



## COVID-19 Business Resilience Fund

### Grant Process and Panel Requirements

Oxfordshire Local Enterprise Partnership (OxLEP) have created a business resilience fund to help support businesses impacted by the COVID-19 crisis. The fund is designed to complement the range of support available from HM Government and provide eligible businesses with unmatched grants ranging from £1k - £10k.

Revenue grants of up to £5k, or capital grants of up to £10k can be used to support Sole Traders and SMEs (including charities and Social Enterprises) with activities which align with our **three key aims** which are to:

- Build business resilience
- Strengthen growth
- Protect jobs

**There is £250,000 available for revenue grants and £500,000 available for capital grants.**

Businesses can apply for both a revenue and capital grant (with appropriate justification) on the same application form. Each will be assessed individually and in combination.

The following documents are being used for this grant fund:

- Grant Application Form,
- Grant Terms and Conditions,
- Grant acceptance form; and,
- Grant payment claim form

This is a rapid response grant fund to provide urgent support for business resilience and growth. The process and timeline have been streamlined to ensure that funding can reach the businesses as soon as possible. Applications will be assessed in two tranches by the Assessment Panel.

The first Assessment Panel will review applications submitted in the first few days of the application window but will only be allowed to allocate up to 30% of each funding pot. Applications from the first tranche which are approved but sit below the top 30% will be combined with approved applications from the second tranche for prioritisation and consideration of funding. This will allow some business to receive the grant sooner, while also avoiding a 'first come, first served' result. The process and timeline are detailed in the table on pages 2 and 3.

## Grant Timeline

Date	Process / Activity
22/05 (Fri)	The <b>COVID-19 Business Resilience Fund</b> will be launched on the OxLEP website and via social media channels. Application deadline 5 <sup>th</sup> June
22/05 – 05/06	Calls / emails about applications should be directed to Lesley Parsons
27/05 (Wed)	First tranche of applications enter the assessment process by ALPS. A spreadsheet will be produced with each application being eligibility checked and having key metrics recorded.
29/05 (Fri)	<p>First tranche of eligible applications are sent to the panel for review and scoring</p> <p>The Assessment Panel are asked to assess applications against the following criteria:</p> <ol style="list-style-type: none"> <li>1. Has COVID-19 had an impact on the business? If so what impact?</li> <li>2. Have they taken appropriate action to try to continue trading where possible?</li> <li>3. Do they have clear objectives for their grant which align with the key aims of this fund?</li> <li>4. Are the objectives for their grant achievable?</li> <li>5. Would you support them receiving a grant?</li> </ol>
03/06 (Wed)	<p>Deadline for return of assessments from panel members</p> <p>The ALPs team will collate the results from Panel members and produce a summary report and table of recommendations for discussion at the panel meeting.</p>
04/06 (Thu)	Assessment panel papers sent to panel for meeting
<b>05/06</b> <b>(Fri)</b>	<p><b>First Assessment Panel meeting</b></p> <ul style="list-style-type: none"> <li>• The panel will verify the recommended grant applications.</li> <li>• Where panel members have disagreed on funding recommendations the application will be discussed at the meeting and a decision made.</li> <li>• Applications will be ranked against the metrics collected and the list will be reviewed by the panel.</li> <li>• The panel will make final recommendations against up to 30% of the available budget for both revenue and capital to allow the first grant payments to be processed as quickly as possible.</li> <li>• Applications which are supported but are outside the initial 30% allocation, will be included in the ranking of the second tranche of applications.</li> </ul>
05/06 (Fri)	Send approved applications and panel recommendation comments to EDOs for review and confirmation
10/06 (Wed)	EDO's confirm agreement with grant award. If no response is received, then grant is awarded.
11/06 (Thu)	OxLEP approve grants and sign off the grant offer letter and applicants are sent letter and claim paperwork.

<b>Date</b>	<b>Process / Activity</b>
15/06 (Mon)	First payments of Grants to applicants (subject to agreement with OCC team)
	<b>Parallel Activities</b>
05/06 (Fri)	Grant application window closes.
05/06 (Fri)	Second and final tranche of applications enter the assessment process by ALPS
08/06 (Mon)	Second tranche of eligible applications are sent to the panel for review and scoring
12/06 (Fri)	Deadline for return of assessments from panel members
15/06 (Mon)	Assessment panel papers sent to panel for meeting
17/06 (Wed)	<b>Second Assessment Panel meeting</b> All approved applications remaining from Tranche 1 are included in the list at this meeting where final funding decisions are made.
17/06 (Wed)	Send approved applications and panel decision comments to EDOs for review and confirmation
23/06 (Tue)	EDOs confirm agreement with grant award. If no response is received, then grant is awarded.
24/06 (Wed)	OxLEP sign off the grant offer letter and applicants are sent letter and claim paperwork.
06/07 (Mon)	All payments of Grants to applicants should be complete