

ARG Resilience Grant October 2021 Process Diagram (to be read alongside Grant Guidance)

PLEASE NOTE – this grant application is a 3 stage process

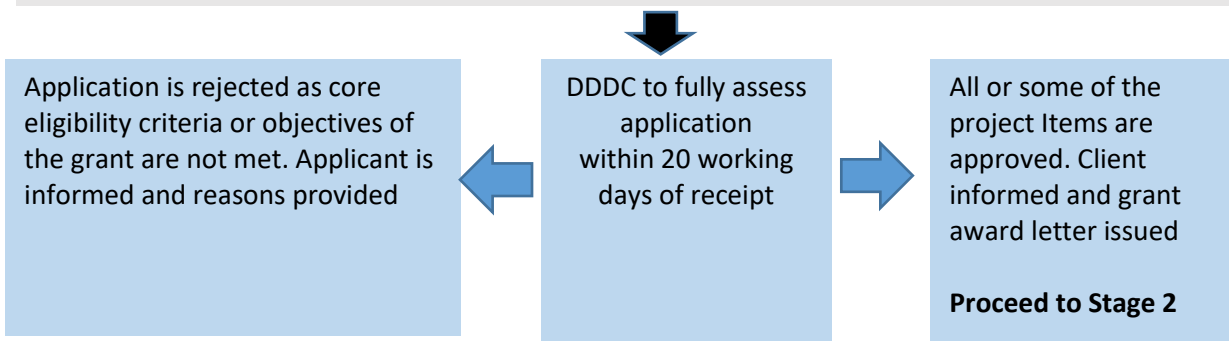
STAGE 1 – SUBMIT APPLICATION

Application to be submitted online before 5pm on the 15 November 2021

Please read the Guidance to check eligibility before starting the application

At this stage applicants are required to submit:

- **Full details of the business including Companies House registration number or HMRC unique tax reference number and VAT registration number (if applicable)**
- **Copy of a recent business bank statement evidencing at least 28 days of trading. Account number and sort code must be shown.**
- **Latest set of business accounts**
- **1 quote for items up to £1000 and 3 quotes for each item over £1000**



STAGE 2 – APPLICANT MUST NOW SPEND OWN FUNDS ON THE PROJECT

Applicant must make the approved purchases and use their own funds for payment.

Payments MUST be made from the applicant's business bank account. Cash, personal credit card or paypal payments are not acceptable payment methods.

STAGE 3 – APPLICANT MUST SUBMIT THEIR CLAIM

Applicants must use the link sent to them to submit their claim as soon as their project is completed and **before the 28 February 2022**

At this stage applicant must submit:

- **Copies of receipted purchase invoices for approved spend**
- **Evidence of the approved expenditure being paid from the business bank account via bank statement.**

Claim checked by DDDC and businesses paid approved claim amount within a target of 10 working days