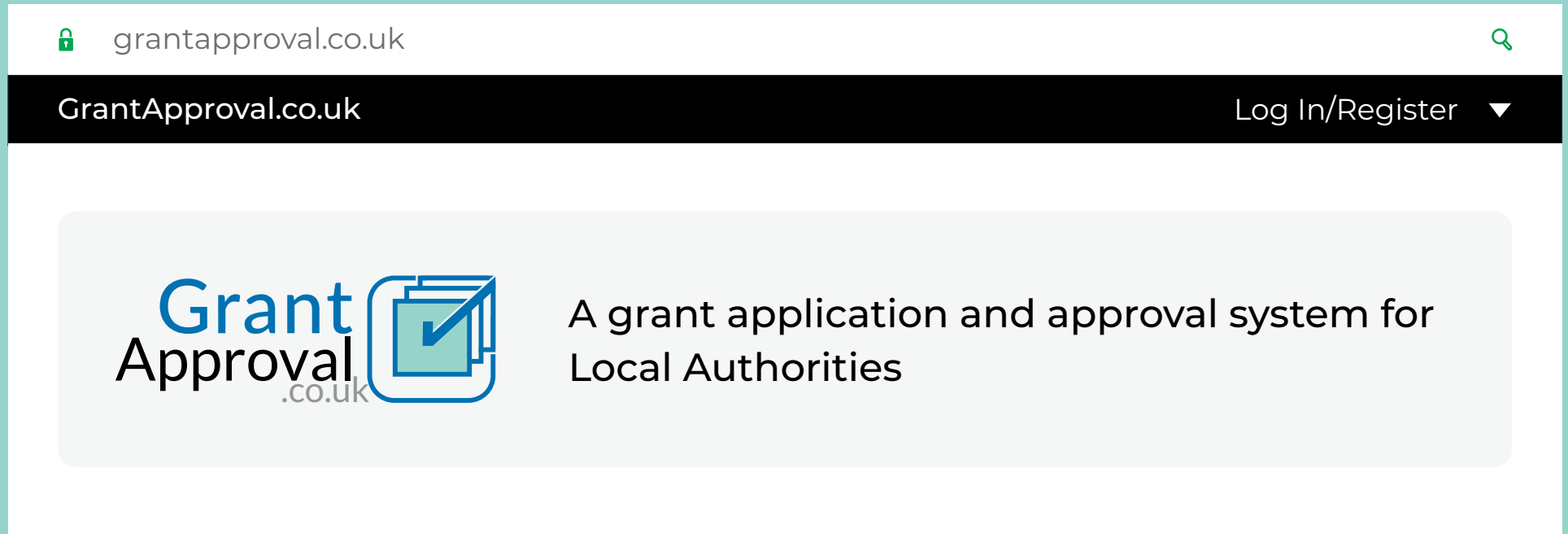




Registration for Financial Support

STEP BY STEP PROCEDURE



Addressing the numerous queries and to facilitate the drivers regarding the grant available to Walsall Taxi Drivers. The instructions below will help in applying for Financial Support;

STEP 01

Once logged in, select
“New Grant Request”
under grant for businesses

The screenshot shows the GrantApproval.co.uk website interface. The browser address bar displays 'grantapproval.co.uk'. The navigation bar includes 'GrantApproval.co.uk', 'My Grants / New Requests', and a 'Log In/Register' link with a dropdown arrow. The main content area is divided into two columns. The left column, titled 'Grants For Residents:', contains a 'New Grant Request' button, information about 'Winter Covid Grants for Residents', and details about 'Test and Trace Support Payment'. The right column, titled 'Grants For Businesses:', contains a 'New Grant Request' button (highlighted with a red box), information about 'Business Grants', and a 'More information.' link. The 'Business Grants' section states that support grants are available on a fortnightly basis and directs users to check local council schemes.

grantapproval.co.uk

GrantApproval.co.uk My Grants / New Requests Log In/Register ▼

Grants For Residents:

New Grant Request

Winter Covid Grants for Residents

- Some Local Authorities will be using GrantApproval.co.uk to manage and pay Winter Covid Grants to residents.

Test and Trace Support Payment

People who meet all the following conditions may be eligible for the payment:

- You must have been instructed to Self Isolate directly by NHS Test and Trace
- You will not qualify if you have been asked to Self Isolate by the NHS Test and Trace mobile app
- On a low income
- On certain benefits
- Can't work from home
- Lost income due isolating

Grants For Businesses:

New Grant Request

Business Grants

Business support grants are continuing to be made available, normally on a fortnightly basis in accordance with the Government guidance. Check which schemes your local council are running here.

More information.

If there are any discretionary grants for businesses being run by your council then you will be able to find them here.

STEP 02

Select the green icon to see the list of all available grants

My Grants

This area will list your Grant Requests and advise you of the status of any requests.

Grant Finder

If you would like help finding grants you may be eligible for please click here.



All Grants

If you wish to see a list of all available grants please click here.



Previous Grant Requests

Check here to see any updates on your previous requests.

Council	Walsall Council
Scheme	Test and Trace Support Payment
Start Date	01/10/2020
Application Number	56425
Continue	

STEP 03

Select “**Walsall**” in the drop down box

Scheme Selection

Schemes For Businesses

Billing Authority (Council where the property is Located.)

--Select--

Eastbourne

Harborough

Hinckley and Bosworth

Horsham

Lewes

Mid Sussex

Milton Keynes

North Hertfordshire

North West Leicestershire

Northampton

Richmond upon Thames

Rother

Sandwell

South Staffordshire

Swale

Walsall

Wandsworth

Wealden

Windsor and Maidenhead

Wolverhampton

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 \(VOA\)](#)

[Load Available Schemes.](#)

STEP 04

You will see a list of grants; **scroll down until you see the grants shown below**

grantapproval.co.uk/Grants/SchemeSelection?isBusiness=True

GrantApproval.co.uk My Grants / New Requests Log In/Register

Scheme Selection

Schemes For Businesses

Billing Authority (Council where the property is Located.)
Walsall

[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

Business Support Package for Lockdown and Tier 4 - RV £15,000 and under

Fixed Value Scheme with Grants of £8,335.00
[More Information](#)

[Grant scheme for businesses that are required to close due to Tier 4 and National Lockdown restrictions 31/12/2020 to 15/02/2021. Includes the Closed Business Lockdown Payment](#)

Is this scheme open to Council Tax Properties? No
Is this scheme open to Business Rates Properties? Yes
You MUST be named on the Council Tax / Business Rates bill (Even if the amount on the bill is zero)

Business Support Package for Lockdown and Tier 4 - RV £15,001 to £50,999

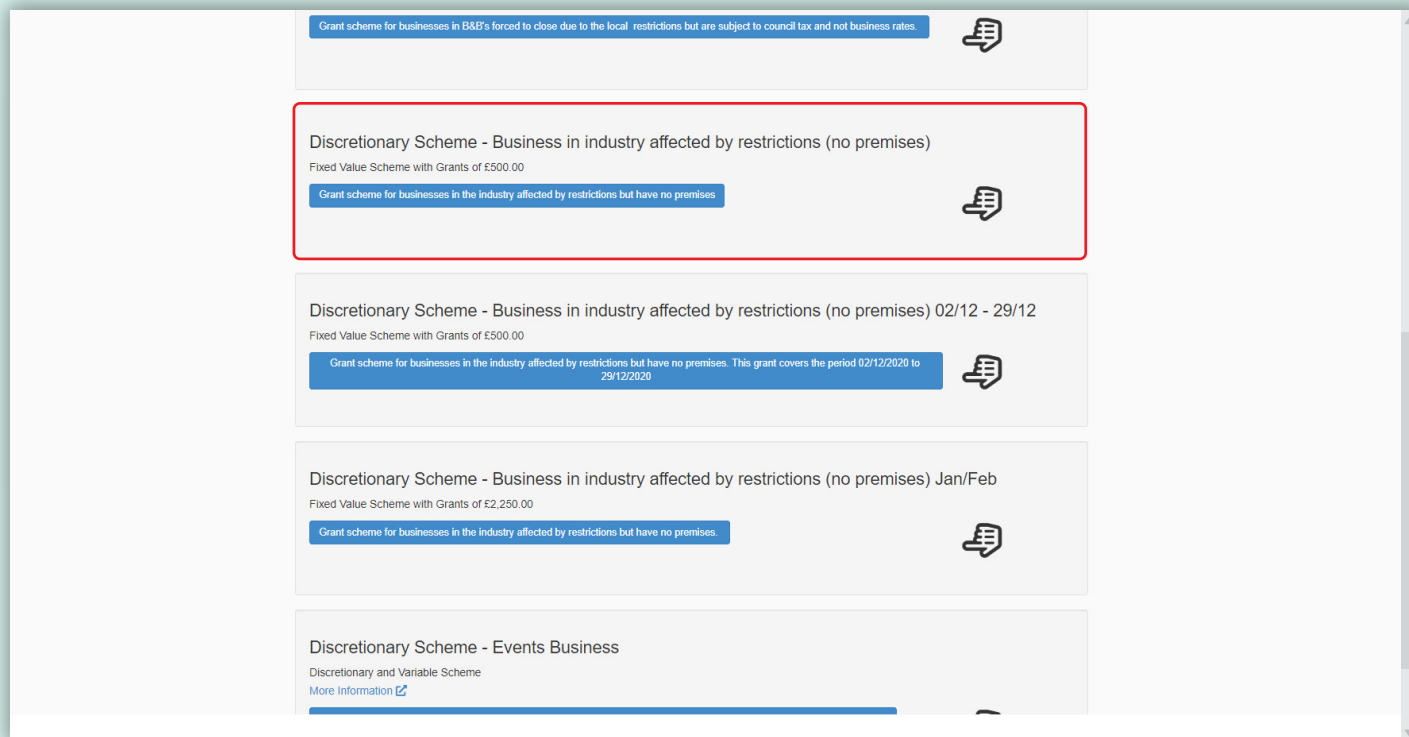
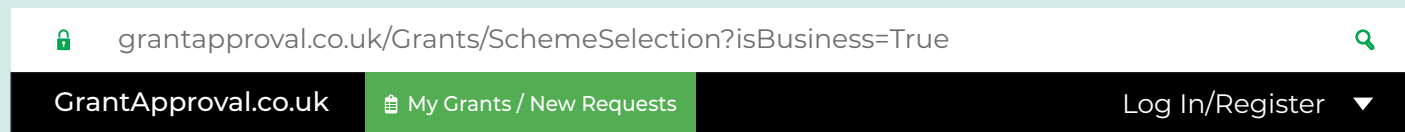
Fixed Value Scheme with Grants of £12,500.00
[More Information](#)

[Grant scheme for businesses that are required to close due to Tier 4 and National Lockdown restrictions 31/12/2020 to 15/02/2021. Includes the Closed Business Lockdown Payment](#)

Is this scheme open to Council Tax Properties? No
Is this scheme open to Business Rates Properties? Yes
You MUST be named on the Council Tax / Business Rates bill (Even if the amount on the bill is zero)

STEP 05

Select “Grant scheme for businesses in the industry affected by restrictions but have no premises”



STEP 06

Read and tick the boxes under
“**Declarations**”.
then select the green box.

grantapproval.co.uk/Grants/SchemeSelection

GrantApproval.co.uk My Grants / New Requests Log In/Register

Scheme Selection

Discretionary Scheme - Business in industry affected by restrictions (no premises)

Fixed Value Scheme with Grants of £500.00

Grant scheme for businesses in the industry affected by restrictions but have no premises



Declarations

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

- ☐ can confirm that my business is not insolvent, in administration or subject to a striking-off notice
- ☐ can confirm that my business has been affected by the restrictions
- ☐ can confirm that my business will not reach the state aid diminimus limits with this grant
- ☐ can confirm that the business was open and trading on 4 November 2020 (or in the categories that could not open eg Nightclubs)
- ☐ can confirm that the claimant is the named holder of the bank account

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

I am not eligible. Take me back to select another grant.

STEP 07

- Select from drop down list and enter business type i.e. 'Taxi Driver'
- Enter home address
- Enter HMRC reference, number of months trading & click green 'Individual' button

grantapproval.co.uk/Grants/Declarations

GrantApproval.co.uk My Grants / New Requests Log In/Register

New Request

The Basics

Information about the claimant, provide as much as possible.

What is your relationship to the business?
--Select--

Account Number
(If applicable)

Property Reference Number
n/a

Premises Licence Number (if you have one)

What type of business are you?
e.g. Restaurant, Bar, B&B, Market Trader

What is the businesses Trading Name
e.g. The Red Lion

Please provide your Company Website if you have one
e.g. grantapproval.co.uk

Number of PAYE employees
0

Is the business closed because of COVID-19?
☐ Yes
☒ No

Are you able to continue trading online?
☐ Yes
☐ No

Property Information

Where the business trades from and or where you can be contacted.

Building Number
e.g. 120

Building Name
e.g. St Catherines House

Street 1
e.g. Bridge Street

Street 2

Locality

Town/City

Postcode

Other Questions

Please provide as much information as possible. VAT is not a mandatory field if you are not VAT registered.

Please provide your VAT Member State, this is usually "GB"
--Select--

What is your VAT number?
e.g. 341987111

Check your VAT number is valid - this will be a 9 digit number

Unique Taxpayer Reference (from HMRC)
10 Digits

☐ Are you eligible for the Self Employed Income Support Scheme?
[Check Here \(gov.uk link\)](#)

How many months has the business been trading?

The business is: (Click the applicable option)

☐ An Incorporated Body e.g. Limited (Ltd)

☒ An Individual

☐ A Non Incorporated Body (e.g. Charity, Club)

STEP 08

Select “prefill from my account information”

grantapproval.co.uk/Grants/individualDetails?FormId=224251

GrantApproval.co.uk My Grants / New Requests Log In/Register

Claimants Details

If you are completing this form on behalf of someone else, please enter their details below. Otherwise if you are completing the form for yourself use the Prefill button below.

Please provide:

- Full Name
- Home Address
- Contact Email Address
- Contact Phone Number
- National Insurance Number
- Employment Type

Continue

Prefill this from my Account Information

Title

Forename

Middle Name(s)

Surname

Date of Birth

Day Month Year

4 3 2021

National Insurance Number

Employment Types

Please select...

Save

STEP 09

Enter **National Insurance Number** & select **employment type** from drop down list then Click on **Continue**.

grantapproval.co.uk/Grants/individualDetails?FormId=224251

GrantApproval.co.uk My Grants / New Requests Log In/Register

Claimants Details

Please provide:

- Full Name
- Home Address
- Contact Email Address
- Contact Phone Number
- National Insurance Number
- Employment Type

83% Complete

[Continue](#)

Full Name	Home Address	Email Addresses	Phone Numbers
Title	Building Number	Email	Phone Number
Forename	Building Name	Add Email	Add Phone Number
Middle Name(s)	Street 1		
Surname	Street 2		
Date of Birth	Locality		
National Insurance Number	Town/City		
Employment Types	Postcode		
Save			

STEP 10

Answer both questions and
then click 'submit'

grantapproval.co.uk/Grants/SchemeQuestions?FormId=224251

GrantApproval.co.uk My Grants / New Requests Log In/Register

Mandatory Questions

Please help us to process your request as quickly as possible by answering all questions correctly.

We are taking these precautions to reduce the risk of anyone fraudulently claiming.

Mandatory Question Required

Question

What is the nature of your business

Answer

Mandatory Question Required

Question

In what way have the national restrictions stopped your business from trading

Answer

Submit

STEP 11

- Upload driving licence or passport
- Upload evidence of being a taxi driver
- Upload evidence of bank account showing sort code and bank account number

grantapproval.co.uk/Grants/DocumentUpload?FormId=224251

GrantApproval.co.uk My Grants / New Requests Log In/Register

You must only upload one document at a time.

*Any documents uploaded should have the address you are requesting the grant 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

3 more document(s) are required to continue.

We are requesting at least 3 forms of evidence to prevent fraud and assist Local Authorities to pay claims as quickly as possible.

Mandatory Document Required

Minimum Documents Required: 1

Please provide evidence of identification of the claimant. In the case of a sole trader / partnership please provide personal identification. In the case of a Ltd company please provide evidence of company

Document Upload

No file chosen

Document Type

Financial - Accounts

Financial - Accounts

Identity - Drivers Licence

Identity - Passport

Mandatory Document Required

Minimum Documents Required: 1

Please provide evidence of the business trading as at 4 November 2020

Document Upload

No file chosen

Document Type

Trading - Delivery Note

Upload

Mandatory Document Required

Minimum Documents Required: 1

Please provide evidence of the claimant being the named holder of the bank account

Document Upload

No file chosen

Document Type

Financial - Bank Statement

Upload

STEP 12

- After the documents are successfully uploaded,
- Select **“Enter Bank Details”**

grantapproval.co.uk/Grants/DocumentUpload?FormId=224251&DocumentMessage=UploadSuccess

GrantApproval.co.uk

My Grants / New Requests

File uploaded successfully

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 claiming your grant.

You must only upload one document at a time.

*Any documents uploaded should have the address you are requesting the grant 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	
04/03/2021	Frequently Asked Questions - Extended FAQs FINAL 23112020 Issue 2 (3).pdf	Financial	Bank Statement	
04/03/2021	Frequently Asked Questions - Extended FAQs FINAL 23112020 Issue 2 (1).pdf	Trading	Delivery Note	
04/03/2021	Frequently Asked Questions - Extended FAQs FINAL 23112020 Issue 2 (2).pdf	Financial	Accounts	

Enter Bank Details

We are requesting at least 3 forms of evidence to prevent fraud and assist Local Authorities to pay claims as quickly as possible.

Mandatory Document Required

Minimum Documents Required: 1

Please provide evidence of identification of the claimant. In the case of a sole trader / partnership please provide personal identification. In the case of a Ltd company please provide evidence of company

Document Upload

No file chosen

Document Type

Financial - Accounts

STEP 13

Fill the required spaces and click
“Save and Continue”



grantapproval.co.uk/Grants/PaymentDetails



GrantApproval.co.uk

My Grants / New Requests

Log In/Register



Payment Details

Payment for the grant 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

[Go Back To Document Upload](#)

STEP 14

- Read the declaration carefully
- Fill the required spaces
- Click **“Click Here To Complete Your Request”**



grantapproval.co.uk/Grants/Declaration?FormId=224251



GrantApproval.co.uk

My Grants / New Requests

Log In/Register



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.

We are committed to being transparent about how we collect and use your data when providing help and support during the current COVID-19 pandemic. Part of duty to support and protect Walsall residents during this time may mean that some information collected as part of this process may be shared with relevant parties for the purpose of test and trace and supporting the national response to COVID-19. Walsall Council will only ever create, use, store and or share your data in accordance with the data protection regulations and conditions for processing. For more detail on how the local authority uses and shares your information as part of the COVID-19 response, please visit the Privacy notice at https://go.walsall.gov.uk/privacy_statement/service_area_privacy_notices For information on how to access your rights and how you may access your records please see our guidance available on our website at https://go.walsall.gov.uk/about_the_council/corporate/data_protection You can also find more information about how Walsall Council are working with partners across the borough including the NHS, Public Health England and other public sector organisations to plan our response by visiting our webpages at https://go.walsall.gov.uk/covid-19_information

Declaration Reference Number

11462

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

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

STEP 15

- Note down your **reference number**
- To complete other applications click on **My Grants**

grantapproval.co.uk/Grants/RequestIsComplete?FormId=224251

GrantApproval.co.uk My Grants / New Requests Log In/Register ▼

Your Request Is Complete

Thank you for completing this request using GrantApproval.co.uk.

Your Reference Number is: 224251

If the Local Authority requires any further information they will contact you using the details you provided.

If the Authority has all information required and your application is successful, payment will be made to your bank account as soon as possible.

We have sent an email receipt to you for this claim.

To view your request or to submit more requests follow the link to [My Grants](#)

Applying for another scheme when prefilling takes less than a minute, please ensure that you have applied for all schemes that you're eligible for.

[Click here to see if you're eligible for any other grants.](#)

STEP 16

You can find the details of completed grants applications under **“Previous Grant Requests”**

grantapproval.co.uk/Grants/MyGrants

GrantApproval.co.uk My Grants / New Requests Log In/Register

My Grants

This area will list your Grant Requests and advise you of the status of any requests.

[Grant Finder](#)
If you would like help finding grants you may be eligible for please click here.



[All Grants](#)
If you wish to see a list of all available grants please click here.



Previous Grant Requests

Check here to see any updates on your previous requests.

Council	Walsall Council
Scheme	Discretionary Scheme - Business in industry affected by restrictions (no premises)
Start Date	04/03/2021
Application Number	224251
You completed this claim on: 04/03/2021	
Status	Submitted

Need help? 

STEP 17

To start further applications, click the blue box.

grantapproval.co.uk/Grants/SchemeSelection?isBusiness=True

GrantApproval.co.uk My Grants / New Requests Log In/Register ▼

Discretionary Scheme - B&B's Jan/Feb

Fixed Value Scheme with Grants of £3,600.00

[More Information](#)

Grant scheme for businesses in B&B's forced to close due to the local restrictions but are subject to council tax and not business rates.



Discretionary Scheme - Business in industry affected by restrictions (no premises)

Fixed Value Scheme with Grants of £500.00

Grant scheme for businesses in the industry affected by restrictions but have no premises



Discretionary Scheme - Business in industry affected by restrictions (no premises) 02/12 - 29/12

Fixed Value Scheme with Grants of £500.00

Grant scheme for businesses in the industry affected by restrictions but have no premises. This grant covers the period 02/12/2020 to 29/12/2020



Discretionary Scheme - Business in industry affected by restrictions (no premises) Jan/Feb

Fixed Value Scheme with Grants of £2,250.00

Grant scheme for businesses in the industry affected by restrictions but have no premises.

