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## Small Grant Award – Frequently Asked Questions

### What is the Small Grant Award?

The small grant award is for up to £2,000 (inclusive of VAT). Its purpose is to help fund community pubs to set up and run community support activities that address the challenges of the current Covid-19 social distancing measures. The fund will pay for you to set up new services or adapt existing ones to operate in the current full lock-down environment.

Please note, this fund has specifically been set up to support community pub businesses during an unprecedented time, although we would like to support all those trading in England, this fund is limited and not all applications will be successful.

### Who is eligible?

- Trading community owned, run or managed pubs in England
- The application must come from the community business, but can be on behalf of the tenant, to cover their Covid-19 social distancing measures.

### Do you have to be a member of Plunkett Foundation to apply?

- No. Although joining the Plunkett Community Business Network offers many benefits and advantages. See [www.plunkettcommunity.co.uk/becoming-a-member](http://www.plunkettcommunity.co.uk/becoming-a-member)

### What are the eligible activities?

- Setting up of a new service during the current or past full lock-down – for example takeaway/delivery, prescription service, deliveries, shop
- Adaptation of an existing community pub service to meet social distancing requirements during the current/past full lock-down – for example adapting the pub food offer to become a take-away service.

### Can you give examples of eligible costs?

- Takeaway/delivery containers, utensils and related equipment
- Personal protective equipment and disinfectant materials
- Printing
- Signage and badges
- Screens
- Website development and apps licences to set up new services/activities such as a 'click and collect/deliver' service
- Subscription fees – for new service/activity
- Advertising – for new service/activity
- Additional insurance to cover new activity



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Growing Enterprise in Communities

- Any costs incurred on or after 20th March 2020

### **Are there any ineligible costs?**

- Items that are designed to help the pub re-open once full lock-down has lifted
- Staff time
- Fuel costs
- Standard operating costs such as utilities and accountancy
- Any costs incurred prior 20th March 2020

### **Can I claim for items I haven't yet bought?**

- Yes, you can. The grant is for both items you have already purchased, and items you will need to purchase to deliver the new services. This could be gloves you bought in April, or takeaway boxes you will need for pizza deliveries in the next few weeks.

### **How long do I need to undertake the activities for?**

- We are not prescriptive about this, but they must take place during the lock-down.

### **How many groups can be supported?**

- Groups can apply for up to £2,000 and we anticipate supporting around 45 trading community pub groups through this fund.

### **Can we apply on behalf of my tenant?**

- Yes. But the community business must apply, and will receive the funds.

### **The receipts are in the name of the tenant, is this okay?**

- Yes. But you must have approved the expenditure and the community business will be paid the funds. The community business can then pay the tenant back.

### **When do I need to submit my application?**

- 9am Wednesday to be assessed that week.
- The funds are limited and distributed on a first come, first served basis, you should apply as soon as possible.

### **What is the assessment process?**

- Applications will be assessed every Wednesday and must be received by 9am to be included in assessments for that week. You will then receive an update on your application within 2 working days.

### **If I am successful, how will I be paid?**

- Payment can be made in advance or retrospectively but terms apply – please see the application form for more information.
- Payment will be made by BACs transfer to the community pub.



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- We aim to pay on the Tuesday the week after your application has been accessed and approved.

### **Will there be delays?**

- In times of high demand we may have to delay the assessment, our response and the payment of the grant. We will however endeavour to keep to the timeframe outlined above.

If you have any queries please do not hesitate to contact [support@plunkett.co.uk](mailto:support@plunkett.co.uk).