relevant local authority for all relevant premises in that area. <p>You cannot apply if your business:</p>	

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		<ul style="list-style-type: none"> • type or sector is not mentioned in the eligibility guidelines • has breached wider COVID-19 regulations/requirements prior to local restrictions • has connections to tax havens <p>Hospitality, non-essential retail and leisure top up funds</p> <ul style="list-style-type: none"> • The level of additional support for hospitality, non-essential retail and leisure businesses (such as indoor gyms) which are required to close in level 4 was increased on 11 January 2021. • Eligible businesses will be given up to an additional £9,000 (previously £3,000) as a one-off payment. • There is not a sperate application process for the retail and leisure top up grant, instead these will be made to eligible businesses through the Strategic Framework Business Fund grant payments. • Non-essential retail and leisure businesses which are already in receipt of Strategic Framework Business Fund grants do not need to reapply for a top up grant, these will be automatically paid with the grant payment. • If you have not already submitted an application for the Strategic Framework Business Fund, you 	

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		<p>should apply through your local authority website.</p> <p>Eligible retail and leisure businesses will receive:</p> <ul style="list-style-type: none"> • a one-off grant of £9,000 for all relevant businesses with a rateable value of £51,001 or more • a one-off grant of £6,000 for relevant businesses with a rateable value of up to and including £51,000 • In most cases, payment will be combined with the next tranche of payments for the Strategic Framework Business Fund due to go to businesses on 25 January. <p>Hospitality top up payment Hospitality businesses that have applied for and are eligible to a payment of up to £3,000 from the Strategic Framework Business Fund will now receive:</p> <ul style="list-style-type: none"> • a one-off grant of £25,000 for premises with a rateable value of £51,001 or more • a one-off grant of £6,000 for premises with a rateable value of up to and including £51,000 • There is not a separate application process for the retail and leisure top up grant, instead these will 	

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		<p>be made to eligible businesses through the Strategic Framework Business Fund grant payments.</p> <ul style="list-style-type: none"> • Non-essential retail and leisure businesses which are already in receipt of Strategic Framework Business Fund grants do not need to reapply for a top up grant, these will be automatically paid with the grant payment. • If you have not already submitted an application for the Strategic Framework Business Fund, you should apply through your local authority website. • In most cases, payment will be combined with the next tranche of payments for the Strategic Framework Business Fund due to go to businesses on 25 January 2021. • Restaurants, bars, pubs, licensed social and sports clubs, cafes and hotels are in scope for the hospitality top up payment. Other accommodation providers (self-catering, B&Bs, guesthouses, campsite and caravan parks) are not eligible. 	

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Targeted Coronavirus support for businesses	£185m package of business grant support which will target specific sectors	<p>This support will target specific sectors including:</p> <ul style="list-style-type: none"> • Wedding sector • Events sector • Travel agents • Inbound tour operators • Accommodation services, including self-catering, visitor accommodation hostels, hotels, B&Bs and guest houses • Outdoor tourism sector • Mobile close contact services • Visitor attractions • Coach companies and tour operators • Hospitality • Live music and cultural venues • Arts sector • Indoor football centres • Food and drink sector • Taxi drivers (See Taxi and Private Hire Driver Support Fund) <p>The £185m package will include:</p> <ul style="list-style-type: none"> • £15 million for the wedding sector and its supply chain, including photographers • One-off grants totalling £15 million for mobile close contact services, such as hairdressers • A £19 million fund and one-off grants for taxi drivers • £5 million for travel agents 	<p>More details about this support, including how to apply, will be announced in the coming weeks.</p> <p>Eligible businesses can expect to apply in January 2021.</p>

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		<ul style="list-style-type: none"> • Almost £6 million for coach companies and tour operators • £1.5 million for visitor attractions • £60 million will be provided to the tourism sector, details of which will be developed in consultation with the industry. • There will be one-off payments to hospitality businesses in January to help them deal with the traditional post-Christmas dip in demand. These will be of £2,000 or £3,000, depending on rateable value. 	
Coronavirus Job Retention Scheme (CJRS)	Eligible UK employers with a <u>PAYE</u> scheme will be able to access support to continue paying part of their employees' salary for those employees that would otherwise have been laid off during this crisis.	<ul style="list-style-type: none"> • The Coronavirus Job Retention Scheme has been extended until 30 April 2021 • Claims for furlough days in December 2020 must be submitted by 14 January 2021 <p>If you cannot maintain your workforce because your operations have been affected by coronavirus (COVID-19), you can furlough employees and apply for a grant to cover a portion of their usual monthly wage costs where you record them as being on furlough.</p> <p>The Coronavirus Job Retention Scheme has been extended until 30 April 2021. You can claim 80% of an</p>	<ul style="list-style-type: none"> • If you've already worked out how much you can claim, you can claim for wages online through the Coronavirus Job Retention Scheme. • Claims for furlough days in December 2020 must be submitted by 14 January 2021. • Claims for furlough days in January 2021 must be submitted by 15 February 2021.

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		<p>employee's usual salary for hours not worked, up to a maximum of £2,500 per month.</p> <p>You can claim for employees who were employed on 30 October 2020, as long as you have made a PAYE RTI submission to HMRC between the 20 March 2020 and 30 October 2020, notifying a payment of earnings for that employee. This may differ where you have made employees redundant, or they stopped working for you on or after 23 September 2020 and you have subsequently re-employed them. The government will review the scheme in January 2021.</p> <p>All employers with a UK, Isle of Man or Channel Islands bank account and UK PAYE schemes can claim the grant. You do not need to have previously claimed for an employee before the 30 October 2020 to claim.</p> <p>Employers can furlough employees for any amount of time and any work pattern, while still being able to claim the grant for the hours not worked.</p> <p>You will need to pay for employer NICs and pension costs. Find out more information on employer contributions to the Coronavirus Job Retention Scheme via the UK Government website.</p>	<ul style="list-style-type: none"> You can no longer submit claims for claim periods ending on or before 31 October 2020. Claims must be submitted by 11.59pm 14 calendar days after the month you're claiming for. If this time falls on the weekend then claims should be submitted on the next working day. Find out what steps you need to take before you calculate how much you can claim for furloughed and flexibly furloughed employees via the UK Government website. This includes deciding the length of your claim period and working out your flexibly furloughed employee's usual and furloughed hours. <p>Calculate how much you can claim using the Coronavirus Job Retention Scheme via the UK Government website.</p> <p>What you'll need To make a claim, you will need:</p> <ul style="list-style-type: none"> to be registered for PAYE online

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		<p>Who can claim You must have:</p> <ul style="list-style-type: none"> • Created and started a PAYE payroll scheme on or before 30 October 2020 • Enrolled for PAYE online • A UK, Isle of Man or Channel Island bank account <ul style="list-style-type: none"> • Any entity with a UK payroll can apply, including businesses, charities, recruitment agencies and public authorities. <ul style="list-style-type: none"> • You can only claim for furloughed employees that were employed and on payroll on 30 October 2020. This means you must have made a PAYE RTI submission to HMRC between 20 March 2020 and 30 October 2020, notifying a payment of earnings for that employee. This may differ where you have made employees redundant, or they stopped working for you on or after 23 September 2020 and you have subsequently re-employed them. <p>Employees you can claim for</p> <ul style="list-style-type: none"> • You can claim for employees on any type of employment contract, including full-time, part-time, agency, flexible or zero-hour contracts. Foreign nationals are eligible to be furloughed. Grants under the scheme are not counted as 	<ul style="list-style-type: none"> • your UK, Channel Island or Isle of Man bank account number and sort code (only provide bank account details where a BACS payment can be accepted) • the billing address on your bank account (this is the address on your bank statements) • your employer PAYE scheme reference number • the number of employees being furloughed • each employee’s National Insurance number (you will need to search for their number using basic PAYE Tools if you do not have it, or contact HMRC if your employee has a temporary number or genuinely has never had one) • each employee’s payroll or employee number (optional) • the start date and end date of the claim • the full amounts that you’re claiming for including: <ul style="list-style-type: none"> • employee wages • your phone number • contact name

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		<p>'access to public funds', and you can furlough employees on all categories of visa.</p> <ul style="list-style-type: none"> Find out more about which employees you can put on furlough and claim for via the UK Government website. <p>Agreeing to furlough employees</p> <ul style="list-style-type: none"> Employers should discuss with their staff and make any changes to the employment contract by agreement. When employers are making decisions in relation to the process, including deciding who to offer furlough to, equality and discrimination laws will apply in the usual way. To be eligible for the grant, employers must have confirmed to their employee (or reached collective agreement with a trade union) in writing that they have been furloughed. You must: <ul style="list-style-type: none"> make sure that the agreement is consistent with employment, equality and discrimination laws keep a written record of the agreement for five years keep records of how many hours your employees work and the number of hours they are furloughed (i.e. not working) 	<p>You also need to provide either:</p> <ul style="list-style-type: none"> your name (or the employer's name if you're an agent) your Corporation Tax unique taxpayer reference your Self Assessment unique taxpayer reference your company registration number <p>If you're claiming for employees that are flexibly furloughed, you'll also need:</p> <ul style="list-style-type: none"> the number of usual hours your employee would usually work in the claim period the number of hours your employee has or will work in the claim period you will also need to keep a record of the number of furloughed hours your employee has been furloughed in the claim period <p>How to claim</p> <ul style="list-style-type: none"> You'll need the Government Gateway user ID and password you got when you registered for PAYE online. Detailed guidance around claiming for wages through the Coronavirus

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		<ul style="list-style-type: none"> The employee does not have to provide a written response and you do not need to place all your employees on furlough. <p>You can:</p> <ul style="list-style-type: none"> fully furlough employees - they cannot undertake any work for you while furloughed full time flexibly furlough employees - they can work for any amount of time, and any work pattern but they cannot do any work for you during hours that you record them as being on furlough Find out more about agreeing to furlough employees via the UK Government website. <p>When your employees are on furlough</p> <p>During hours which you record your employee as being on furlough, you cannot ask them to do any work for you that:</p> <ul style="list-style-type: none"> makes money for your organisation or any organisation linked or associated with your organisation provides services for your organisation or any organisation linked or associated with your organisation <p>Your employee can:</p> <ul style="list-style-type: none"> take part in training volunteer for another employer or organisation 	<p>Job Retention Scheme is available via the UK Government website.</p> <p>After you've claimed</p> <p>Once you've claimed, you'll get a claim reference number. HMRC will then check that your claim is correct and pay the claim amount by BACs into your bank account within six working days.</p> <p>You must:</p> <ul style="list-style-type: none"> keep a copy of all records for 6 years, including: the amount claimed and claim period for each employee the claim reference number for your records your calculations in case HMRC need more information about your claim for employees you flexibly furloughed, usual hours worked including any calculations that were required for employees you flexibly furloughed, actual hours worked tell your employees that you have made a claim and that they do not need to take any more action

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		<ul style="list-style-type: none"> work for another employer (if contractually allowed) <p>Visit the UK Government website to find out more about when your employees are on furlough such as paying employee taxes and pension contributions, keeping employee rights and holiday pay.</p> <p>To use the scheme, the steps you'll need to take are:</p> <ol style="list-style-type: none"> Check if you can claim Check which employees you can put on furlough Steps to take before calculating your claim Calculate how much you should claim Claim for your employees' wages Report a payment in PAYE Real Time Information <p>Employer claim information that HMRC will make public</p> <ul style="list-style-type: none"> As part of HMRC's commitment to transparency and to deter fraudulent claims, HMRC will publish information about employers who claim for periods starting on or after 1 December 2020. 	<ul style="list-style-type: none"> pay your employee their wages, if you have not already You must pay the full amount you are claiming for your employee's wages to your employee. You must also pay the associated employee tax and National Insurance contributions to HMRC, even if your company is in administration. If you're not able to do that, you'll need to repay the money back to HMRC. You must also pay to HMRC the employer National Insurance contributions on the full amount that you pay the employee. If you have submitted a claim for the employer National Insurance contributions and pension contributions, then the full amount you claim in respect of these must be paid or you will need to repay the money back to HMRC. Employers cannot enter into any transaction with the worker which reduces the wages below the

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		<ul style="list-style-type: none"> • HMRC will publish a list of employer names on GOV.UK on 26 January. <p>In February HMRC will start publishing the following information on a monthly basis:</p> <ul style="list-style-type: none"> • the employer name • an indication of the value of the claim within a banded range • the company number for companies and Limited Liability Partnerships (LLPs) <p>In February, HMRC will also be improving the information available to furloughed employees. HMRC will be including details of claims made for them, for claim periods starting on or after 1 December 2020, in their Personal Tax Account. HMRC will not publish details of employers claiming through the scheme if they can show that publishing these would result in a serious risk of violence or intimidation to certain relevant individuals, or any individual living with them.</p> <p>If you are an employer and think that there is a serious risk of violence or intimidation from publishing your name, company registration number and amount of claim, you will need to tell HMRC and provide evidence of why you think this.</p>	<p>amount claimed. This includes any administration charge, fees or other costs in connection with the employment. Where an employee had authorised their employer to make deductions from their salary, these deductions can continue while the employee is furloughed provided that these deductions are not administration charges, fees or other costs in connection with the employment.</p> <p>When the government ends the scheme</p> <p>When the scheme closes, you must decide to either:</p> <ul style="list-style-type: none"> • bring your employees back to work on their normal hours • reduce your employees' hours • terminate their employment (normal redundancy rules apply to furloughed employees) <p>Find out how and when to report employees' wages to HMRC using the PAYE Real Time Information system via the UK Government website.</p>

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			<p>How to ask HMRC not to publish your claim details</p> <p>If you are an employer and you think there is a serious risk of violence or intimidation, you can request HMRC do not publish your claim details via the Government Gateway.</p> <ul style="list-style-type: none"> • You must make this request yourself. Your agent cannot make the request for you. • HMRC will not publish any of your details until a decision has been made and you have been informed. • You only need to apply once. HMRC's decision will cover all claim periods starting on or after 1 December.
Self-Employment Income Support Scheme	Provides critical support to the self-employed in the form of two grants, each available for three month periods covering November 2020 to January 2021 and February 2021 to April 2021.	<ul style="list-style-type: none"> • The scheme has been extended. If you were not eligible for the first and second grant based on the information in your Self Assessment tax returns, you will not be eligible for the third. • HMRC expects you to make an honest assessment about whether you reasonably believe your business will have a significant reduction in profits. 	<p>How to claim</p> <ul style="list-style-type: none"> • The online service to claim the third grant is open. You must make your claim on or before 29 January 2021 • You must make your claim yourself. You must not ask a tax agent or adviser to claim on your behalf as this will trigger a fraud alert, which will delay your payment.

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		<ul style="list-style-type: none"> • To make a claim for the third grant your business must have had a new or continuing impact from coronavirus between 1 November 2020 and 29 January 2021, which you reasonably believe will have a significant reduction in profits. • The third taxable grant is worth 80% of your average monthly trading profits, paid out in a single instalment covering 3 months' worth of profits, and capped at £7,500 in total. • The grant does not need to be repaid if you're eligible, but will be subject to Income Tax and self-employed National Insurance and must be reported on your 2020 to 2021 Self Assessment tax return. • Grants under the Self-Employment Income Support Scheme are not counted as 'access to public funds', and you can claim the grant on all categories of work visa. <p>Who can claim</p> <ul style="list-style-type: none"> • To be eligible for the third grant you must be a self-employed individual or a member of partnership. You cannot claim the grant if you trade through a limited company or trust. • If you claim Maternity Allowance this will not affect your eligibility for the grant. <p>You must have traded in both tax years:</p>	<ul style="list-style-type: none"> • You should contact HMRC if you receive any suspicious texts, calls or emails claiming to be from HMRC as this may be a scam. <p>What you will need to make your claim You will need your:</p> <ul style="list-style-type: none"> • Self Assessment Unique Taxpayer Reference (UTR) – if you do not have this find out how to get your lost UTR via the gov.uk website. • National Insurance number – if you do not have this find out how to get your lost National Insurance number via the gov.uk website. • Government Gateway user ID and password – if you do not have a user ID, or have lost it, you can create one or find out how to recover your login details when you make your claim • UK bank details (only provide bank account details where a Bacs payment can be accepted) including: <ul style="list-style-type: none"> • bank account number • sort code • name on the account

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		<ul style="list-style-type: none"> • 2018 to 2019 and submitted your Self Assessment tax return on or before 23 April 2020 for that year • 2019 to 2020 <p>You must either:</p> <ul style="list-style-type: none"> • be currently trading but are impacted by reduced demand due to coronavirus • have been trading but are temporarily unable to do so due to coronavirus <p>You must also declare that:</p> <ul style="list-style-type: none"> • you intend to continue to trade • you reasonably believe there will be a significant reduction in your trading profits <p>Reasonable belief</p> <ul style="list-style-type: none"> • In order to claim, you must reasonably believe that you will suffer a significant reduction in trading profits due to reduced business activity, capacity or demand or inability to trade due to coronavirus during the period 1 November to 29 January 2021. You must keep evidence that shows how your business has been impacted by coronavirus resulting in less business activity than otherwise expected. <p>Significant reduction</p> <ul style="list-style-type: none"> • Before you make a claim, you must decide if the impact on your business will cause a significant 	<ul style="list-style-type: none"> • your address linked to your bank account <p>Records you need to keep</p> <p>You must keep a copy of all records in line with normal self-employment record keeping requirements, including the:</p> <ul style="list-style-type: none"> • amount claimed • grant claim reference <p>If you're currently trading but have reduced demand</p> <p>You must keep any evidence that your business has had reduced activity, capacity or demand due to coronavirus at the time you made your claim, such as:</p> <ul style="list-style-type: none"> • business accounts showing reduction in activity compared to previous years • records of reduced or cancelled contracts or appointments • fewer invoices • a record of dates where you had reduced demand or capacity due to government restrictions

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		<p>reduction in your trading profits for the tax year you report them in.</p> <ul style="list-style-type: none"> • HMRC cannot make this decision for you because your individual and wider business circumstances will need to be considered when deciding whether the reduction is significant. • You should wait until you have a reasonable belief that your trading profits are going to be significantly reduced, before you make your claim. • There are some examples that can help you decide, access these via the gov.uk website. <p>How HMRC works out your eligibility</p> <ul style="list-style-type: none"> • To work out your eligibility HMRC will first look at your 2018 to 2019 Self Assessment tax return. Your trading profits must be no more than £50,000 and at least equal to your non-trading income. • If you're not eligible based on the 2018 to 2019 Self Assessment tax return, HMRC will then look at the tax years 2016 to 2017, 2017 to 2018, and 2018 to 2019. <p>How different circumstances affect the scheme There are some circumstances that can affect your eligibility such as if:</p> <ul style="list-style-type: none"> • your return is late, amended or under enquiry 	<p>If your business is temporarily unable to trade</p> <p>You must keep evidence if your business has been unable to trade due to coronavirus, such as:</p> <ul style="list-style-type: none"> • a record of dates where you had to close due to government restrictions • NHS Test and Trace communications - if you've been instructed to self-isolate in-line with NHS guidelines and are unable to work from home (if you've been abroad and have to self-isolate, this does not count) • a letter or email from the NHS asking you to shield • test results if you've been diagnosed with coronavirus • letters or emails from your child's school if you have had parental caring responsibilities <p>Further support</p> <ul style="list-style-type: none"> • There will be a fourth grant covering February 2021 to April 2021. HMRC will set out further details, including the level of the fourth grant in due course.

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		<ul style="list-style-type: none"> • you're a member of a partnership • you had a new child • you have loans covered by the loan charge • you claim averaging relief • you're a military reservist • you're non-resident or chose the remittance basis • state aid <p>Find out more information on how your circumstances affect your eligibility.</p>	
VAT Deferral	Deferral of Valued Added Tax (VAT) payments.	<p>If you deferred VAT between 20 March and 30 June 2020 and still have payments to make, you can:</p> <ul style="list-style-type: none"> • pay the deferred VAT in full on or before 31 March 2021 • opt in to the VAT deferral new payment scheme when it launches in 2021 • contact HMRC if you need more help to pay <p>If you want to opt in to the new payment scheme</p> <ul style="list-style-type: none"> • Instead of paying the full amount by the end of March 2021, you can make up to 11 smaller monthly instalments, interest free. All instalments must be paid by the end of March 2022. <p>The scheme will allow you to:</p> <ul style="list-style-type: none"> • pay your deferred VAT in instalments without adding interest 	<ul style="list-style-type: none"> • You can pay your deferred VAT in full by 31 March 2021. • You do not need to contact HMRC. <p>If you want to opt in to the new payment scheme</p> <ul style="list-style-type: none"> • You cannot opt in yet. The online opt in process will be available in early 2021. You must opt in yourself, your agent cannot do this for you. <p>Get ready to opt in to the new payment scheme</p> <p>Before opting in you must:</p> <ul style="list-style-type: none"> • Create your own Government Gateway account if you don't already have one

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		<ul style="list-style-type: none"> • select the number of instalments from 2 to 11 equal monthly payments <p>To use this scheme you must:</p> <ul style="list-style-type: none"> • still have deferred VAT to pay • be up to date with your VAT returns • opt in before the end of March 2021 • pay the first instalment when you opt in <ul style="list-style-type: none"> • If you opt in to the scheme, you can still have a time to pay arrangement for other HMRC debts and outstanding tax. <p>Deferring extra payments resulting from error corrections</p> <p>You can contact HMRC's COVID-19 helpline to ask them to include extra error correction payments in your deferred VAT balance after (both of the following):</p> <ul style="list-style-type: none"> • HMRC have processed your error correction • you have received a Statement of Account confirming the balance <p>You can then:</p> <ul style="list-style-type: none"> • pay in full by 31 March 2021 • include the payments when you opt in to the VAT deferral new payment scheme • contact HMRC if you need more help to pay 	<ul style="list-style-type: none"> • Submit any outstanding VAT returns from the last 4 years. You will not be able to join the scheme if you have not done so • Correct errors on your VAT returns as soon as possible. Corrections received after 31 December 2020 may not show in your deferred VAT balance • Make sure you know how much you owe, including the amount you originally deferred and how much you may have already paid <p>You should also:</p> <ul style="list-style-type: none"> • Pay what you can as soon as possible to allow HMRC to show the correct deferred VAT balance • Consider the number of equal instalments you'll need, from 2 to 11 months <p>Correcting errors on your VAT returns relating to the VAT payments deferral scheme</p> <p>The VAT payments deferral scheme covered accounting periods for:</p> <ul style="list-style-type: none"> • February 2020

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			<p>You cannot include extra payments after you have opted in. You will need to pay this to HMRC by 31 March 2021.</p> <p>If you are not able to pay your deferred VAT If you are still unable to pay and need more time, find out what to do if you cannot pay your tax bill on time via the gov.uk website.</p>
Deferral of Self-Assessment Payment on Account	Deferred Self-Assessment tax payments due 31 July 2020.	<ul style="list-style-type: none"> • You had the option to defer your second payment on account if you're: <ul style="list-style-type: none"> ○ Registered in the UK for Self-Assessment ○ Found it difficult to make your second payment on account by 31 July 2020 due to the impact of coronavirus <p>If you chose to defer your July 2020 payment on account</p> <ul style="list-style-type: none"> • If you receive a Self-Assessment statement before 31 January 2021 it may still show the deferred July 2020 payment on account as due and payable now. • You can still pay your deferred July 2020 payment on account any time up to 31 January 2021. You'll not have interest or a penalty as long as you pay in full by that date. 	<p>You can still pay your deferred July 2020 payment on account any time up to 31 January 2021. There'll be no interest or penalty as long as you pay in full by that date.</p> <p>Paying your Self-Assessment tax bill</p> <ul style="list-style-type: none"> • You can check payments you need to make towards your next tax bill by signing in to your online account via gov.uk. <p>Pay in full</p> <ul style="list-style-type: none"> • You can pay your deferred July 2020 payment on account in full any time between now and 31 January 2021 using HMRC's online service.

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		<ul style="list-style-type: none"> Some statements may also show interest accruing if you have any payments on account. This interest will only apply to those other payments, not your deferred July 2020 payment on account. <p>If you've submitted your 2019 to 2020 return before you got your June 2020 statement</p> <ul style="list-style-type: none"> Your June 2020 Self-Assessment statement will only show the revised due date for the July 2020 payment on account, plus any payments due in the next 45 days. <p>If you submit your 2019 to 2020 return before the December 2020 statements are issued</p> <ul style="list-style-type: none"> Your December statement will show all payments due on 31 January 2021, these could be: <ul style="list-style-type: none"> your deferred July 2020 payment on account (if it remains unpaid) any 2019 to 2020 balancing charge your first 2020 to 2021 payment on account <p>How to get help</p> <p>If you cannot pay your Self Assessment liabilities in full</p> <ul style="list-style-type: none"> You should contact HMRC as soon as you can if you are unable to pay your Self Assessment tax. 	<p>Pay in instalments</p> <ul style="list-style-type: none"> You can pay your tax by instalments if you're unable to pay in full by 31 January 2021. If you file your 2019 to 2020 Self Assessment return early HMRC will know what payments you owe before the 31 January 2021 payment due date. You'll then be able to set up a Time to Pay instalment arrangement with HMRC. If you owe up to £30,000 you can do this online without having to contact HMRC directly. When you have filed your return you'll need to wait at least 48 hours before you can set up your Time to Pay arrangement online. Late payment penalties are charged when tax remains unpaid 30 days, 6 months and 12 months after its due date for payment. You can avoid them if you enter into a Time to Pay arrangement before they become due and you pay all the tax owing under that arrangement on time. Interest is payable on Time to Pay instalments. Check guidance on

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		<ul style="list-style-type: none"> • HMRC are determined to help all customers as much as possible. That help may mean setting up a Time to Pay instalment arrangement with you. • If you already have a Time to Pay arrangement in place for other overdue tax, you should contact HMRC to amend that arrangement to include your deferred July 2020 Payment on Account and any other Self-Assessment payments becoming due on 31 January 2021. <p>Reducing your 2020 to 2021 payments on account.</p> <ul style="list-style-type: none"> • Your Payments on Account are based on your previous year's tax bill. If your financial situation has been impacted by coronavirus, you may have a reduced tax liability arising for the 2020 to 2021 tax year. You may want to apply to HMRC to reduce your 2020 to 2021 payments on account. • Find out more about payments on account via the UK Government website. <p>Get help online</p> <ul style="list-style-type: none"> • Use HMRC's digital assistant to find more information about the coronavirus support schemes. • You can also contact the HMRC coronavirus helpline for help and advice. 	<p>interest rates for late and early payments via the UK Government website.</p> <ul style="list-style-type: none"> • Check the deadline dates for Self Assessment returns submission via the UK Government website. <p>Pay by Direct Debit</p> <ul style="list-style-type: none"> • If you normally pay by Direct Debit but chose to defer your July 2020 payment on account, you should have cancelled your Direct Debit through your bank so that HMRC did not automatically collect any payment due. • You can re-instate that Direct Debit if you want to resume making payments on account this way in future <p>Pay through your tax code</p> <ul style="list-style-type: none"> • If you're paying taxes on an employment or occupational pension through the PAYE system, submit your 2019 to 2020 Self Assessment return online by 30 December 2020.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<ul style="list-style-type: none"> You can ask HMRC to collect any Self Assessment tax owing through an adjustment to your tax coding. Check to see if you're eligible through your tax code via the UK Government website.
HMRC Time to Pay Service	If you cannot pay your tax bill on time because of coronavirus, you may be able to delay it without penalty using HMRC's Time to Pay service.	<ul style="list-style-type: none"> All businesses and self-employed people in financial distress, and with outstanding tax liabilities, may be eligible to receive support with their tax affairs through HMRC's Time To Pay service This allows businesses and individuals to pay off their debt by instalments over a period of time. Arrangements are agreed on a case-by-case basis and tailored to individual circumstances and liabilities <p>You are eligible if your business:</p> <ul style="list-style-type: none"> Pays tax to the UK Government Has outstanding tax liabilities 	<p>Call the HMRC Helpline on 0800 024 1222</p> <p>Alternatively you can contact HMRC via webchat (Monday to Friday, 8am to 4pm).</p> <p>Advisers can only talk to you about problems paying your taxes due to Covid-19. This could be:</p> <ul style="list-style-type: none"> Self-Assessment VAT Employers' PAYE Corporation Tax <p>A link to the webchat facility is available via the HMRC section of the UK Government website.</p>
Statutory Sick Pay (SSP) Rebate	Allows small-and medium-sized businesses and employers to reclaim	<ul style="list-style-type: none"> The Coronavirus Statutory Sick Pay Rebate Scheme will repay employers the Statutory Sick Pay paid to current or former employees 	The online service you'll use to claim back Statutory Sick Pay is now available.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	<p>Statutory Sick Pay (SSP) paid for sickness due absence due to COVID-19.</p>	<p>This scheme is for employers. You can claim back up to 2 weeks of SSP if:</p> <ul style="list-style-type: none"> You have already paid your employee's sick pay (use the SPP calculator to work out how much to pay) You're claiming for an employee who's eligible for sick pay due to coronavirus You have a PAYE payroll scheme that was created and started on or before 28 February 2020 You had fewer than 250 employees on 28 February 2020 across all your PAYE payroll schemes <p>Employees do not have to give you a doctor's fit note for you to make a claim. But you can ask them to give you either:</p> <ul style="list-style-type: none"> An isolation note from NHS-111 if they are self-isolating and cannot work because of coronavirus A 'shielding note' or a letter from their doctor or health authority advising them to shield because they're at high risk of severe illness from coronavirus <ul style="list-style-type: none"> The Scheme covers all types of employment contracts (full-time, part-time, employees on agency contracts and employees on flexible or zero hours contracts as well as fixed term contracts until the date their contract ends). 	<p>Use the SSP calculator to work out the actual amount you can claim.</p> <ul style="list-style-type: none"> You must have paid your employees' sick pay before you claim it back If you use an agent who is authorised to do PAYE online for you, they will be able to claim on your behalf. Employers who are unable to claim online should have received a letter on an alternative way to claim. Contact HMRC if you have not received a letter and are unable to make any eligible claims online. If you make multiple claims, the claim periods can overlap. <p>Before you make a claim</p> <ul style="list-style-type: none"> Check that you can use the Coronavirus Statutory Sick Pay Rebate Scheme Be registered for PAYE Online Have already paid your employees' sick pay Work out your claim period <p>You'll need:</p>

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		<p>You can make a claim for SSP paid due to coronavirus to employees who have been transferred to you under Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) if you had:</p> <ul style="list-style-type: none"> • A PAYE scheme that was created and started on or before 28 February 2020 • Fewer than 250 employees (including TUPE transferred employees) across all PAYE payroll schemes on 28 February 2020 • If you did not have a PAYE scheme that was created on or before 28 February 2020, but the previous employer did, you can make a claim if they had fewer than 250 employees across all their PAYE schemes on that date. • As the new employer, you can only make claims for SSP that you have paid, a claim cannot include SSP paid by the previous employer. • You can claim back from both the Coronavirus Job Retention Scheme and the Coronavirus Statutory Sick Pay Rebate Scheme for the same employee but not for the same period of time. • Your claim amount should not take you above the state aid limits under the EU Commission temporary framework. This is when combined with other aid received under the framework. The maximum level of state aid that a business may 	<ul style="list-style-type: none"> • The number of employees you are claiming for • Start and end dates of your claim period • The total amount of coronavirus-related Statutory Sick Pay you have paid to your employees for the claim period – this should not exceed the weekly rate of SSP that is set • Your Government Gateway user ID and password that you got when you registered for PAYE Online – if you do not have this find out how to get your lost ID. • Your employer PAYE scheme reference number • Contact name and phone number of someone HMRC can contact if they have queries • UK bank or building society details (only provide bank account details where a Bacs payment can be accepted) <p>After you've claimed</p> <ul style="list-style-type: none"> • Your claim will be checked, and if valid, paid into the account you supplied within 6 working days.

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		<p>receive is €800,000. There is a lower maximum for agriculture at €100,000 and aquaculture and fisheries at €120,000.</p> <ul style="list-style-type: none"> • Connected companies and charities can also use the scheme if their total combined number of PAYE employees are fewer than 250 on or before 28 February 2020. <p>The repayment will cover up to 2 weeks SSP starting from the first qualifying day of sickness, if an employee is unable to work because they:</p> <ul style="list-style-type: none"> • Have coronavirus symptoms • Are self-isolating because someone they live with has symptoms • Are self-isolating because they've been notified by the NHS or public health bodies that they've come into contact with someone with coronavirus • Have been advised by letter to shield because they're clinically extremely vulnerable and at very high risk of severe illness from coronavirus. • Have been notified by the NHS to self-isolate before surgery for up to 14 days <ul style="list-style-type: none"> • You can make more than one claim per employee, but you cannot claim for more than 2 weeks in total. 	<ul style="list-style-type: none"> • Do not contact HMRC unless it has been more than 10 working days since you have made your claim and you have not received it or been contacted by HMRC within that time. • HMRC will check claims and take appropriate action to withhold or recover payments found to be dishonest or inaccurate. Where employers knowingly and deliberately provide false or misleading information to benefit from the claim, HMRC will apply penalties of up to £3000. <p>Records you must keep</p> <p>You must keep records of all statutory sick payments that you've paid and want to claim back from HMRC. You must keep the following records for 3 years after the date you receive the payment for your claim:</p> <ul style="list-style-type: none"> • The dates the employee was off sick • Which of those dates were qualifying days • The reason they said they were off work - if they had symptoms,

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		<p>You can claim from the first qualifying day your employee is off work if the period of sickness started on or after:</p> <ul style="list-style-type: none"> • 13 March 2020 - if your employee had coronavirus or the symptoms or is self-isolating because someone they live with has symptoms • 16 April 2020 - if your employee was shielding because of coronavirus • 28 May 2020 – if your employee has been notified by the NHS or public health bodies that they've come into contact with someone with coronavirus • 26 August 2020 - if your employee has been notified by the NHS to self-isolate before surgery <ul style="list-style-type: none"> • Most people are asked to self-isolate for 3 days before surgery. In this case, the day of surgery will be the 4th day of their period of incapacity for work. You cannot claim repayment of SSP for the day of surgery or any other days when the absence is not due to coronavirus. • A 'qualifying day' is a day an employee usually works on. The weekly rate was £94.25 before 6 April 2020 and is now £95.85. If you're an employer who pays more than the weekly rate of Statutory Sick Pay you can only claim up to the weekly rate paid. 	<p>someone they lived with had symptoms or they were shielding</p> <ul style="list-style-type: none"> • The employee's National Insurance number • You can choose how you keep records of your employees' sickness absence. HMRC may need to see these records if there's a dispute over payment of SSP. • You'll need to print or save your state aid declaration (from your claim summary) and keep this until 31 December 2024.

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		<ul style="list-style-type: none"> From 8 June 2020, the majority of people entering or returning to the UK will be required to quarantine for 14 days. If an employee is unable to work during this period, they will not qualify for SSP unless they also meet one of the above criteria. <p>Detailed guidance around claiming back Statutory Sick Pay paid to employees due to coronavirus (Covid-19) is available via the UK Government website.</p>	
Kickstart Scheme	£2 billion fund to create job placements for 16 to 24 year olds who are on Universal Credit and are deemed to be at risk of long term unemployment.	<p>The Kickstart Scheme provides funding to create new job placements for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Employers of all sizes can apply for funding which covers:</p> <ul style="list-style-type: none"> 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months Associated employer National Insurance contributions Employer minimum automatic enrolment contributions <ul style="list-style-type: none"> Employers can spread the start date of the job placements up until the end of December 2021. 	<p>If your organisation is creating more than 30 job placements as part of the Kickstart Scheme, you can submit your application directly via the UK Government website.</p> <p>If your organisation is creating fewer than 30 job placements, you cannot apply directly. You must find someone to apply on your behalf.</p> <p>Other organisations could include:</p> <ul style="list-style-type: none"> Similar employers Local authorities Trade bodies Registered charities

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • A Kickstart Scheme application must be for a minimum of 30 job placements. If a single employer cannot provide this many job placements, they can find an existing Kickstart gateway, such as a local authority, charity or trade body for help applying. • Further funding is available for training and support so that young people on the scheme can get a job in the future. <p>£1,500 per job placement You'll get £1,500 funding per job placement. This is for setup costs and to support the young person develop their employability skills. If someone else helps you to do some of this for you, such as your Kickstart gateway, you'll have to agree how you will share this money.</p> <p>Job placement criteria</p> <ul style="list-style-type: none"> • The job placements created with Kickstart funding must be new jobs. They must not: <ul style="list-style-type: none"> ○ Replace existing or planned vacancies ○ Cause existing employees, apprentices or contractors to lose or reduce their working hours <p>The job placements must:</p>	<p>Find out more about becoming a representative for a group of employers via the UK Government website.</p> <p>You can contact your local or national Kickstart Scheme employer contact for help getting a representative.</p> <p>After you have applied</p> <ul style="list-style-type: none"> • The UK Government will aim to email you with a decision on the application within one month. You may be able to apply again. • The job placements do not exist until the application has been approved and you have signed the grant agreement. <p>If your application is approved</p> <ul style="list-style-type: none"> • You can add more job placements or employers to your grant agreement after it has been approved. You do not need to apply again. • Contact your local or national Kickstart Scheme contact for information about how to add more job placements or employers to your grant agreement.

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		<ul style="list-style-type: none"> • Be a minimum of 25 hours per week, for 6 months • Pay at least the National Minimum Wage or the National Living Wage for the employee's age group • Only require basic training <p>For each job placement you must help the young person become more employable. This could include:</p> <ul style="list-style-type: none"> • Looking for long-term work, including career advice and setting goals • Support with curriculum vitae (CV) and interview preparations • Developing their skills in the workplace • The young person may be able to move to another employment scheme when they've finished their 6-month Kickstart Scheme job placement. <p>Detailed guidance around the Kickstart Scheme can be accessed via the UK Government website.</p>	<ul style="list-style-type: none"> • The additional job placements or employers will be assessed to make sure they meet the Kickstart Scheme criteria. <p>How you will get the funding</p> <ul style="list-style-type: none"> • The £1,500 setup costs will be paid when the young person starts the job placement. • If you get someone else to do some of the job placement setup or employability support for you, you'll have to agree how you will share this money. <p>Kickstart Scheme wages and related costs</p> <ul style="list-style-type: none"> • The Department for Work and Pensions (DWP) will use information from HMRC to check that the young person is still employed. The grant funding to pay the young person's salary will be paid in monthly arrears when DWP know they are: <ul style="list-style-type: none"> ○ enrolled on your payroll ○ being paid through Pay As You Earn (PAYE)

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<ul style="list-style-type: none"> You can pay a higher wage and for more hours but the funding will not cover this. <p>Getting the young people into the job placements</p> <p>Kickstart Scheme job placements are only available for Universal Credit claimants aged 16 to 24 who are referred to you by DWP.</p> <p>If your application is successful:</p> <ul style="list-style-type: none"> You will give DWP job descriptions that work coaches at Jobcentre Plus will use. The work coaches will match suitable candidates to the job placements. DWP will send you the candidate details. You'll then be able to interview the candidates matched to your job placements. You'll select the candidate best suited to the role.
Flexible Workforce	Provides employers in Scotland who are UK	<ul style="list-style-type: none"> Eligible employers can use the FWDF to address priority skills gaps in their organisation by 	Applications are now open – please contact your nearest college to register

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Development Fund (FWDF)	<p>Apprenticeship Levy-payers with flexible workforce development training opportunities within the high-quality learning environments available in Scotland's colleges. It is also open to SMEs across the private, public and third sectors.</p>	<p>accessing up to £15,000 in funding to create tailored training programmes with their local college.</p> <ul style="list-style-type: none"> • SMEs will be able to access up to £5,000 of college and Open University training. • The fund is flexible and allows employers to choose the training that will bring the greatest benefits to their organisation, while motivating and engaging their employees. The fund can be used to completely cover training or to partially cover training at a higher cost. • The FWDF is available to all UK Apprenticeship Levy-paying employers in Scotland across the private, public and third sector. It is also now open to SMEs (November 2020). If you are an employer with a wage bill of over £3 million, then you may be eligible to apply for the Flexible Workforce Development Fund to meet your skills gaps. • Employers must provide evidence of their Levy-paying status as part of their FWDF application. • The FWDF does not support provision of industry qualifications/ training where there is a statutory employer obligation as required by law. 	<p>your interest and discuss your training needs.</p> <ul style="list-style-type: none"> • For Levy-paying employers who are interested in using private training provision administered through SDS, you need to fill out an enquiry form. • For all other FWDF enquiries, including SME applications and how to apply, please visit the Scottish Funding Council website • Colleges should work with UK Apprenticeship Levy-paying employers in their region to identify the training they require that will help make a demonstrable return on investment. The analysis should form the basis of the employer's application, and colleges should work with employers to support the application process. • Employers operating on a Scotland-wide basis or across more than one college region may only submit one FWDF application to the college of

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<p>their choice. On their application, employers are required to formally declare that their application is on behalf of the whole company and is their sole FWDF application.</p> <ul style="list-style-type: none"> • The fund is in addition to apprenticeship support, which is available to all employers in Scotland, and Individual Training Accounts (ITAs), which provide eligible individuals with the opportunity to undertake learning opportunities to develop their skills for employment. • The FWDF may be particularly beneficial in addressing skills gaps and training needs of the older workforce and those with protected characteristics.
Apprenticeship Employer Grant	Support for employers when taking on Modern or Graduate Apprentices	<ul style="list-style-type: none"> • Whether it's hiring someone new or developing an existing employee, apprenticeships can help provide the skills your business needs. • A new Apprenticeship Employer Grant has been made available to further support employers when taking on Modern or Graduate Apprentices within their business. 	The employer must engage with a provider that is contracted by SDS to deliver Graduate and Modern Apprenticeship frameworks. The provider will administer the grant directly to the employers.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • £5,000 will be made available for employers taking on a 16 to 24-year old apprentice, and for those aged up to 29 years who are either disabled, care leavers or Black and Minority Ethnic (BME) • £3,500 will be made available for employers taking on an apprentice aged 25 or over • Funding will be available for eligible employers where the apprenticeship start date was on or after 1st December 2020. Funding will be available for starts until 25th March 2021 or until funding levels are exceeded, whichever comes first. <p>Eligibility criteria for apprentices</p> <ul style="list-style-type: none"> • The apprentice must not be receiving other Government funding, such as Job Retention or Kickstart funding. • The apprentice cannot have started their apprenticeship before 1 December 2020. • For new recruits - the apprentice must have been employed within 4 months of start date of apprenticeship. • For existing staff - employees must have moved into a new job within the business within 4 months from the date of registration of the 	<p>If an employer has not engaged with any SDS services help and support is available from Apprenticeships.scot Providers should complete the AEG application form on behalf of the employer.</p> <p>Find out more information via the apprenticeships.scot website</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>apprenticeship and where the apprenticeship provides the means of upskilling for this new job.</p> <p>The following are <u>essential requirements for receipt of the AEG</u> and employers are required to confirm on the application form that they have complied with the following:</p> <ul style="list-style-type: none"> • The employer must provide the apprentice with a written contract of employment. • Employers who employ on precarious or flexible contracts inappropriately are ineligible – For example zero- hours contracts will not be eligible. • During their apprenticeship, their main employment and normal working premises must be in Scotland. • The framework must match the job role and be eligible for MA funding (contribution rate). Access to Work funding is also permitted. <p>Are all employers eligible? Any employer in the public and private sector is eligible if all eligibility criteria is met. Providers should only apply for the AEG grant where they have a genuine, reasonable expectation that the apprentice</p>	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		will complete their apprenticeship with the employer.	
The Young Person's Guarantee	Everyone aged between 16 and 24 will have the opportunity to work, education or training through the Young Person's Guarantee.	<ul style="list-style-type: none"> • To support young talent and build your future workforce you can engage with the Young Person's Guarantee by supporting the five asks of employers: <ol style="list-style-type: none"> 1. Prepare young people for the world of work <ul style="list-style-type: none"> • Inspiring pupils and college students to gain the skills needed for the world of work. 2. Help all young people to achieve their potential <ul style="list-style-type: none"> • Engaging with and opening opportunities to young people who face barriers to work. 3. Invest in a skilled workforce <ul style="list-style-type: none"> • Creating work based learning, training and upskilling opportunities for young people. 4. Create jobs and apprenticeships <ul style="list-style-type: none"> • Creating jobs and apprenticeships to support the Guarantee. 5. Create an inclusive and fair workplace <ul style="list-style-type: none"> • Ensuring a working environment which supports all young people and provides fair work. 	<p>Visit www.myworldofwork.co.uk/youngersonsguarantee</p> <p>There are resources to help you:</p> <ul style="list-style-type: none"> • Engage with education • Advertise a job • Advertise an apprenticeship • Find Business Support • Access the Kickstart Scheme

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Business Rates Relief	The Scottish Government has introduced extra rates relief discounts to help owners of non-domestic properties, including businesses, deal with the impact of coronavirus.	<p>Extra reliefs will be available to non-domestic properties from 1 April 2020 to 31 March 2021. The discounts include:</p> <ul style="list-style-type: none"> • 1.6% relief on all non-domestic properties in Scotland • 100% rates relief for retail, hospitality and leisure businesses • Small Business Bonus Scheme • Payment deferral • Support for water bills 	<p>You do not need to apply for the following relief – it will be applied to your bill automatically by your council:</p> <ul style="list-style-type: none"> • 1.6% relief on all non-domestic properties in Scotland • 100% rates relief for retail, hospitality and leisure businesses <p>You need to apply for the Small Business Bonus Scheme through your local authority by completing an application form. You should be able to find this on your council's website.</p> <ul style="list-style-type: none"> • For payment deferral, you need to contact your local authority. • For water bills support, you should contact your water services supplier directly.
Non-Domestic Rates Relief (Specific Sectors)	Rates holiday for 2020/21 tax year	<ul style="list-style-type: none"> • Retail, hospitality and leisure businesses will get 100% rates relief. • To get this relief, a property has to be occupied. Properties that have closed temporarily due to the government's coronavirus advice will be treated as occupied. 	<p>You do not need to apply for this relief. It will be applied to your bill by your local council.</p> <p>Contact your local council if you're not sure if you're eligible or if you need more information.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • Scottish airports will get 100% rates relief for a year, as will organisations providing handling services for scheduled passenger flights at Scottish airports. • Due to the unique role that Loganair plays in providing connectivity to the Highlands and Islands, they will also get 100% rates relief for a year. No other airline will receive rate relief in Scotland. • Any organisations providing a “handling service” at Scottish airports are eligible. A definition of handling services can be found via the Scottish Government website. 	
Bounce Back Loan Scheme	Helps small and medium sized businesses to borrow between £2,000 and £50,000	<ul style="list-style-type: none"> • The scheme helps small and medium-sized businesses to borrow between £2,000 and up to 25% of their turnover. The maximum loan available is £50,000. • The government guarantees 100% of the loan and there won't be any fees or interest to pay for the first 12 months. After 12 months the interest rate will be 2.5% a year. <p>Eligibility You can apply for a loan if your business:</p> <ul style="list-style-type: none"> • Is based in the UK • Was established before 1 March 2020 • Has been adversely impacted by Coronavirus 	<p>Applications for Bounce Back Loans are now open.</p> <p>This scheme has been extended until 31 March 2021.</p> <p>A list of accredited lenders is available via the British Business Bank website. You should approach a lender yourself, ideally via its website. In the first instance, you should approach your own provider. You may also consider approaching other lenders if you are unable to access the finance you require.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> If your business was classed as a business in difficulty on 31 December 2019 you'll need to confirm that you're complying with additional state aid restrictions. <p>Who cannot apply Businesses from any sector can apply, except:</p> <ul style="list-style-type: none"> Banks, insurers and reinsurers (but not insurance brokers) Public sector bodies State-funded primary and secondary schools <p>How long is the loan for</p> <ul style="list-style-type: none"> The length of the loan is 6 years, but you can repay early without paying a fee. No repayments will be due during the first 12 months. <p>Before your first repayment is due, your lender will contact you about further options to:</p> <ul style="list-style-type: none"> extend the term of your loan to 10 years move to interest-only repayments for a period of 6 months (you can use this option up to 3 times) pause your repayments for a period of 6 months if you have already made at least 6 repayments (you can use this option once) <p>The full rules of the scheme is available on the British Business Bank website.</p>	<p>You will need to fill in a short application form online, which self-certifies that your business is eligible for a loan under the Bounce Back Loan scheme.</p> <p>Topping-up existing Bounce Back Loans</p> <ul style="list-style-type: none"> The UK Government have adjusted the Bounce Back Loan Scheme rules to allow those businesses who have borrowed less than their maximum (i.e. the lower of £50,000 or less than 25% of their turnover) to top-up their existing loan. If you already have a Bounce Back Loan but borrowed less than you were entitled to, you can top up your existing loan to your maximum amount. The top-ups are only available from a borrower's existing BBLS lender. A borrower can apply for a top-up that is for the lesser of £50k or 25% of the annual turnover the borrower certified in their original successful BBLS application form, minus the value of their original loan.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<ul style="list-style-type: none"> • You must request the top-up by 31 January 2021. <p>Top-up features</p> <ul style="list-style-type: none"> • One top-up per borrower from their existing lender • Minimum top up amount – £1,000 • The capital repayment holiday runs for 12 months from the initial drawdown date on the original Bounce Back Loan. For example, if the initial drawdown date of the original Bounce Back Loan was on 1 June 2020, and the drawdown date of the top-up was on 1 November 2020, the capital repayment holiday period will run to 31 May 2021 <p>How to apply for a top-up</p> <ul style="list-style-type: none"> • A short form template application form will be available from the Bounce Back Loan Scheme accredited lenders. Borrowers must complete this application form to be eligible for a top-up. • The top-up application form will require borrowers to indicate the amount of the top-up requested and

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<p>re-provide certain declarations set out in the original Bounce Back Loan application form.</p> <ul style="list-style-type: none"> • Further details and conditions are available on the Bounce Back Loan Scheme page on the British Business Bank website.
Coronavirus Business Interruption Loan Scheme	<p>This temporary Loan Scheme will support SMEs with access to loans, overdrafts, invoice finance and asset finance of up to £5 million and for up to 6 years.</p>	<ul style="list-style-type: none"> • Supports loans of up to £5 million available on repayment terms of up to six years • UK Government will provide lenders with a partial guarantee of 80% on each loan • No guarantee fee for SMEs to access the scheme – lenders will pay a fee to access the scheme • Interest and fees paid by UK Government for 12 months – this means no upfront costs and lower initial repayments for SMEs • For overdrafts and invoice finance facilities, term will be up to three years <p>Your business must:</p> <ul style="list-style-type: none"> • Be UK based in its business activity • Have an annual turnover of no more than £45 million • Have a borrowing proposal which the lender would consider viable, were it not for the Covid-19 pandemic • Self-certify that it has been adversely impacted by Covid-19. 	<p>This scheme has been extended until 31 March 2021.</p> <p>You should apply via your lenders website or through one of the 70+ accredited lenders and partners offering the scheme in Scotland. The lender has the authority to decide whether to offer you finance.</p> <p>Personal guarantees are not required to secure lending below £250,000. For any borrowing above £250,000 personal guarantees will be capped at 20% of the outstanding value of the loan, as the Government is providing the guarantee for the remaining 80% of the finance. This will apply to all customers that have secured a loan under the scheme since its launch on 23rd March.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • Not have been classed as a “business in difficulty” on 31 December 2019, if applying to borrow £30,000 or more. • From the 25 September 2020, criteria around the classifications of businesses in difficulty has changed. <p>Changes to ‘undertaking in difficulty’ guidance</p> <p>To be eligible for this scheme, businesses previously had to demonstrate that they were not an ‘undertaking in difficulty’ – a requirement under EU State aid law – as of 31 December 2019.</p> <p>The new guidance allows for the ‘undertaking in difficulty’ assessment to be determined at the date of application for the schemes. Businesses that were ‘undertakings in difficulty’ on 31 December 2019 but are no longer ‘undertakings in difficulty’ will now be (in principle) eligible for the schemes.</p> <p>This flexibility means that businesses can take action to convert their debt (for example, in the form of loan notes) to shares (equity) in order to qualify for the schemes, giving them the option to restructure their finances before application so they may become eligible.</p> <p>Further eligibility criteria can be accessed via the British Business Bank website.</p>	<p>Given there is likely to be a big demand for facilities, businesses should consider applying via the lender’s website in the first instance. Telephone lines are likely to be busy and branches may have limited capacity to handle enquiries due to social distancing.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Future Fund	<p>£250m fund which issues convertible loans to innovative UK companies with good potential, which typically rely on equity investment and are currently affected by Covid-19.</p> <p>Due to the popularity of the Fund, more funding is being made available.</p> <p>The scale of the scheme will be kept under review.</p>	<ul style="list-style-type: none"> • The Future Fund will match up to 100% of the amount provided by investor(s), up to a maximum of £5 million. • Loan amounts range from £125,000 to £5 million, subject to at least equal match funding from private investors. • Loans will have a minimum of 8% per annum (non-compounding) interest charge applied. This interest will be higher if the company and the investor(s) agree between themselves. Unlike a typical bank loan, the interest is not payable on a monthly basis and instead will accrue until the loan converts. At this point, the interest will either be repaid or convert in equity. • The loan will mature after 36 months and cannot be repaid early by the company other than with the agreement of all of the investors. • The loans will convert into shares in the company in certain circumstances, including an exit or a new funding round. • Investors and the Future Fund both invest using a convertible loan agreement, which is predefined and cannot be negotiated. • The investor(s) must meet some specific criteria, details of which can be found via the British Business Bank website. 	<p>The Future Fund scheme is currently open for applications and has been extended until Sunday 31 January 2021. Visit the Future Fund portal via the British Business Bank website to apply.</p> <p>The application process is investor-led. This means an investor, or lead investor of a group of investors, applies in connection with an eligible company.</p> <p>How it works:</p> <ul style="list-style-type: none"> • The investor, or lead investor of a group of investors, certifies they meet the scheme eligibility criteria and provides key investment details. • The company confirms the accuracy of the investment application details provided, before submitting the full application. • In the case of approved applications, all parties will execute an agreement (in the template form provided) and satisfy certain conditions set out in the agreement before the funds are released. <p>Further details are available via the British Business Bank website.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>Companies must meet the following eligibility criteria:</p> <ul style="list-style-type: none"> • The company must have raised at least £250,000 in equity from third-party investors in previous funding rounds in the last five years (from 1 April 2015 to 19 April 2020, inclusive) • If the company is a member of a corporate group, it must be the ultimate parent company • The company does not have any of its shares or other securities listed on a regulated market, a multilateral trading facility, a recognised investment exchange and/or any other similar market, stock exchange or listing venue • Company must be a UK incorporated limited company or be eligible to apply as a non-UK parent company (see specific eligibility criteria in the FAQs for non-UK parent companies via the British Business Bank website.) • The company must have been incorporated on or before 31 December 2019 (or if you are a non-UK jurisdiction company, this criterion applies only to at least one UK subsidiary operating company) • At least one of the following must be true for the company (if you are a non-UK jurisdiction company, this criterion applies to your group): <ul style="list-style-type: none"> ○ Half or more employees are UK based ○ Half or more revenues are from UK sales 	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>If you are applying as a non-UK jurisdiction parent company, the company must also meet the following criteria:</p> <ul style="list-style-type: none"> • The company must have participated in an Accelerator Programme, on or before 19 April 2020, and participation in the Accelerator mandated incorporation of the ultimate parent company in a non-UK jurisdiction (see Accelerator Programme definition in the FAQs for non-UK parent companies) • The company must have received investment from the Accelerator Programme on or before 19 April 2020 • The company must be the ultimate parent company of a group which contains at least one subsidiary operating company incorporated in the UK on or before 31 December 2019 • If the Group (or any entity within the Group) was in existence before the Company was incorporated, the ultimate parent company of the Group (or the sole entity, if applicable) must have been incorporated in the UK <p>Funding must not be used to:</p> <ul style="list-style-type: none"> • Repay any borrowings from a shareholder or a shareholder related party (other than the repayment of any borrowings pursuant to any bank or venture debt facilities); 	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • Pay any dividends or other distributions; • For a period of twelve months from the date of the relevant convertible loan agreement, make any bonus or other discretionary payment to any employee, consultant or director of the company other than as contracted prior to the date hereof and as paid by the company in the ordinary course of business; or • Pay any advisory or placement fees or bonuses to any corporate finance entity or investment bank or similar service provider on monies advanced by the Future Fund. 	
Taxi and Private Hire Driver Support Fund	If you are a licensed taxi or private hire driver experiencing financial challenges as a result of the coronavirus pandemic, you may be eligible to receive a one-off grant of £1,500.	<p>This support is separate from any other funding you may have received from the Scottish or UK Government. For example, if you have applied to the Self-Employed Income Support Scheme or the COVID-19 Public Transport Mitigation Fund, you may still be eligible.</p> <p>Am I eligible? You must have been licensed from 9 October 2020 to at least 31 January 2021. This does not include drivers whose licenses were suspended on or before 31 December 2020 and that remains current and valid.</p> <p>Up to 31 December 2020, you must also:</p>	If you are eligible for a grant, your local authority will get in touch with you. You do not need to contact them.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • have experienced loss of income (50% of turnover, compared with 2019) and incurred overhead costs and expenses • have been working or available for work as a taxi or private hire driver • Your local authority may ask to you to provide additional evidence to confirm if you are eligible. They will need your bank account details. You must also declare all previous support from UK, Scottish or local government support schemes. • In addition, you must not: <ul style="list-style-type: none"> ○ have breached COVID-19 regulations ○ have connections to tax havens, as set out in the Coronavirus regulations <p>Taxi drivers in receipt of state benefits payments (Universal Credit, Statutory Sick Pay, Employment and Support Allowance, Job Seekers' Allowance, Income Support) are now eligible. The Scottish Government wrote to the Department for Work and Pensions seeking assurances that the grant would not impact on Universal Credit payments.</p>	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>You must consider any tax implications this funding may have on any current support you are receiving, including benefits.</p>	
<p>VAT: reduced rate for hospitality, holiday accommodation and attractions</p>	<p>Allows VAT registered businesses to apply a temporary 5% reduced rate of VAT to certain supplies relating to hospitality, hotel and holiday accommodation and admissions to certain attractions</p>	<p>Hospitality</p> <ul style="list-style-type: none"> If you supply food and non-alcoholic beverages for consumption on your premises, for example, a restaurant, café or pub, you're currently required to charge VAT at the standard rate of 20%. However, when you make these supplies between 15 July 2020 and 31 March 2021 you will only need to charge 5%. You will also be able to charge the reduced rate of VAT on your supplies of hot takeaway food and hot takeaway non-alcoholic drinks. More information about how these changes apply to your business can be found in Catering, takeaway food (VAT Notice 709/1). <p>Hotel and holiday accommodation</p> <p>You will also benefit from the temporary reduced rate if you:</p> <ul style="list-style-type: none"> supply sleeping accommodation in a hotel or similar establishment make certain supplies of holiday accommodation charge fees for caravan pitches and associated facilities charge fees for tent pitches or camping facilities 	<p>The temporary reduced rate will apply to supplies that are made between 15 July 2020 and 31 March 2021.</p> <p>Accounting for supplies that straddle the temporary reduced rate</p> <ul style="list-style-type: none"> In most cases, you will simply account for VAT at 5% for supplies made between 15 July 2020 and 31 March 2021. However, there may be situations where you receive payments or issue invoices before 15 July 2020 for supplies that take place on or after 15 July 2020. More information about this can be found in sections 30.7.4 to 30.9.2 of VAT guide (VAT Notice 700) via the UK Government website. <p>The Flat Rate Scheme</p> <ul style="list-style-type: none"> If you are a small business and use the use the Flat Rate Scheme to simplify your VAT calculations you should be aware that certain

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • More information about how these changes apply to your business can be found in Hotels and holiday accommodation (VAT Notice 709/3). <p>Admission to certain attractions</p> <ul style="list-style-type: none"> • If you charge a fee for admission to certain attractions where the supplies are currently standard rated, you will only need to charge the reduced rate of VAT between 15 July 2020 and 31 March 2021. • However, if the fee you charge for admission is currently exempt that will take precedence and your supplies will not qualify for the reduced rate. • More information about how these changes apply to your business can be found in VAT: Admission charges to attractions guidance via the UK Government website. 	<p>percentages have been reduced in line with the introduction of the temporary reduced rate of VAT.</p> <ul style="list-style-type: none"> • More information can be found in VAT Flat Rate Scheme. <p>The Tour Operators Margin Scheme</p> <ul style="list-style-type: none"> • If you are a business that buys in and resells travel, accommodation and certain other services, and you act in your own name, you may operate the Tour Operators Margin Scheme to simplify your calculations. • Further information about how the introduction of the temporary reduced rate of VAT will affect your calculations can be found in Tour Operators Margin Scheme (VAT Notice 709/5). <p>Retail Schemes</p> <ul style="list-style-type: none"> • Catering businesses using retail schemes may have to alter their accounting systems for the period 15 July 2020 to 31 March 2021. • If you have a bespoke retail scheme agreement, you should review it and

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<p>if you think an alteration is needed, contact your large business Customer Compliance Manager.</p> <ul style="list-style-type: none"> If you are not a large business customer you should contact Kamran.Hussain@hmrc.gov.uk. More information for catering businesses can be accessed via the UK Government website.
VAT on admission charges to attractions	Provides a temporary reduced rate of VAT on eligible attractions	<ul style="list-style-type: none"> A new temporary reduced rate of VAT of 5% was announced on 8 July 2020 for admission to certain attractions. This applies to businesses that make supplies of admissions that are currently taxable at the standard rate. This includes: <ul style="list-style-type: none"> shows, theatres, circuses, fairs, amusement parks, concerts, museums, zoos, cinemas, exhibitions, similar cultural events and facilities Examples of where the reduced rate may apply could be attractions such as: <ul style="list-style-type: none"> a planetarium, botanical gardens, studio tours and factory tours It does not include any supplies that are exempt under Items 1 or 2 of Group 13 of Schedule 9 to VAT Act 1994. 	<p>This temporary rate will apply from 15 July 2020 to 31 March 2021.</p> <p>Further guidance and some examples are available via the UK Government website.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • The temporary reduced rate does not apply to admission to sporting events. • This temporary reduced rate only applies to admission fees. • However, where goods are part of the admission fee and are incidental to the main supply, the whole supply is eligible for the temporary reduced rate. • Further information can be found in paragraph 8.1 of VAT guide: VAT Notice 700 which can be found on the UK Government website. <p>Supplies which include other incidental supplies</p> <ul style="list-style-type: none"> • If the main supply is the admission fee to one of the attractions listed above and any other supplies included are incidental, the whole supply will be eligible for the temporary reduced rate. It is the responsibility of each taxpayer to demonstrate that its supplies are eligible for the temporary reduced rate. <p>Live online performances</p> <ul style="list-style-type: none"> • If an admission fee is charged to view an online live performance (not a pre-recorded event), this may be eligible for the temporary reduced rate of VAT. • This depends on the circumstances in each case and is subject to the fee not already being covered by the Cultural VAT exemption. 	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> When considering the correct VAT liability, you should also check the HMRC Public Notice 741A 'Place of Supply of Services', which also includes links to relevant guidance on digital services. 	
Tourism and Hospitality funding package	A £104 million package of support for tourism and hospitality businesses	<p>Areas set to benefit include:</p> <ul style="list-style-type: none"> £19.2 million to provide one-off grants for hospitality businesses £50.8 million for businesses with a rateable value of more than £51,000 that have not received support from the Pivotal Enterprise Resilience Fund or Hotel Support Programme and some additional support to smaller businesses impacted by restrictions £11.8 million for international inbound, coach tourism and domestic tour operators £7 million for self-catering £5 million for visitor attractions £2.5 million for outdoor tourism £2.3 million for hostels £2 million for ski centres £1.5 million for travelling show people ineligible for other support £1.2 million for Destination Management Organisations £1 million for B&Bs and guest houses excluded from the latest Non-Domestic Rates scheme 	Details and opening dates for all funding pots will be announced in due course.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Sector and Destination Operational and Market Readiness Fund (Covid-19)	A £1.2 million fund to support established Scottish Tourism Sector Groups and Destination Organisations that are facing funding challenges, to support them in their core operational functions to ensure organisations are sustainable and in a position to actively promote Scotland as and when restrictions are lifted.	<p>The Sector & Destination Operational and Market Readiness Fund has been established to provide support for established multi regional or pan-Scotland tourism sector groups and destination organisations who represent the interests of a substantive number of tourism businesses and stakeholders within their destination and sector and whose role is critical to the ongoing success of the tourism industry in Scotland to prepare for a post-COVID-19 environment. Read the Fund guidelines document for full eligibility criteria.</p> <p>This Fund can support core business costs that will ensure operational and market readiness post-COVID-19. Read the Fund guidelines document for full details on what activities are eligible.</p> <p>This Fund cannot be used to support promotional marketing activities or campaigns.</p> <p>Applicants can apply for awards from £10,000 - £50,000. No match funding is required as part of application.</p>	<p>Applications to this fund are now open via the VisitScotland website until 5pm Tuesday 26 January.</p> <p>Application forms and guidance can be found via the VisitScotland website.</p>
Open Fund: Sustaining Creative Development	A £7.5m fund which aims to enable creative organisations to explore ways of working that will help them to adapt and	<p>Funding for Individuals</p> <ul style="list-style-type: none"> Freelance and self-employed artists and creative practitioners in Scotland can apply for projects supporting the development of their practice. 	<p>Applications are now open.</p> <p>There are no deadlines for this fund.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	respond to the current changing circumstances	<ul style="list-style-type: none"> • You may apply for funding to work with others if your practice is collaborative. • You must have a UK bank account. • Apply for funding between £1,000 and £100,000 <p>Funding for Organisations</p> <ul style="list-style-type: none"> • Organisations and groups based in Scotland whose work or project involves the arts, screen and creative industries. • All applicants must have a UK bank account. • Apply for a grant from £1,000 - £100,000. 	<p>Application forms along with application guidance and can be accessed via the Creative Scotland website. This includes detail of decision making in the context of Covid-19.</p> <p>Note: Individuals and Organisations applying for a grant from £15,001 to £100,000 you will be asked some additional questions and be asked to complete a separate form for assessing risk.</p>
Hardship Fund for Creative Freelancers	£5 million fund to support creative freelancers working in Scotland who are experiencing immediate financial hardship due to the loss of income as a result of the COVID-19 pandemic.	<ul style="list-style-type: none"> • The funds offer a one-off monetary contribution to those who are most deeply impacted and disadvantaged by the cancellation of work as a result of the emergency situation. • Bursaries can be requested for any sum from £500 - £2000. If you have specific access needs, then you may request more than this. <p>Who can apply?</p> <ul style="list-style-type: none"> • Freelance professionals whose work has direct creative outcomes. This can include (but is not limited to) a visual artist, a writer or maker of poetry, prose or fiction, a playwright, actor or theatre- maker, a comedian, dancer, musician, craft maker or designer. You will derive a significant proportion of your income from your 	<p>Apply via Creative Scotland's online application portal.</p> <p>Whilst there are no deadlines for this programme, the nature of this fund is that it will only remain open whilst budget remains available.</p> <p>The funds are offered on a non-competitive basis and require you to submit minimal information to enable awards to be made as quickly as possible. Creative Scotland will aim to ensure that all eligible recipients will receive money in their account within 6 weeks of submission of your request.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>role in creating or producing original artistic, creative or design material.</p> <ul style="list-style-type: none"> Freelance professionals whose work directly supports the making and presentation of creative work including events. This can include (but is not limited to) a theatre producer, a lighting designer, a gig promoter, an independent curator or creative producer. You will derive a significant proportion of your income from your role in supporting or producing original artistic, creative or design material and events. <p>Who cannot apply?</p> <ul style="list-style-type: none"> Those deriving the majority of their income from client-led work – for example in advertising, architecture, software/electronic publishing and from technical areas of writing and publishing such as news journalism, educational, technical, academic and professional writing Those working in the screen and photography sector (as they were covered by the Screen Scotland Hardship Fund which was recently administered and applications are presently being assessed) Those working in the heritage sector including interpretation consultants, designers and tour guides 	<p>Please note that you can only apply once to this fund. Please do not apply more than once using multiple email addresses.</p> <p>From 11 December 2020, all applications to the Hardship Fund for Creative Freelancers will now be solely handled by Creative Scotland, and not through partners BECTU, Craft Council, Help Musicians, Society of Authors and Visual Arts Scotland. If you received a URN and didn't complete your application to one of the partners before 11 December, please contact Creative Scotland via enquiries@creativescotland.com</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • Those who cannot demonstrate a freelance professional creative practice • Those currently working in paid full-time employment • Individuals based outside Scotland • Those who are currently furloughed under the Coronavirus Job Retention Scheme and are receiving 80% or more of their full-time salary. • Self-employed individuals (or members of a partnership) who have received support under the Self-Employed Income Support Scheme (SEISS) equivalent to, or in excess of the UK living wage, pro rata, since 1 April 2020 • Anyone studying either full-time, or as part of a long term, formal or accredited programme at college or university (at the time of application) including PhD students • Academics or other education professionals not in freelance positions 	
Touring Fund for Theatre and Dance	A £600k fund to support outdoor and non-conventionally staged work that complies with Covid-19 restrictions.	<ul style="list-style-type: none"> • This round of the Touring Fund - for outdoor and non-conventionally staged work - is specifically designed to respond to the limitations in place within the dance, theatre and touring landscape, as a result of the coronavirus pandemic and associated restrictions. • This round of the fund therefore seeks to support venues, theatres, artists, companies and 	<p>Applications are now open.</p> <p>The deadline for applications is Friday 5 February 2021.</p> <p>Find out more information about the Touring Fund for Theatre and Dance, including application forms and</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>producers to present shows that will allow them to re-engage with their audiences in innovative ways while still complying with ongoing restrictions during 2021.</p> <ul style="list-style-type: none"> • There are no upper or lower limits on the amount an applicant can apply for. • Creative Scotland are looking to support activity which can take place, whilst adhering to the necessary Covid-19 restrictions, from Spring 2021 onwards. <p>Who Can Apply?</p> <ul style="list-style-type: none"> • All applicants must be based in Scotland and involved in the production, programming and/or touring of theatre and dance. <p>Creative Scotland will accept applications for productions which plan to tour to a minimum of three venue/locations from:</p> <ul style="list-style-type: none"> • Individual dance and theatre artists, companies and organisations. • Independent dance and theatre producers (on their own to create an individual piece of work or on behalf of artists) 	<p>application guidance, via the Creative Scotland website.</p> <p>Applicants will be notified of decisions in the w/c 29 March 2021.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Grassroots Music Venues Stabilisation Fund	This fund is the second round of the Grassroots Music Venues Stabilisation Fund and is intended to prevent music venues from closing permanently before end June 2021.	<p>How much can you apply for?</p> <ul style="list-style-type: none"> Creative Scotland will accept applications for between £10k and £70k. <p>Who can apply? Venues that received funding in the first round will be invited to apply again.</p> <p>In addition Expressions of Interest are welcome from venues that did not apply previously and/or did not receive funding in the first round. Creative Scotland will review the expression of interest, and if approved you will be able to apply.</p> <p>Creative Scotland are looking for applications from owners, operators or tenants of venues that:</p> <ul style="list-style-type: none"> are indoor, permanent venues in Scotland whose main function is to present all-year round live grassroots music events for a public audience have a capacity of less than 600, however, Creative Scotland will consider applications from venues with capacities up to 1,000 on an exceptional basis if a significant grassroots focus can be demonstrated. <p>Find out more via the Creative Scotland website.</p>	<p>First round recipients Online application portal opens: 12 noon Wednesday 27 January</p> <p>Online applications close: 12 noon Wednesday 3 February</p> <p>Decisions notified: By Wednesday 24 February</p> <p>Non first round recipients Creative Scotland's Expressions of Interest online portal is now open Expressions of Interest online portal closes: 12 noon Wednesday 27 January</p> <p>If Permission to Apply is given: You will be given a log in for the online application portal. This will be provided by email by 5pm on Wednesday 27 January</p> <p>Online applications close: 12 noon, Wednesday 3 February Decisions notified: By Wednesday 24 February</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Covid-19 Museum Development Fund (Museums Galleries Scotland)	Local Authority museums, museums managed by ALEOs and University museums can apply for up to £60,000 to deliver projects that will help them build resilience and address some of the challenges brought about by the Coronavirus pandemic.	<ul style="list-style-type: none"> This project fund has been opened up for Accredited Scottish museums that have not been eligible for the Recovery & Resilience Fund. With awards of up to £60,000 it will enable these organisations to undertake projects that will help them to build their resilience and start to address some of the challenges brought about by the Coronavirus pandemic. Applicants can apply for up to £60,000. There is no specific match funding requirement but in the interests of ensuring that funds can support as many strong projects as possible, Museums Galleries Scotland are keen to see a financial contribution to the project from your organisation whenever this is possible. Match funding from other sources is also welcomed. 	<p>There will be two rounds of funding before the end of the financial year (March 2021).</p> <p>Round 1 closing date: 13 November 2020 at 5pm. Round 1 award date: 18 December 2020.</p> <p>Round 2 closing date: 5 February 2021 at 5pm. Round 2 award date: 12 March 2021</p> <p>All successful applicants must start their project within 3 months of receiving the award and will have 12 months within which to complete their project. They must submit their final claim within 2 months of project completion. Apply online via the Museums Galleries Scotland website.</p>
Covid-19 Residential Outdoor Education Centre Recovery Fund	A £2 million recovery fund to support the sustainability of residential outdoor centres in Scotland.	<ul style="list-style-type: none"> For third and private sector centres that have been financially impacted by the Covid-19 pandemic and subsequent restrictions on residential stays. Centres must have been providing activities previously to be able to apply. 	<p>Round 1 is now closed for applications.</p> <p>Round 2 of the fund will not open to applications on the 11th of January as originally planned. This is in response to new Covid-19 restrictions.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<p>The Scottish Government recognises the importance of outdoor learning in the context of education recovery but also the challenges centres and schools face in delivering outdoor learning at the current time. The Scottish Government is therefore exploring how outdoor learning can be best supported in the months ahead.</p> <p>Find more information via the YouthLink Scotland website.</p>
Covid-19 Public Transport Retrofit Fund	Supports the installation of measures needed to reduce the risk of COVID-19 transmission on vehicles and aims to improve capacity and increase public confidence while on board.	<p>Bus and Community Transport Measures covered under the standard application include:</p> <ul style="list-style-type: none"> • driver protection screens • ceiling-mounted retractable screens between each row of seats • hand sanitiser dispensers and pole mounting bracket • face mask dispensers and bins • hands-free bell pushes • window hopper locks • interior fogging equipment • automated UV cleaning solutions on push bell 'stop' and payment areas • All funded vehicles must be currently in operation and must have been operational for a minimum 	<p>Applications to this fund are now open.</p> <p>Anyone interested in the fund is encouraged to submit an application as soon as possible to ensure the best possible chance of securing funding.</p> <p>Applications for the COVID-19 Public Transport Retrofit Fund are assessed on an ongoing, first-come-first-served basis until funding is fully allocated or the end of the financial year, whichever is first.</p> <p>Find out more about the Covid-19 Public Transport Fund including application</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>of 12 months, primarily within Scottish local authority areas. A cap of £2,000 per vehicle applies and applicants may apply for funding to retrofit up to 10% of their total bus fleet, or 20 vehicles (inclusive), whichever is greater.</p> <p>Taxi and Private Hire Car</p> <ul style="list-style-type: none"> • The applicant's taxi(s) / private hire vehicle(s) must be licenced in Scotland. • All funded vehicles must be currently in operation and must be operational primarily within Scottish local authority areas. • A cap of £350 per vehicle applies and applicants may apply for funding to retrofit up to 25% of their total taxi / private hire vehicle fleet, or five vehicles (inclusive), whichever is greater. • Operators can apply for other measures, or to retrofit more vehicles. These applications are assessed on a case-by-case basis. <p>The following measures are available:</p> <ul style="list-style-type: none"> • hand sanitiser dispensers and pole mounting bracket • easy clean seat covers • partition screening (Hackneys excluded) • automated UV cleaning solutions for card machines 	<p>forms via the Energy Saving Trust website.</p> <p>Applicants must not purchase any measures before receiving a formal grant offer letter from Energy Saving Trust. If you do so, your application will be refused. This is with exception to micro businesses (including sole traders) that have installed and paid for measures between 6 April – 8 October 2020.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>Ferry, Light Rail and Planes</p> <ul style="list-style-type: none"> • Applications will be reviewed on a case-by-case basis. Operators are encouraged to consider solutions that will improve public confidence and reduce the risk of COVID-19 transmission onboard their vessels, trains or aircraft. 	
Support for Childminders	Funding of £1 million has been made available for childminders who have been financially impacted by the coronavirus (COVID-19) pandemic.	<ul style="list-style-type: none"> • Grants of £500, £750 or £1,000 will be available, based on assessed need. • Awaiting further details 	The Scottish Government and the Scottish Childminding Association (SCMA) are working to finalise the details of the scheme. Further information on how to apply will be published shortly.
Funded ELC hours payments	Funded ELC hours payments for private and third sector childcare providers	<ul style="list-style-type: none"> • All private and third sector providers who provide funded ELC in their settings will continue to receive payments from their local authority for these funded ELC hours. • Private and third sector providers may be able to access: Coronavirus Job Retention Scheme; Coronavirus Business Interruption Loan Scheme and Statutory Sick Pay rebate – See relevant sections of this summary for more details. 	<p>Your local authority will be in contact with you to confirm local arrangements of payments for funded ELC hours.</p> <p>Note: Local authorities will no longer be legally obliged to deliver 1140 hours of funded childcare from this August. This statutory requirement will be reinstated at an appropriate time in the future.</p>

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Visit Scotland Quality Assurance Scheme	Suspension of payments (totalling £1m)	<ul style="list-style-type: none"> • VisitScotland is suspending Quality Assurance Scheme payments • Applies to all participants in the QA scheme 	<p>Suspension is applied automatically.</p> <p>Only contact VisitScotland if you have not already provided bank account details to allow for refunds to be processed.</p> <p>Email VisitScotland at customer.services@visitscotland.com</p>
Social Care Staff Support Fund	Aims to ensure social care workers do not experience financial hardship if they are ill or self-isolating due to coronavirus.	<ul style="list-style-type: none"> • The Fund is for social care workers contracted to deliver care and support in the social care sector as defined by section 47 of the Public Services Reform (Scotland) Act 2010. • Independent Living Fund (ILF) recipients who are using their ILF award to employ Personal Assistants or social care workers should continue to apply to ILF for relevant additional costs rather than through this Fund. <p>The Fund will ensure that social care workers receive their expected income (normal pay) when all of the following criteria are met:</p> <ul style="list-style-type: none"> • A relevant worker's ability to undertake health and care work is, or has been, restricted for a reason relating to coronavirus. • The worker's income has been reduced as a result of not being able to work for a reason relating to coronavirus. 	<p>Payments to social care workers</p> <ul style="list-style-type: none"> • Social care employers, including personal assistant employers, are asked to pay eligible staff who meet all of the Fund criteria their expected income* if they are absent, or have been absent, for the following reasons: <ul style="list-style-type: none"> ○ They are ill with confirmed or suspected coronavirus ○ They are self-isolating in line with public health guidance <p>*Expected income is regarded as the greater amount of the pay they would have received under their contract, or a week's pay as defined in section 62 of the Employment Rights Act 1996.</p> <p>Employers should be satisfied that all Fund criteria have been met, and retain</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • The worker is experiencing financial hardship during the time when the Fund is active. (The expectation is that social care workers who have been, or will be, paid less than their expected income would experience financial hardship.) • The worker is unable to work because they have coronavirus, or are self-isolating in accordance with public health guidance. • The Fund is not to be used for social care workers who are shielding, this is not within scope of the 2020 Regulations. Those who are shielding should continue to receive support through the UK Government Coronavirus Job Retention Scheme. • The Fund is not available when the reason for absence is not as a result of coronavirus, for example this may be where someone is isolating before or after elective (planned) surgery or travel that requires quarantine. <p>Detailed Social Care Staff Support Fund guidance including eligibility criteria and administration information can be found via the Scottish Government website.</p>	<p>evidence of this in employment records. It is recommended employers ask social care workers to self-verify if they have, or are likely to, experience financial hardship as a result of their income being reduced. This can be verbally or in writing and should be recorded on the person's employment record.</p> <p>Reimbursement to employers If an employer has paid out a sum of money to top up the income of an eligible worker to their expected income, that employer is entitled to seek reimbursement of that amount from the Fund. In order to make a claim, an employer must verify that all the criteria have been met. This amount may be reclaimed via the Health and Social Care Mobilisation Plans or monthly local authority return.</p> <p>An employer is not entitled to seek the reimbursement of any costs from the Fund where they have received any payments or funding from a public body for that amount.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<p>Payments to employers from the Fund will be made through existing public sector contracts and the COSLA and Health and Social Care Scotland National Principles for Sustainability Payments to Social Care Providers during COVID 19. This includes social care providers signing a declaration to confirm, among other conditions, that they will:</p> <ul style="list-style-type: none"> ○ Continue to employ and pay staff their normal pay in line with the terms of the Social Care Staff Support Fund ○ Agree an open book basis between commissioners and providers where sustainability payments have been made, to ensure there is no duplication of support ○ On request, evidence that monies paid out have been used as intended. Where it has not, monies paid out can be recovered by public bodies. <p>Where a personal assistant employer has paid out a sum from a Direct Payment (Self-directed Support Option</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
			<p>1) the Local Authority should increase the Direct Payment by the relevant amount. A similar declaration to the one that exists for social care providers should be put in place for direct payment recipients who directly employ staff.</p>
<p>Private Rent Sector Landlord Covid-19 Loan Scheme (Scottish Government)</p>	<p>Offers interest free loans to landlords whose tenants are having difficulty paying rent</p>	<p>The interest free loan is available for PRS landlords who:</p> <ul style="list-style-type: none"> • were, or had applied to become, registered before 01 February 2020; • are not classified as businesses; • have 5 or less properties available for rent • properties available for rent are classed as being within the private rented sector (as per the terms of the 2006 Housing Scotland Act) • have lost rental income as a result of tenants facing difficulty in paying rent as a result of the Covid-19 situation or where a rental property became vacant on or after 01 February 2020 and the landlord is unable to get a new tenant because of the restrictions currently in place. • The loan scheme funding may be used to pay the mortgage on a rental property where your mortgage lender is unwilling to provide a mortgage holiday or to pay living expenses that would usually be covered by the lost rental income. This includes where the rental property 	<p>Applications are now open</p> <p>The loan is being delivered by the Energy Saving Trust on behalf of the Scottish Government.</p> <p>Further information including online application form, general guidance and FAQs can be found via the Energy Savings Trust website.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<p>has no mortgage or you are covering mortgage payments by other means.</p> <ul style="list-style-type: none"> • The loan scheme will cover lost rental income for up to 3 properties, although landlords will be able to indicate if they are losing rental income from more than one property. • Landlords will be able to apply for a loan to cover lost rental income for a period of up to 6 months, backdated to the 01 August 2020. An initial payment of half of the agreed amount will be available and landlords will be asked to verify the continued loss of income before the second instalment is paid. • Loan repayments will be deferred for 6 months following payment of the loan, with the loan being repaid in 24 monthly instalments. This will be kept under review as the Covid-19 outbreak progresses. The loan can be fully repaid at any point and requests for extension of the payback period will be considered on a case by case basis. • The loan is intended to provide an option where other forms of financial support are unavailable to the landlord. Where a landlord is eligible for other forms of support – for example the Coronavirus Self-Employment Income Support Scheme - then they would be expected to take these up rather than apply for this loan. 	

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> Mortgage lenders are making 3 month repayment holidays available in line with UK Government commitments. In the first instance, landlords facing difficulties with mortgage repayments for a rental property are expected to seek a mortgage repayment holiday from their lender rather than apply for this loan. 	
Scottish Crown Estate Fund	Fund to support coastal businesses and third sector organisations	<ul style="list-style-type: none"> The 26 councils in Scotland who have coastlines can use their remaining share of the £7.2m (2019-20 allocation) fund which they have not yet allocated to offer direct support to struggling coastal enterprises and organisations, after agreement by the Scottish Government and COSLA. Coastal communities across Scotland will receive £9.7 million (2020-21 allocation) of revenue generated by the Scottish Crown Estate's marine assets, providing vital support for responding to the impact of coronavirus (COVID-19). 	<p>Fund is devolved to councils.</p> <p>It will be allocated to the 26 local authority areas which have coastlines, with funding based on their share of the adjacent sea area.</p> <p>The scope of the 2020-21 fund has been broadened this year in response to COVID-19, with local authorities now able to directly support businesses, including third sector organisations, affected by the pandemic.</p>
National Basic Payment Support Scheme	Provides loans to support farmers and crofters through the coronavirus (COVID-19) crisis	<ul style="list-style-type: none"> The loan scheme provides Scottish farmers and crofters access of up to 95% of their 2020 CAP BPS and Greening payment, restricted to the scheme maximum of £133,638. 	<p>Loan offer letters were sent to eligible farmers and crofters from the beginning of August, with the first payments due in September 2020.</p> <p>More information can be found via the Scottish Government's Rural Payments service website.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Renfrewshire Coronavirus Business Support Fund	£1.3 million Renfrewshire Council package of interest free loans and grants.	<ul style="list-style-type: none"> • Business Restart Loan - offers small and start-up businesses and people self-employed with interest free loans between £1,000 to £5,000 repayable up to three years, to assist with short-term cashflow. • Business Resilience Grant - provides a 50% match-funded grant from £1,000 up to £10,000 to support small and medium sized businesses, including people self-employed, in meeting changed objectives and plans for growth. • Business Adaptation Grant - provides a match-funded grant from £1,000 to £2,500 to help small and medium sized businesses, including people self-employed, to adapt their premises to meet physical distancing requirements. • To qualify for support, the business must operate from a commercial premise in Renfrewshire. 	Find out more information about this fund and how to apply via the Renfrewshire Council website.
COVID-19 Corporate Financing Facility	Purchase of short-term debt in the form of commercial paper (Larger firms only)	<ul style="list-style-type: none"> • Designed to support liquidity among larger firms, helping them to bridge coronavirus disruption to their cash flows through the purchase of short-term debt in the form of commercial paper. • Companies – and their financial subsidiaries – that make a material contribution to the UK economy are able to participate in the facility. 	<p>The scheme is now open for applications.</p> <p>The CCFF will close for new purchases of CP from eligible issuers with effect from 23 March 2021. This means that the Facility will make no purchases of CP after 22 March 2021.</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> In practice, firms that meet this requirement would normally be: UK incorporated companies, including those with foreign-incorporated parents and with a genuine business in the UK; companies with significant employment in the UK; firms with their headquarters in the UK. We will also consider whether the company generates significant revenues in the UK, serves a large number of customers in the UK or has a number of operating sites in the UK. Applicants must be investment grade rated (or equivalent) as at 1 March 2020 Further information on eligibility can be found on the Bank of England website as well as details of a recent update to the terms of the CCFE. 	<p>More information is available from the Bank of England.</p>
<p>Coronavirus Large Business Interruption Loan Scheme (CLBILS)</p>	<p>Provides finance in the form of term loans, revolving credit facilities (overdrafts), invoice finance and asset finance to mid-size and larger UK businesses with a group turnover of more than £45 million. CLBILS gives the lender a government-backed partial guarantee (80%) against the</p>	<ul style="list-style-type: none"> A lender can provide up to 25% of your annual turnover. The maximum amount you can borrow is £200m. Term loans and revolving credit facilities over £50m will be offered by CLBILS lenders which have secured additional accreditation. The maximum size for invoice finance and asset finance facilities remains at £50m The scheme provides the lender with a government-backed, partial guarantee (80%) against the outstanding balance of the finance. The borrower remains 100% liable for the debt. 	<p>This scheme is open now for applications of up to £200 million.</p> <p>This scheme has been extended until 31 March 2021.</p> <p>Find a lender:</p> <ul style="list-style-type: none"> A list of accredited lenders offering less than £50 million can be accessed via the British Business Bank website. A separate list of accredited lenders offering £50 million or more can also

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	<p>outstanding balance of the facility.</p>	<ul style="list-style-type: none"> • Finance terms range from 3 months to 3 years • No personal guarantees are permitted for facilities under £250,000. • For facilities of £250,000 and over, claims on personal guarantees cannot exceed 20% of losses after all other recoveries have been applied. <p>Your business must:</p> <ul style="list-style-type: none"> • Be UK based in its business activity • Have an annual turnover of more than £45 million • Have a borrowing proposal which the lender would consider viable, were it not for the current pandemic, and for which the lender believes the provision of finance will enable the business to trade out of any short-term to medium-term difficulty • Self-certify that it has been adversely impacted by Covid-19 • Not have received a facility under the Bank of England’s Covid Corporate Financing Facility (CCFF), or CBILS or BBLs • Businesses from any sector can apply, except the following: <ul style="list-style-type: none"> ○ Credit institutions (falling within the remit of the Bank Recovery and Resolution Directive), insurers and reinsurers (but not insurance brokers) ○ Building Societies 	<p>be found via the British Business Bank website</p> <p>Approach a lender:</p> <ul style="list-style-type: none"> • You should approach a lender yourself, ideally via the lender’s website. • Not every accredited lender can provide every type of finance available under CLBILS, and the amount of finance offered varies between lenders. Please see the lenders’ websites for more information on the amounts they are able to offer. <p>The lender makes a decision:</p> <ul style="list-style-type: none"> • The lender has the authority to decide whether to offer you finance. • Under the scheme, lenders will not take personal guarantees of any form for facilities below £250,000. • For facilities above £250,000, personal guarantees may still be required, but claims cannot exceed 20% of losses after all other recoveries have been applied

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> ○ Public-sector bodies ○ State-funded primary and secondary schools • Companies borrowing more than £50 million through CLBILS will be subject to further restrictions on dividend payments, senior pay and share buy-backs during the period of the loan. • Further information on changes introduced, including new provisions on seniority of CLBILS facilities, can be found on the CLBILS FAQs for businesses page via the British Business Bank website. 	<p>If the lender turns you down:</p> <ul style="list-style-type: none"> • If one lender turns you down, you can still approach other lenders within the scheme <p>More details on this scheme can be found on the British Business Bank website.</p>
Commercial Insurance	Insurance pay out (based on cover)	<ul style="list-style-type: none"> • Most commercial insurance policies are unlikely to cover pandemics or unspecified notifiable diseases, such as Covid-19. • Businesses which have an insurance policy that covers government ordered closure and pandemics or government ordered closure and unspecified notifiable disease should be able to make a claim (subject to terms and conditions of their policy). 	Insurance policies differ significantly, so businesses are encouraged to check the terms and conditions of their specific policy and contact their providers.
Planning Rules Relaxed (Specific Sectors)	Change of operations	<ul style="list-style-type: none"> • Local Authorities to relax planning rules to allow pubs and restaurants to operate temporarily as takeaways 	Guidance to be published by Local Authorities.
Visitor Levy Bill	Halting of Bill	<ul style="list-style-type: none"> • The introduction of a visitor levy on tourism in Scotland will be halted 	Effective immediately

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Deposit Return Scheme	Extension of Go-Live	<ul style="list-style-type: none"> The Deposit Return Scheme will now be introduced in July 2022 	Effective immediately
Business Loans Scotland and West of Scotland Loan Fund	Businesses with existing loans	<ul style="list-style-type: none"> 3 month capital and interest holiday for all existing borrowers <p>Note: Business Loans Scotland is aware of an Advanced Fee Fraud using their name. Business Loans Scotland does not ask a borrower for any up-front fees and any promise of this type of loan requiring an upfront fee is a con.</p>	Applied directly to loans via Business Loans Scotland
Community Response, Recovery & Resilience Fund	<p>The fund's priority is supporting organisations with their long-term planning, helping them become more sustainable in the future, despite the continued uncertainty.</p> <p>Please be assured Foundation Scotland will continue to provide emergency support for those who need it most.</p>	<ul style="list-style-type: none"> Grants from £1,000 to £5,000 are available. Only constituted groups, with a governing document, can apply A bank account must be set up in the name of the group All appointed cheque signatories must be unrelated, and there must be at least 2. There must be at least 3 unrelated members on your management committee The majority of your committee members must be unrelated. Committee meetings must have a quorum of at least 3 unrelated members present <p>The aims of the Resilience phase are to:</p>	<p>Apply via the Foundation Scotland website.</p> <p>Due to a limit in funds Foundation Scotland encourage organisations to submit their online application at their earliest opportunity to avoid disappointment.</p>

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		<ul style="list-style-type: none"> • Strengthen communities by improving their ability to respond to future and continued challenges due to the pandemic • Strengthen organisations to be sustainable in the longer term, through staff development of internal infrastructure • Support organisations to increase their service provision to meet growing needs • There is no income limit for organisations wishing to apply, however, please note that due to the limited funding available, groups with an income of below £500,000 will be prioritised. • Previous applicants to Response or Recovery phases are welcome to apply again for Resilience funding. However, please double check the criteria to make sure you're still eligible. • Further eligibility criteria, including a list of exclusions can be found via the Foundation Scotland website. 	
Community & Third Sector Recovery Programme	£25 million programme which aims to support charities, community groups, social enterprises and voluntary	<p>The programme has two strands:</p> <p>Adapt & Thrive Programme</p> <ul style="list-style-type: none"> • Adapt and Thrive aims to support organisational change. 	<p>The Adapt & Thrive Programme is now open for applications until March 2021.</p> <p>The Communities Recovery Fund is also open to applications.</p>

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	<p>organisations that are supporting people and communities through the shift from lockdown to recovery.</p>	<ul style="list-style-type: none"> • Working with an advisor, organisations will be supported to develop a plan so they can operate sustainably post-COVID. • This may mean developing new income streams, restructuring the organisation, or changing how services are delivered. • All eligible organisations will now be able to access funding regardless of turnover size • The top value of grants has increased to £75k (up from £25k) <p>Funding to implement the plan is also available:</p> <ul style="list-style-type: none"> • Grants between £5,000-£75,000 • Flexible, 0% interest loans from £25,000 to £250,000. All loans recommendations will be based on an assessment of the organisation's ability to service debt. • In some cases, a blended approach of both grant and loan may be recommended. When this is the case, the minimum loan 'portion' that can be offered is £25,000. • Detailed eligibility criteria for the Adapt & Thrive Programme can be accessed via the SCVO website. <p>Communities Recovery Fund</p>	<p>SCVO will be running regular information webinars which they strongly recommend you attend before you start your online application.</p> <p>Online application forms and fund guidance is available via the SCVO website.</p> <p>SCVO anticipate that, in some cases, there will be an overlap and organisations may wish to access both Adapt and Thrive and Communities Recovery programmes. For example, an organisation that needs to diversify its income streams to become more sustainable but wants re-open a community service it has been unable to deliver.</p> <p>The single online form for the Programme covers both Adapt and Thrive and Communities Recovery elements.</p> <p>In the online form (regardless of the strand chosen), the applicant can request support from both programmes</p>

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
		<ul style="list-style-type: none"> • Communities Recovery aims to support the delivery of services in communities that were suspended or reduced because of COVID, or the creation of new services that tackle new challenges presented by COVID. • The fund offers grants so organisations can reintroduce the delivery of services and will support the adaptation of existing services or the development of new ones to tackle new community needs resulting from, or existing needs exacerbated by COVID. • The funding will consider grants for individual organisation applications between £5,000 – £25,000 to implement changes to facilities, services and activities. • The fund will consider grants for partnership applications up to £75,000. • Detailed eligibility criteria for the Communities Recover Fund can be accessed via the SCVO website. 	<p>and will be prompted to complete all relevant questions. This means that, while an organisation’s request will be assessed separately by each strand, the organisation only needs to complete one form and its request can be assessed simultaneously.</p> <p>To receive support from both, an organisation will need to meet all relevant criteria for each programme.</p>
State Aid	<p>The European Commission has introduced a temporary framework for State aid measures. This is to help with the financial pressures businesses face as a result of coronavirus.</p> <p>The Scottish Government will work with the UK Government to make sure these measures can be adopted to help Scottish Businesses where possible.</p>		
Coronavirus (Scotland) Act 2020	<p>People and some small businesses that are unable to repay debts due to the outbreak will be able to apply for a six-month ‘breathing space’ period. This will allow them to seek money advice and find long-term solutions to repay debts. It also removes the limitation that means they can only apply for such a breathing space once in a 12 month period. (These</p>		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	<p>measures apply to individuals, partnerships, corporate and unincorporated bodies and trusts, though not to companies or LLPs.)</p> <p>The Act also allows licensing authorities to extend the deadlines for licence applications that allow the sale and supply of alcohol, and taxi and private hire. This flexibility will help to minimise the risk of losing current licensing rights due during the outbreak. It also gives discretion to allow licensing hearings to be conducted by telephone, video-conferencing or by written communication, including email.</p> <p>The COVID-19 outbreak affects the ability of both planning authorities and applicants to deal with planning permissions that are due to expire. When planning permission is granted applicants have a period of three years to commence development before the permission lapses. The new legislation extends any planning permission that would lapse within the next six months so that it will not expire until April 2021.</p> <p>The notice period before a commercial lease can be terminated for non-payment of rent has been extended. Previously commercial tenants served with a warning letter for non-payment of rent would have 14 days to pay outstanding rent. This period has now been increased to 14 weeks. It applies to all commercial property leases, including those where a warning notice has already been issued and has not already expired.</p>		
UK Government Coronavirus Business Support Finder			<p>The UK Government has launched an online business support finder tool which shows some of the supports available to you and your business. Please note, this service mainly focuses on UK Government support schemes. Your business may also be eligible for support schemes operated by the Scottish Government or other agencies.</p> <p>The business support finder tool can be accessed at https://www.gov.uk/business-coronavirus-support-finder</p> <p>Please continue to check this summary for updates on financial support that may be relevant to your business. You can also check for Scottish Government business support updates via https://findbusinesssupport.gov.scot/</p>
Trade Credit Reinsurance Scheme			<ul style="list-style-type: none"> • Trade Credit Insurance, which provides essential cover to business-to-business transactions, will receive up to £10 billion of UK Government guarantees. • The Trade Credit Reinsurance scheme, which has been agreed following extensive discussions with the insurance sector, will see the vast majority of Trade Credit Insurance coverage maintained across the UK.

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	<ul style="list-style-type: none"> • The guarantees will support supply chains and help businesses to trade with confidence knowing that they will be protected if a customer defaults or delays on payment. • The scheme is available on a temporary basis for nine months, backdated to 1 April 2020, and running until 31 December 2020, with the potential for extension if required. • The scheme will be delivered through a reinsurance agreement that is open to all insurers currently operating in the UK market, covering both domestic and overseas trade with payment terms of up to 2 years • Implementation of the scheme is subject to state aid approval, agreement of full form documentation with insurers and acceptance of applications from insurers for participation • Further information can be found via the News section of the UK Government website. 		
Extension to Help to Buy (Scotland) scheme	<p>The Help to Buy (Scotland) scheme is has been extended by a year to March 2022.</p> <p>Supported by £55 million of funding for 2021/22, the extension will also help house-builders to ensure their economic recovery over the years ahead.</p>		
Temporary relaxation of the GB drivers' hours rules	<p>Temporary relaxation of GB drivers' hours rules ended 23:59 Sunday 14 June.</p>		
Corporate Insolvency and Governance Act	<p>The Act:</p> <ul style="list-style-type: none"> ○ introduces temporary easements for Annual General Meetings (AGMs) and filing requirements for public limited companies (PLCs) ○ introduces new corporate restructuring tools to the insolvency regime to give companies the time they need to maximise their chance of survival ○ temporarily suspends parts of insolvency law to support directors during this difficult time <p>Under the secondary legislation, companies will receive an automatic extension for:</p> <ul style="list-style-type: none"> ○ confirmation statements ○ registrations of charges (mortgage) 		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
	<ul style="list-style-type: none"> ○ event-driven filings, such as a change to your company’s directors or people with significant control ● Most companies will also be given more time to file their accounts. <p>Read more about the Corporate Insolvency and Governance Act via the news section of the UK Government website.</p> <p>Measures from the Corporate Insolvency and Governance Act have been extended to relieve pressure on businesses dealing with coronavirus.</p>		
Help for homebuyers and employment support (9 July)	<ul style="list-style-type: none"> ● The threshold at which Land and Buildings Transaction Tax (LBTT) is paid will be raised from £145,000 to £250,000 on Wednesday 15 July and remain in place until 31 March 2021. Excluding the Additional Dwelling Supplement, it means 80% of house buyers will be exempt from the charge. ● In addition, an extra £50m is being added to the First Home Fund, a shared equity scheme providing first time buyers with up to £25,000 to buy a property. This will support an estimated 2,000 first time purchases and increase the total funding to £200m. ● A further £100m is being invested in targeted employment support and training. Economy Secretary Fiona Hyslop will set out further details on this employment funding in due course. 		
Economic Recovery Implementation Plan	<ul style="list-style-type: none"> ● The Scottish Government’s response to the Advisory Group on Economic Recovery report “Towards a Robust, Resilient Wellbeing Economy for Scotland: Report of the Advisory Group on Economic Recovery” can now be accessed via the Scottish Government website. ● The response is an action plan for supporting Scotland’s economic recovery, one which focuses on jobs and supports our transition towards a wellbeing economy. ● The Scottish Government have accepted all the recommendations from the Report and identify six key areas for action: <ul style="list-style-type: none"> ○ Business recovery and sustainable, green growth ○ Engagement and partnership approach ○ Employment, skills and training ○ Supporting people and places ○ Investment-led growth for wellbeing ○ Monitoring progress and outcomes 		

Name of Scheme	What does it do?	Who and what is eligible?	How can it be accessed?
Addressing the labour market emergency	<ul style="list-style-type: none"> • The Scottish Government’s response to the Report by the Enterprise & Skills Strategic Board sub-group on measures to mitigate the labour market impacts from COVID-19 can now be accessed via the Scottish Government website. • Across four themes, the ESSB set out recommendations for immediate action which the Scottish Government broadly endorses: <ul style="list-style-type: none"> ○ Assistance to support business retention ○ Assistance for those facing redundancy ○ Training to enable unemployed people to transition into employment ○ Helping vulnerable people into employment 		
Delivering R100 (18 Aug)	<ul style="list-style-type: none"> • Details of a voucher scheme to help ensure everyone in Scotland will have access to superfast broadband by the end of 2021 have been announced. • The Scottish Broadband Voucher Scheme will provide funding of up to £5,000 to help homes and businesses not in scope of either Reaching 100% (R100) contracts or planned commercial investment to obtain superfast broadband where providers may not ordinarily go. • Interim vouchers of up to £400 are also being made available for premises where superfast broadband is planned for after the end of 2021 – with an additional £250 for those in the hardest-to-reach areas. • An online postcode checker has been launched to give homes and businesses information on superfast roll-out in their area as well as providing information on voucher scheme eligibility. 		

Coronavirus Guidance:

- [Call centres and customer contact centre environments \(26 November\)](#)
- [Caravan Sites & Holiday Parks \(22 July\)](#): Scottish Government
- [Childcare services - school aged services \(14 December\)](#): Scottish Government
- [Childminder services \(30 October\)](#): Scottish Government
- [Cinemas and drive-in cinemas \(03 December\)](#): Scottish Government
- [Close contact services \(including hairdressers, barbers and tattoo artists and spas\) \(11 January\)](#): Scottish Government
- [Construction \(15 July\)](#): Scottish Government

- [Creative Industries: Creative studios and shared workspaces \(30 July\)](#): Scottish Government
- [Driving instructors and motor vehicle trainers \(01 December\)](#): UK Government
- [Early Learning and Childcare services \(30 October\)](#): Scottish Government
- [Events sector \(03 December\)](#): Scottish Government
- [Farmers and Crofters \(24 July\)](#): Scottish Government
- [Film and TV production \(18 January\)](#): Scottish Government
- [Financial services \(7 August\)](#): Scottish Government
- [Food & Drink \(08 January\)](#): Food Standards Scotland
- [Forestry \(16 June\)](#): Scottish Forestry
- [Funeral directors \(25 November\)](#): Scottish Government
- [Horticulture, Fruit and Vegetables \(30 June\)](#): Science & Advice for Scottish Agriculture (SASA)
- [Housing including house moving \(07 August\)](#): Scottish Government
- [Laboratories and Research Facilities \(15 January\)](#): Scottish Government
- [Manufacturing \(08 January\)](#): Scottish Government
- [Museums, Galleries and Heritage attractions \(10 July\)](#): Scottish Government
- [Onshore wind industry \(31 October\)](#): Scottish Government
- [Performing Arts and Venues sector \(10 November\)](#): Scottish Government
- [Places of worship \(18 September\)](#): Scottish Government
- [Private Landlords and Letting Agents \(03 September\)](#): Scottish Government
- [Retail \(11 January\)](#): Scottish Government
- [Sports and Leisure Facilities \(30 October\)](#): Scottish Government
- [Technology sector \(21 August\)](#): Scottish Government
- [Tourism and Hospitality \(20 January\)](#): Scottish Government
- [Transport operators \(10 July\)](#): Transport Scotland
- [Vehicle Lessons \(24 August\)](#): Scottish Government

Further related guidance for businesses and other organisations can be found on the Scottish Government website:

- [Businesses and workplaces that must close and can remain open at protection level 4 \(20 November\)](#)
- [General guidance for safer workplaces \(16 December\)](#)
- [Guidance for festive period \(26 November\)](#)
- [Guidance for working from home \(19 January\)](#)
- [Guidance on individual risk assessment for the workplace \(04 September\)](#)
- [Guidance on opening of public and customer toilets \(27 June\)](#)
- [Guidance on travel and transport \(26 November\)](#)
- [International travel and quarantine \(14 January\)](#)
- [Jobs that qualify for travel exemptions \(03 September\)](#)
- [Local Protection Levels \(19 January\)](#)
- [Returning to work safely \(31 August\)](#)
- [Scotland's Strategic Framework \(23 October\)](#)
- [Shielding advice and support \(26 November\)](#)
- [Small and micro business guidance \(13 July\)](#)
- [Stay at home guidance \(13 January\)](#)
- [Test and Protect \(02 December\)](#)

Key Web Pages Specific to Covid-19 Business Support:

- ACAS - The Advisory, Conciliation and Arbitration Service: [Advice for employers and employees](#)
- Business Gateway Local Offices: <https://www.bgateway.com/local-offices>
- Business Gateway National: <https://www.bgateway.com/resources/coronavirus-support>
- Creative Scotland Covid-19 Funding and Resource Directory: [An A-Z of funding and resources](#)
- Enterprise Nation: [Recovery Advice for Business](#)
- Entrepreneurial Scotland: [ES Momentum support website](#)
- Federation of Small Businesses: [COVID-19: Advice and guidance for small businesses and the self-employed](#)
- Flexibility Works: [Support for employers to develop more flexible working practices](#)
- HMRC Digital Assistant: [Support tool which provides information about coronavirus support schemes](#)
- Job Hub (Skills Development Scotland): [Free service for employers recruiting for immediate jobs due to Covid-19](#)
- Just Enterprise: [Business support for social enterprises and enterprising third sector organisations](#)
- North Lanarkshire Funding Search: [For charities, community groups and social enterprises in the North Lanarkshire Council area](#)
- Partnership Action for Continuing Employment (PACE): [Redundancy help in Scotland](#)
- SAMH: [Coronavirus and your mental wellbeing](#)
- Scotland Food and Drink: [Sign up for daily coronavirus related email updates here](#)
- Scottish Chambers of Commerce: [Business Advice & Guidance: Covid-19](#)
- Scottish Council for Voluntary Organisations (SCVO): [Third Sector Information Hub](#)
- Scottish Enterprise: [Find and apply for current innovation funding calls](#)
- Scottish Government: <https://findbusinesssupport.gov.scot/coronavirus-advice>
- Screen Scotland: [Funding & support for Scotland's screen sector](#)
- Support Local: [Scottish food and drink directory connecting food and drink businesses and consumers across Scotland](#)
- Take Five to Stop Fraud: [Beware of scammers offering to help with coronavirus related grants](#)
- UK Government: <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Visit Scotland: [Guidance and advice for the tourism industry including FAQs and information from STERG](#)
- We Are Scotland - Stakeholders toolkit: [For businesses/services to reopen safely. Includes FACTS guidance, posters and more](#)