

Re-Start – a Fund to Reconnect Small and Micro Businesses with their Employees and Customers

Business Re-Start Application Form

Privacy Notice: Galway County Council is seeking the information below from you to process your application. The lawful basis for processing this information is Article 6(1)(e) of the General Data Protection Regulation

The personal information you provide will be used only for the purposes of submitting and processing your application for Re-Start grant funding. It will be necessary to share a high level description of the names and numbers of businesses applying for the grant, the amounts awarded and Covid impact and numbers employed data to the Department of Business, Enterprise & Innovation for reporting purposes. Galway County Council undertakes to retain the person data you supply for no longer than the duration of the R-Start Grant Scheme plus a further 5 years.

A detailed description of how Galway County Council will address the following data protection issues can be found by accessing the following web page links –

[Galway County Council's Data Protection Policy](#)

[Details of how you can exercise your rights as a data subject under GDPR](#)

Contact details for Galway County Council's Data Protection Officer

Data Protection Officer
Galway County Council
Phone 091 509136
e-mail: dpo@galwaycoco.ie

Galway County Council's records retention schedule.

All questions must be answered, and the declaration must be fully completed and signed.

ID	Question	Response	Notes
1	Customer Number		See FAQ 13
2	Rate Number		See FAQ14
3	Company/Business Name		
4	Company Registered Name		
5	Revenue Registration Number		
6	Address of Business Premises		
7	Address Line 1		
8	Address Line 2		
9	Address Line 3		
10	Eircode		Eircode Finder
11	If you are an existing supplier of goods/services to the local authority, please insert your supplier number		
12	Business Category		See FAQ 15
13	Proprietor/Applicant Name		
14	Position in Company		
15	Phone Number		
16	Email Address		
17	Confirm Email Address		
18	Bank Account Name		
19	BIC		
20	IBAN		
21	Bank Statement Header	When you've completed and saved this form upload this form and the bank statement header at https://gccapps.galwaycoco.ie/RestartGrant	See FAQ17
22	Tax Clearance Access Number		See FAQ 19

Covid19 Impact			
23	Turnover in 2019	€	<i>Must be less than €5m – see FAQ 11</i>
24	Is there currently any business activity (i.e. fully or partially open or online?)	Yes No	
25	If the answer to Q24 is yes, give short description of business activity		
26	If your business closed, what date did it close?		
27	If your business closed, what date will it reopen?		
28	What is your estimated value of turnover loss from 1 st April 2020 to 30 th June 2020?	€	
29	What is your estimated % turnover loss from 1 st April 2020 to 30 th June 2020?	%	<i>Must be 25% loss or more for the period – see FAQ 11</i>
30	Is the business a branch of a group of multiple chain stores?	Yes No	<i>If yes, not eligible for grant - see FAQ 1</i>
Employment			
31	How many employees were in the business at end February 2020 (part-time and full time)		<i>Must be between 1 and 50 – see FAQ 11</i>
32	How many employees of the business are in receipt of the Temporary Wage Subsidy Scheme (TWSS)?		
33	If known, how many employees are in receipt of the Pandemic Unemployment Payment (PUP)?		

DECLARATION

I hereby declare that the business trading as **the company/business trade name outlined in question 3 above** suffered a loss of the amount and percentage of expected turnover from 1st April 2020 to 30th June 2020, **outlined in the response to question 28 and 29 above**. I confirm that the business will remain open **OR** will reopen on **the date specified in question 27**.

I declare that I intend to retain those employees currently receiving TWSS **specified in question 32**.

SIGNATURE (see FAQ 18)

_____ by submitting this form, I am confirming that all details are correct and true.

Re-Start - Frequently Asked Questions

1. What types of business can apply?

Subject to the qualifying criteria below, any business that has a commercially rateable premises, or where rates are paid on your behalf and attributable to the business premises you occupy, can apply. Multiple chain stores, i.e. a business that is a non-financially independent branch of a group of chain stores which is owned and managed by a single entity, are **not eligible**. Non-commercial organisations such as community and sporting premises (including charity shops and community and sporting premises with a bar) are **not eligible**. Businesses that do not operate from commercially rateable premises (tradesmen, service providers, etc) are **not eligible**. Premises that were vacant prior to the Covid-19 emergency are **not eligible** for the grant.

2. How soon will I get my grant?

On average, we hope to issue approval within one week. This depends, of course, on the initial volume of applications. Applications will be processed in relation to anticipated re-opening dates, in line with the Government's strategy for the re-opening of the economy.

3. How much will I get?

The grant will be the amount of your rates demand in respect of calendar year 2019 only, subject to a minimum of €2,000 and a maximum of €10,000. In the event that your rates demand was reduced on appeal, the appeal rate will apply to an amount of the grant if the grant is over €2,000.

4. If my rates demand for calendar year 2019 was less than €2,000 can I receive a grant of €2,000?

Yes.

5. What can I use the grant for?

The grant is a contribution towards the cost of re-opening or keeping a business operational and re-connecting with employees and customers. The grant could be used to defray ongoing fixed costs, e.g. utilities, insurance, refurbishment or for measures to ensure employee and customer safety.

6. If my premises was not rate assessed in 2019 am I eligible?

Yes. The local authority will endeavour to assess what your rates demand for 2019 would have been and, if, for any reason, an estimate cannot be made the minimum grant of €2,000 will be paid.

7. If I have not paid my 2019 rates, am I eligible?

Yes.

8. If my rates are in arrears, am I eligible?

Yes.

9. How do I apply?

The application can be made online via your local authority website at www.galway.ie/RestartGrant

10. How will the grant be paid?

The grant will be paid by electronic transfer to the business account detailed on the application form.

11. What are the criteria for qualifying for the grant?

A business must have a turnover of less than €5m and have 50 or less employees.

The business must have suffered a projected 25%+ loss in revenue from 1st April 2020 to 30th June 2020.

The business must commit to remain open or to reopen if it was closed. The business must also declare the intention to retain employees that are benefitting from the Temporary Wage Subsidy Scheme (TWSS).

Businesses should retain supporting documentation as spot-checks may be carried out to verify a declaration to this effect.

12. When is the closing date?

The closing date for receipt of applications is 31 August 2020.

13. What is my Customer Number?

Your Customer Number is located on your commercial rates demand.

14. What is my Rate Number?

Your Rate Number (or LAID) is located on your commercial rates demand.

15. What is my Business Category?

Business Categories, based on the Government's Roadmap for a phased re-opening of the economy, are as set out below:

Phase 0	Business never closed.
Phase 1 (18 May)	Hardware, garden centres, opticians, motor/cycle repairs, office products, electrical, IT equipment, phone sales/repairs, outdoor construction, public amenities.
Phase 2	Small retail outlets, marts.
Phase 3	Creches for essential workers, retail outlets with street entrance, cafes, and restaurants for on-premises consumption.
Phase 4	Creches, 'high-risk' services including hairdressers, tourism accommodation.
Phase 5	Bars, theatres, cinemas, gyms, shopping centres.

16. What is my Revenue Number?

Your revenue number is your Tax Registration Number (TRN) which is a business' number for all dealings with Revenue.

17. What is a Bank Statement Header?

The bank statement header is the top of a recent bank statement indicating your business name and address and business bank account number, which should be scanned and uploaded as an attachment to the application form to verify your business name and address, and your bank account details.

18. How do I sign the form?

Applicants should type in their name and by pressing “Submit” they are confirming that all details are correct/true.

19. Do I need to submit a Tax Clearance Access Number?

If you are making applications related to a number of businesses/premises (totalling grants of €10,000 or more), or if you are supplying goods/services to the local authority, you must submit a Tax Clearance Access Number to allow your tax clearance status to be checked.

20. Where can I get more information?

Further information can be obtained from your Local Authority Business Support Unit at RestartGrant@galwaycoco.ie

21. If I am not happy with the decision to refuse my grant can I appeal?

Yes, any decision to refuse a grant may be appealed to RestartGrantAppeals@galwaycoco.ie up to 30th September 2020.