# Demonstrating the impact of COVID-19 on your business

The C&W Recovery Grant programme aims to provide grant support to those businesses that have seen a significant and measurable impact from the Covid-19 pandemic on their sales and turnover.

As such it is requirement of the application process that you demonstrate the impact that Covid-19 has had on your business. Therefore you will be asked for the following information to demonstrate this impact.

**PLEASE NOTE YOU WILL REQUIRE THIS INFORMATION TO COMPLETE THE APPLICATION FORM THEREFORE PLEASE HAVE IT TO HAND WHEN YOU START YOUR APPLICATION**

**Staff Furloughed**

This should be the total number of Staff members whose salaries are wholly or in part being covered by the Governments Furlough Scheme. This information should be derived from your PAYE return which we will ask you to provide this at a later stage to verify.

**Jobs at Risk**

This should include all jobs roles which are at risk of redundancy in the next three-month period if your business cannot address the impacts of Covid-19. We will ask you to submit detailed information on the number of staff and job roles at risk at a later stage.

**Jobs Lost**

The priorities for funding activity should demonstrate that the proposed support is in direct response to the impact of COVID-19 and should be focused on seeking specialist advice to mitigate the impacts in order to build in resilience within their business or address potential new opportunities.

**Reduction in Sales**

In order to demonstrate a reduction in sales we require you to provide information on our sales in the period before the Covid-19 lockdown began and the most recent quarter or for tourism businesses from your peak period last year and this year.

Information on your sales numbers should be taken from the sales information you reported within your VAT returns.

The information required is found within Box 6 of your VAT return. An example of VAT return is shown below with the relevant information highlighted.

We will ask you to provide copies of your VAT return at a later stage to verify.

Other Information on Impact

If you have additional verifiable business information that can demonstrate that your business has been negatively impacted by the Covid-19 pandemic, for example data from an online booking system, please detail that information. We will ask you to provide this evidence at a later stage to verify.

**Date:** 19/07/2020

**Time:** 15:30:13

Made Up Enterprises Inc

VAT Return

**Page:** 1

**Date From:** 01/04/2020 **Inc Current Reconciled:** No

**Date To:** 30/06/2020 **Inc Earlier Unreconciled:** No

**Transaction Number Analysis**

|  |  |
| --- | --- |
| **Number of reconciled transactions included** | 0 |
| **Number of unreconciled transactions included (within date range)** | 665 |
| **Number of unreconciled transactions included (prior to date range)** | 0 |
| **Total number of transactions included** | 665 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 VAT due in this period on sales | | | | | 1 | 42,242.80 |
| 2 VAT due in this period on EC acquisitions | | | | | 2 | 0.00 |
| 3 | Total VAT due | (sum of boxes 1 and 2) |  |  | 3 | 42,242.80 |
| 4 | VAT reclaimed | in this period on purchases |  |  | 4 | 9,328.78 |
| 5 | Net VAT to be | paid to Customs or reclaimed | by | you | 5 | 26,517.02 |
| 6 | Total value of | sales, excluding VAT |  |  | 6 | 132,335.10 |
| 7 | Total value of | purchases, excluding VAT |  |  | 7 | 47,397.32 |
| 8 | Total value of | EC sales, excluding VAT |  |  | 8 | 0.00 |
| 9 | Total value of | EC purchases, excluding VAT |  |  | 9 | 0.00 |

This is the number that you will need to include within your application