



1 May 2020

Dear Business Owner,

Thank you again for your patience as we work through all the business grant applications. We know how important this is for you.

First, let me assure you we have received your application and are processing it as quickly as possible. I wanted to give you an update on when you are likely to receive your grant and what you can do to help us process your application faster.

We are continuing to work 7 days a week and have doubled the size of our team to process the 2,200 applications we have received so far. To date, we have worked through 1,200 applications. We have paid £13.5m to 738 eligible businesses where we have all the information needed to make payment. There are over 250 applications where we will need to get in touch to ask for more information.

If you submitted your business grant application on or before 20 April

We expect to get through your application by the 15 May. By then, we will have paid those applicants which meet the following Government criteria:

- receiving Small Business Rate Relief (SBR) on 11 March 2020
- receiving Retail Discount on 11 March 2020
- entitled to receive Expanded Retail Discount on 11 March 2020
- have a rateable value below £51,000 and
- in occupation of the property on 11 March 2020 and showing as the business ratepayer on Harrow's records
- not a liquidated or dissolved company.

If you do not meet these criteria OR if we do not have the necessary information or documentation about your business on our files, we will contact you for further details. Once we have those, we will assess if you are eligible and will aim to pay you by the end of May.

The information we require may include:

- a copy of your bank statement
- a copy of your lease / tenancy or license agreement showing that you are and were the legitimate occupier as at 11 March 2020
- an application form for small business rates relief / retail relief.

If we request more information from you, please send this to us as quickly as possible. Without this, we will be unable to pay you.

You may have been sent or have information at your business premise which you need in order to complete your application. If you need to visit your premise, please follow all social distancing guidelines.

If you submitted your business grant application after 20 April

If you applied for a Business Grant after 20 April we will start to process your application from 16 May.

If you have not heard from us by the end of May or have run out of money to pay bills please email us at support4business@harrow.gov.uk

We are doing everything we can do ensure the right money goes to the right businesses as quickly as possible. The checks we are doing are essential to prevent fraud. Unfortunately, we've already seen cases of people trying to access grants they are not entitled to or to divert funds from the businesses that are entitled to them.

For further information on other support available to businesses, please visit harrow.gov.uk/coronavirus-covid-19/support-businesses-employers or gov.uk/business-coronavirus-support-finder

Thank you again for your continued patience during this incredibly difficult time.

Kind regards,

Cllr Adam Swersky
Cabinet Member for Finance and Resources