

Application form for Enterprise Support Grant COVID-19 support for Micro-Enterprises

Social Welfare Services

COVID-19 ESG1

Data Classification R

Intreo
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What is the COVID-19 Enterprise Support Grant?

The Enterprise Support Grant is a one-off grant to reimburse a business, which closed because of the COVID-19 pandemic, for its reopening costs, up to a maximum of €1,000. The grant will be paid on the basis of vouched invoices for purchases or works completed. Decisions on funding will be made by the Department of Employment Affairs and Social Protection.

Who is eligible?

The Enterprise Support Grant **is** available if you:

- Were in receipt of the COVID-19 Pandemic Unemployment Payment or Jobseeker's Benefit/Jobseeker's Allowance and have closed your claim on or after 18 May 2020;
- Operated a business prior to March 2020 that closed because of the pandemic and has since reopened;
- Employ fewer than 10 people;
- Have an annual turnover of less than €1 million; and
- Are PRSI and Tax compliant.

The Enterprise Support Grant **is not** available if you:

- Are liable for commercial rates; or
- Are eligible for other COVID-19 business restart grants from other government departments, including the Department of Business, Enterprise and Innovation's COVID-19 Business Restart Grant and the Department of Children and Youth Affairs' Childcare Reopening Grant.

How do I apply?

- You can fill in this form and return it to your local Intreo Centre.
- For all purchases funded by this COVID-19 Enterprise Support Grant, you must retain all receipts and invoices for one year from the date of payment of this grant for inspection by the department, should your application be selected for a verification check.

Eligible Costs

Eligible costs must be related to the restart of your business (net of VAT for VAT registered businesses). Costs incurred since 13 March can be included in your application. Examples of eligible costs include:

- Capital costs incurred for the purchase of equipment including signage and personal protective equipment;
- Repairs, maintenance and installation of safety measures;
- Business training, mentoring and coaching;
- Advertising and marketing;
- Salaries (accompanied by payslips where the Temporary Wage Subsidy Scheme is not payable);
- Vehicle running costs including fuel;
- Accountancy and related services, and legal advice; and
- Public liability and indemnity insurance costs.

Business consumables directly related to trading will not generally be accepted.

Where will my grant be paid?

The grant will be paid to your financial account where your COVID-19 Pandemic Unemployment Payment or Jobseeker's claim was paid. If your COVID-19 Pandemic Unemployment Payment or Jobseeker's Payment was not paid to your financial account, the department will contact you for your payment details.

Please answer ALL the questions in full.

Personal and Business Details

Your PPS Number:	
Your Name:	
Your Home Address:	
Your Registered Business Name (If not using your own name):	
Your Business Sector:	
Your Tax Clearance Access Number (TCAN):	
Your Company Registration Number (From CRO):	
Your Company's Web Address:	
Phone Number:	
Email Address:	
Date COVID-19 Pandemic Unemployment Payment first claimed (or Jobseekers claim):	
Date COVID-19 Pandemic Unemployment Payment closed (or Jobseekers claim):	
Date you closed your business:	
Date you reopened your business:	

Details of receipts you are claiming

All costs must relate to the reopening of your business. You will be refunded eligible costs to a maximum of €1,000. Calculations, for a VAT registered business, are based on the costs incurred excluding VAT.

Is your business registered for VAT?

Yes No

Nature of Expense	Date Paid	Amount ex-VAT €	Amount incl. VAT €
Total value of invoices		€	€

<u>Declaration</u>	
My enterprise is a micro-enterprise that is not liable for Local Authority rates? Note your enterprise must have a turnover of less than €1 million.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I employ less than 10 employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
My enterprise is solvent and no distress or execution has been levied against it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Costs claimed are directly related to the business reopening?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have a current tax clearance certificate from the Revenue Commissioners and I have enclosed a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I authorise an officer of the Department of Social Protection to check my Tax Clearance Certificate using Revenue Online Services (ROS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that this grant is the only source of public funding that I have availed of for the retained receipts and invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that the grant payment is to be made to the bank account used for the payment of my COVID-19 Pandemic Unemployment Payment or Jobseekers claim?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to retain all the receipts and invoices for 1 year following the payment of this grant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I wish to apply to the Department of Employment Affairs and Social Protection for funding to help me reopen my business, details of which I have recorded above. I declare that all of the details recorded in this application are true and accurate to the best of my knowledge and belief.	
Signature:	Date:

When completed, this application should be sent, along with your tax clearance certificate, to your local Intreo Centre. Details of your local Intreo Centre are available on www.gov.ie.

If you are not satisfied with the decision on your application, you may submit a request in writing to have it reviewed by another officer in the department.

Data Protection Statement

The Department Employment Affairs and Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data protection policy is available at www.gov.ie/deasp/privacystatement or in a hard copy.