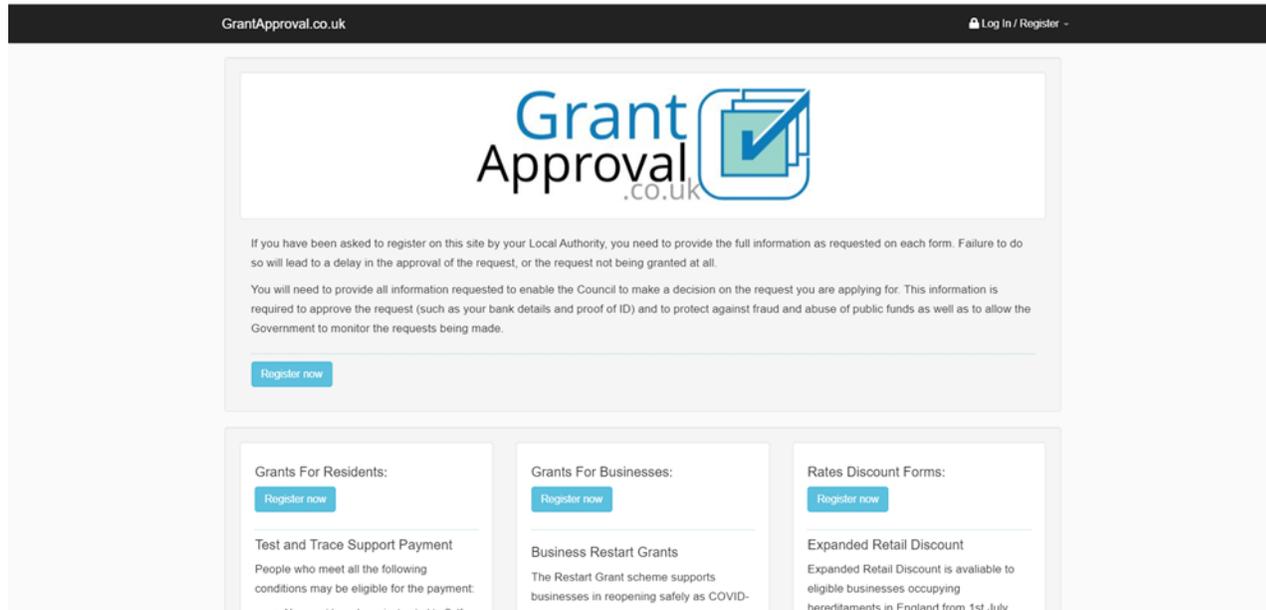


**Guidance notes for Volunteer-led Sport and
Physical Activity Providers for applying for
the COVID Compliant Grant Scheme**

Step 1: Access to the grant application portal: www.grantapproval.co.uk

Step 2: If this is the first time you have accessed the portal select the register now icon, if you already have an account skip to step 4.

Please note the application must be completed by an authorised person who is named on the providers bank account.



Step 3: Read the information regarding registering for GrantApproval page and follow the information at the bottom of the page to create a new account, once you have submitted your email, an email will be sent allowing you to create a password, follow the instructions on the email.

GrantApproval.co.uk Log In / Register

Registering to use GrantApproval.co.uk

Before you continue

1. You need to read and understand our [Terms and Conditions](#) and [Privacy Notice](#).
2. Know that GrantApproval.co.uk is a system and trading name of Ascendant Solutions Limited which is a Private Limited Company
3. We are acting as an Agent on behalf of numerous Local Authorities in England to provide this service.

Be Aware

- All use of this site is tracked and logged for compliance purposes and to identify fraud or error. This also includes using the information provided to identify Business Rates and Council Tax fraud or error.
- The information you provide will be shared with UK Government Bodies and other Local Authorities. The information you provide can also be shared with Credit Reference Agencies, Anti-Fraud agencies and Anti-Money Laundering agencies such as:
 - The UK Government
 - UK Police Forces
 - Other Local Authorities
 - Licenced Fraud Prevention Agencies
 - Licenced Credit Reference Agencies including but not limited to:
 - TransUnion (formerly Call Credit)
 - Experian
 - Equifax
 - The Government Grants Management Function
 - The Government Counter Fraud Function
 - HM Revenue and Customs
- The Government will not accept any fraudulent requests for public funding in any manner whatsoever.
- Anyone involved in deliberate attempts to defraud will face criminal prosecution and be wholly liable to repay any funds obtained fraudulently.
- Any grant incorrectly awarded by any means is subject to claw-back.
- The Government has made additional Digital Data tools available to Local Authorities to prevent and detect and report fraud.
- Any business grant made is subject to State Aid limits. If you feel you should not be entitled to the grant because of state aid please advise the Council. For further information on state aid please see <https://www.gov.uk/guidance/state-aid>.
- All grants awarded are taxable.

Create a new account.

All we need is an email address to start.

Got multiple requests?

You only need to register with us once to submit multiple Grant Requests.

Step 4: Select the Billing Authority as Wolverhampton

GrantApproval.co.uk My Requests Account / Info

Scheme Selection

Schemes For Businesses

Billing Authority (Council where the property is Located.)

Request Type

[Load Individual Schemes](#)
[Load Business Schemes](#)

If your business trades from a Council Tax or Business Rates property please enter the Property Reference Number below.
Depending on the Local Schemes, some schemes do not require a Property Reference Number.

Property Reference Number

[Find a Business Property from the Valuations Office Agency \(VOA\)](#)
[Find a Council Tax Property from the Valuations Office Agency \(VOA\)](#)

Schemes

ARG for Closed Businesses 31/12 - 31/3 not eligible to BSP

Discretionary and Variable Scheme
[More Information](#)

Grant scheme for businesses who are not able to trade as have been mandated to close 31 December 2020 to 31st March 2021 and are

Step 5: Scroll down and select the Covid Compliant Grant Scheme, by clicking on the blue button

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Discretionary and Variable Scheme
[More Information](#) 

Grant scheme for businesses who are able to trade but can evidence a loss in income due to social restrictions 31 December 2020 to 31st March 2021 

Covid Compliant Grant Scheme
Discretionary and Variable Scheme
[More Information](#) 

Scheme Closes On: **30/06/2021**

Grant scheme to support businesses with the cost of complying with Covid-19 measures for the safety of customers and staff. 

Minimum Number of Employees: 1

Dec 20 Business is not the ratepayer but has fixed property costs

Step 6: Confirm that you meet all the declarations and click on the green box

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Minimum Number of Employees: 1

Declarations

You must be able to answer YES to the following questions in order to continue.

- I can confirm that my business is not insolvent, in administration or subject to a striking-off notice
- I can confirm that my business is trading and that employees are currently working
- I can confirm that my business will not reach the state aid diminimus limits with this grant
- I confirm that my business is fully compliant with the legislation relating to Covid-19 and all relevant government guidance on Covid including that relating to Health and Safety
- I can confirm that the claimant is the named holder of the bank account
- I confirm my business will support upskilling of my existing workforce and commit to recruit locally in partnership with Wolves at Work council services

Declaration

I confirm that all the above statements are true and correct.

I understand that if any of these statements are found to be false then:
I may be prosecuted by the UK Government and;
Any grant incorrectly awarded will need to be paid back immediately.

--Or--

Step 7: Complete the information, if you are committee member of a voluntary group, select 'Director' in answer to what is your relationship to the business.

Once you have completed all of the data fields, if you are club select the light blue bow 'A non incorporated body'

The screenshot displays the GrantApproval.co.uk application form, divided into three main sections: 'The Basics', 'Property Information', and 'Other Questions'. The 'The Basics' section includes fields for 'What is your relationship to the business?' (set to 'Director'), 'Account Number', 'Property Reference Number', 'Premises Licence Number', 'What type of business are you?' (set to 'Sports Club'), 'What is the businesses trading sector?' (set to 'Arts, Entertainment and Recreation'), 'What is the businesses Trading Name' (set to 'Sports Club'), 'Please provide your Company Website if you have one' (set to 'e.g. grantapproval.co.uk'), 'Number of PAYE employees' (set to '0'), and 'Is the business closed because of COVID-19?' (set to 'No'). The 'Property Information' section includes fields for 'Building Number' (set to '10'), 'Building Name' (set to 'e.g. St Catherines House'), 'Street 1' (set to 'Sports Street'), 'Street 2', 'Locality', 'Town/City' (set to 'Sports Town'), and 'Postcode' (set to 'SP0 0RT'). The 'Other Questions' section includes a 'VAT Member State' dropdown (set to '--Select--'), 'What is your VAT number?' (set to 'e.g. 341987111'), 'Unique Taxpayer Reference (from HMRC)' (set to '10 Digits'), a checkbox for 'Are you eligible for the Self Employed Income Support Scheme?' (unchecked), 'Date the business was established' (set to 'DD MM YYYY'), and 'What is the cumulative total of previous funding received under all COVID-19 business grants schemes for the business?' (set to 'In Great British Pounds, GBP (£)'). At the bottom, there are three radio button options for 'The business is: (Click the applicable option)': 'An Incorporated Body e.g. Limited (Ltd)' (blue), 'An Individual' (green), and 'A Non Incorporated Body (e.g. Charity, Club)' (light blue).

Step 8: Please complete your details, of the field of 'Who is Your Regulator' please input the name of your National Governing Body, if you have no governing body please state 'no governing body'.

If you do not have company number as you are voluntary organisation please input 0000.

GrantApproval.co.uk [My Requests](#) Account / Info -

Non Limited

Please enter your Non Limited company details, ensure that you have saved all responses before continuing.

Non Limited Company Details

Legal Company Name

Who Is Your Regulator

Registered Charity Number

Registered Company Number

Please provide your Registered Office Address

Building Number

Building Name

Street 1

Street 2

Locality

Town/City

Postcode

[Save](#)

Step 9: If you are a voluntary organisation please input N/A if you have no employees.

GrantApproval.co.uk [My Requests](#) Account / Info -

Comments

Please enter the number of employees in the business

Enter your comments here

Please provide as much information as possible. Maximum 1000 characters per message, you can save multiple comments if you need to.

[Save](#)

Step 10: Please complete all fields

GrantApproval.co.uk **My Requests** Account / Info -

Mandatory Question Required

Question
What is the nature of your business

Answer

Mandatory Question Required

Question
Please confirm you are working with the City of Wolverhampton Council's Environmental Team to become Covid compliant (Yes/No)

Answer

Mandatory Question Required

Question
Please confirm what Covid measures you have or are putting in place with the Environmental Team and date of last visit if applicable.

Answer

Mandatory Question Required

Question
Can you confirm your business is trading

Answer

[Save](#)

Step 11: Mandatory Upload regarding premises, if you hire the facility please provide an invoice or letter of confirmation of hire from the facility owner. All sports providers must at this point upload additionally, confirmation of affiliation to the relevant National Governing Body, a copy of the COVID Risk Assessment, and copy of insurance. Complete all other Mandatory Upload fields

GrantApproval.co.uk **My Requests** Account / Info -

Document Upload

Please help us to process your request as quickly as possible by providing proof of eligibility.

We are taking these precautions to reduce the risk of anyone fraudulently completing your request.

You must only upload one document at a time.

*Any documents uploaded should have the address you are completing the request for and be addressed to your name.
All documents should have a recent date, please **do not** upload information which is over 3 months old.*

You have not uploaded any documents

6 more document(s) are required to continue.

We are requesting at least **6** forms of evidence to prevent fraud and assist Local Authorities to pay claims as quickly as possible.

Mandatory Document Required

Minimum Documents Required: 3

Occupation of your business premises. If you are the ratepayer provide evidence of your business rates bill. If are not the ratepayer provide evidence of a current property lease or rental agreement. Also provide a copy of a utility bill.

Document Upload
 No file chosen

Document Type
Property - Rent Statement

Mandatory Document Required

Minimum Documents Required: 1

Please upload evidence of the business bank account showing the full name, address and bank details.

Document Upload
 No file chosen

Document Type

Regarding the Mandatory Document Upload and employees, for voluntary organisations please upload a document citing how many active volunteers the group has and the number of adult and junior members you have.

GrantApproval.co.uk My Requests Account / Info -

Minimum Documents Required: 1

Please upload evidence of the business bank account showing the full name, address and bank details.

Document Upload
Choose File No file chosen

Document Type
Financial - Bank Statement

Upload

Mandatory Document Required

Minimum Documents Required: 1

Please provide evidence of the number of employees, such as payroll run or HMRC PAYE return (provide details of any volunteers separately). You are required to send the staff numbers on your May monthly payroll or the latest May weekly payroll

Document Upload
Choose File No file chosen

Document Type
Other - Other

Upload

Mandatory Document Required

Minimum Documents Required: 1

Please supply evidence of identification of the claimant. In the case of a sole trader/partnership provide personal ID. Limited companies' evidence of the company. In the case of volunteer led groups provide identification of a committee member.

Document Upload
Choose File No file chosen

Document Type
Financial - Accounts

Upload

Step 12: Once all the documents have been uploaded please click on the green icon to enter bank details

GrantApproval.co.uk **My Requests** Account / Info

Document Upload

Please help us to process your request as quickly as possible by providing proof of eligibility.

We are taking these precautions to reduce the risk of anyone fraudulently completing your request.

You must only upload one document at a time.

*Any documents uploaded should have the address you are completing the request for and be addressed to your name.
All documents should have a recent date, please **do not** upload information which is over 3 months old.*

Saved Documents:

Date Uploaded	File Name	Category	Type	
10/06/2021	Screen Shots COVID Compliance app.docx	Other	Other	
10/06/2021	Screen Shots COVID Compliance app.docx	Financial	Accounts	
10/06/2021	Screen Shots COVID Compliance app.docx	Other	Other	
10/06/2021	Screen Shots COVID Compliance app.docx	Financial	Bank Statement	
10/06/2021	Screen Shots COVID Compliance app.docx	Utility	Mobile Phone	
10/06/2021	Screen Shots COVID Compliance app.docx	Utility	Gas Bill	
10/06/2021	Screen Shots COVID Compliance app.docx	Property	Rent Statement	

[Enter Bank Details](#)

We are requesting at least 6 forms of evidence to prevent fraud and assist Local Authorities to pay claims as quickly as possible.

Step 13: Please enter Bank Details for the group/provider, personal bank accounts will not be accepted

GrantApproval.co.uk [My Requests](#) Account / Info -

Payment Details

Payments can only be made to the claimant.
Payments will be rejected automatically by the bank if the name of the Bank Account Holder does not match the claimant information provided.

Accountholder Name

Sortcode

Account Number

Please make sure these details are correct, the Local Authority cannot amend these details and you will need to re-apply if the details provided are incorrect.

[Save and Continue](#)

- Account Number Should be 8 characters long

[Go Back To Document Upload](#)

Step 14: Confirm declaration and submit application

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Declaration

Please read the following Declaration, you must NOT continue with this application unless you agree to this Declaration.

Applicants for Discretionary Grants are subject to State Aid rules and regulations as set or administered by Government, further details of which are available through <https://www.gov.uk/guidance/state-aid> In submitting this claim you confirm that you understand and will comply with all State Aid responsibilities associated with this grant payment and that, should your claim be found to be fraudulent, or that you have made any misrepresentation in making your claim, you will make a full repayment or be subject to legal action to reclaim all funds. 1. By making an application for a grant the applicant is subject to the following criteria: The Grantee confirms that it understands its obligations in relation to compliance with State Aid Law and that it is lawfully empowered to receive grants. 2. All recipients are required to comply with the maximum permitted funding requirements under the relevant State aid rules – EUR 200,000 over three years under the De Minimis Regulation, or EUR 800,000 under the COVID-19 Temporary Framework scheme for the UK (different thresholds apply to agriculture, fisheries and aquaculture business). 3. Grants provided under the Discretionary Grant Fund can be made under either the De Minimis Regulation (where the relevant conditions are met), or under the COVID-19 Temporary Framework scheme for the UK (once approved) where for example, the De Minimis threshold has been reached. 4. The Grantee shall administer and spend the Grant in accordance with its approval and in accordance with State Aid Law. 5. Where the Grantee is in breach of any part of this section, or is found to have made a fraudulent claim, or the claim has included a misrepresentation, the Grantee will be solely responsible for any claw back of the Grant (including any interest, fines and associated costs). 6. For the avoidance of doubt, the Grantee shall ensure for the purposes of the Project, all business partners are informed that they shall also be subject to these State Aid and claw back requirements.

The legal basis for this processing is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the local authority.

More information on how we handle personal information and your rights under the data protection legislation can be found at <https://www.wolverhampton.gov.uk/your-council/our-website/privacy-and-cookies-notice>.

Declaration Reference Number

12029

Please enter the number shown above to confirm you accept this declaration.

[Click Here to Complete your Request.](#)