

Frequently asked questions: Café Culture Grant in Pembrokeshire



Who can claim for the grant?

Grants are available for independent and small to medium-sized enterprises.

If the area proposed requires a pavement café licence, then you can apply via www.pembrokeshire.gov.uk/licensing/street-trading-policy. Normally there is a charge for this license, but in the light of the Covid-19 crises the fees have been waived until 31st October 2020.

The grant is available to those trading in the town centres of Haverfordwest, Tenby, Saundersfoot, Pembroke, Pembroke Dock, St Davids, Fishguard and Goodwick, Milford Haven, Narberth, Neyland, Newport, Crymych and St Dogmaels. Please refer to the maps here <https://www.pembrokeshire.gov.uk/business-advice-and-support/cafe-culture-grant> to check you are trading within the eligible area.

What is the grant for?

The grant can be used to purchase good quality items to enable safe trading outdoors. This could include items such as: Awnings, heating, marquee coverings, screening, tables, chairs / seating provision, bollards, planters and bins. Aids to social distancing measures would also be eligible.

The design guide offers guidance on eligible items here: <https://www.pembrokeshire.gov.uk/business-advice-and-support/cafe-culture-grant> or please email covid19businesssupport@pembrokeshire.gov.uk for advice.

How much is the grant?

The grant is for 80% of costs up to a maximum of £1,000. If the business is VAT registered then this is 80% of the net amount spent, to the maximum grant value of £1,000.

I have already purchased items for outdoor trading for my business. Can I backdate a claim for these items?

If the invoice date for items is 26 June 2020 or later and the items purchased qualify under the scheme and are deemed to be of a satisfactory standard, you may be able to claim.

Will the grant be received before the items are purchased?

No, the items must be purchased by the business before the grant money can be claimed. It is recommended that business wait until they receive a grant offer letter before purchasing items. Evidence of the purchase will be required to claim the grant funding.

What evidence is required to claim the grant funding?

The required evidence to be submitted after a successful application would include:

- Copies of invoices/receipts for all items purchased
- Delivery notes for items purchased (where applicable)
- Copies of the relevant bank statements in the name of the business/grant applicant detailing the purchase of the items being claimed. As part of fraud prevention measures any cash purchases cannot be processed and the payments made should match the bank account into which grant monies awarded will be paid.
- Photographic evidence of the items purchased (in situ) will also be required prior to final sign off of the claim

How quickly will the grant payment be made once all evidence is submitted?

We aim to process payment of grant funding in 10 working days from receipt of all required evidence.

Will the grant cover the rental of items?

No, items must be purchased and owned by the business.

Will the grant cover the installation of astro-turf?

No, we encourage the use of more sustainable options such as timber decking.

Will the grant cover applications for furniture, awnings etc. for use in the businesses own outdoor premises, for example in an existing beer garden or on a rooftop terrace?

Yes, where the items are additional and/or if they cannot currently use the space because of lack of furniture.

If installing an awning requires the business' signage to be moved/replaced will the grant funding cover the cost of new signage?

If it is necessary for installation, the grant funding would support this, but good quality signage would be required to improve the look where possible.

Can national chains apply for the grant?

No, only local SMEs can apply for the grant.

I run several businesses, can I apply for a grant for each of them?

Yes, but only one grant per venue will be considered.

My business has not reopened yet – can I apply?

In the first instance the grant is intended for businesses that are currently operational within Pembrokeshire towns. However, businesses that are due to open imminently may also be considered.

Can non-hospitality businesses in the eligible areas apply?

Several requests have already been received for non-food businesses needing covering for customers queuing outside e.g. clothes retailer, hairdressers. These will be reviewed, and decisions will be taken accordingly on a case by case basis.

Is a pavement café licence required prior to applying for a grant?

The business applying for a grant must already have a pavement café licence in place if the proposed area is on the highway or must be in the process of making an application for the licence. If the proposed area is on private land, then Highways guidance can be sought but a pavement licence application is not required.

Can pavement café trading commence whilst the licence is being processed and subject to 28-day consultation period?

Yes, but trading can be stopped by Highways at any point during this period if necessary or the licence denied.

Can businesses apply for the grant whilst their new/amended pavement cafe licence application is pending (28-day consultation)?

The grant application can be processed whilst the consultation process is underway but if the request is denied then the grant could not be awarded, so the business should not buy anything until they have confirmation that the licence and the grant are agreed.

What is State Aid?

Introduction

The Café Culture grants are state aid. This means that the money is granted by the state selectively to certain businesses and the aid has the potential to distort competition. State aid is always illegal unless it is administered in accordance with an approved derogation. Pembrokeshire CC is using two derogations in relation to the Covid-19 grants. These are:

- The de minimis aid Regulation EC 1407/2013; and where we cannot use that:
- The UK Covid-19 Temporary Framework.

To use the de minimis Regulation, we need to know what de minimis aid a business has received in the last three years from all sources. To gather this information we use a form DM1.

To use the UK Covid-19 Temporary Framework, we need to know how much aid a business has already received under this Framework (as well as certain other information). We use the DM1 form to capture the information on previous aid also.

What aid falls into which category?

This table is work in progress. It will updated from time to time.

De minimis aid	Covid-19 Temporary Framework	No Aid
Café Culture Grant	Self-Employment Income Support Scheme	Coronavirus Job Retention Scheme (“furlough scheme”)
High Street Rate Relief (2018/19 and 2019/20 only)	Covid-19 Retail, Hospitality and Leisure Grant Fund from English local authorities	Small Business Rate relief
Employer’s Allowance (2020/21 only)	Local Authority Discretionary Grants Fund (England only)**	Rural Rate Relief
Assistance through the Pembrokeshire CC Cam Nesa project	Welsh Government Economic Resilience Fund (SME & Large Funds)	High Street Rate Relief (2020/21 only)
Assistance through the Pembrokeshire CC BUCANIER project		
Covid-19 Small Business Grants Fund from English local authorities*		
Local Authority Discretionary Grants Fund (England only)**		
Welsh Government Economic Resilience Fund (Micro Fund)		
Jobs Growth Wales		
Welsh Government Apprenticeships		
Welsh Government Traineeships		
Welsh Government Employability Skills Programme		
Covid-19 NDR grants from Welsh local authorities*		

If marked * note that in most cases this will be administered as de minimis aid but it may exceptionally be administered under the Covid-19 Temporary Framework.

If marked ** note that this grant may be administered either as de minimis aid or as Covid-19 Temporary Framework aid at the discretion of the local authority concerned.

Any other questions?

Email us at covid19businesssupport@pembrokeshire.gov.uk
Or visit www.pembrokeshire.gov.uk/business-advice-and-support



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