

COVID-19 business grant application and PPE order form

One Linlithgow is offering direct support to member businesses by supplying PPE directly, as well as offering grants to reimburse expenditure on related items. Please see items **A**, **B**, and **C**, below. Terms and conditions overleaf.

All member businesses of “One Linlithgow” Business Improvement District are invited to request items of PPE at no charge. If you would like any of the items on this list supplied to your business, please tick the relevant box below. If you are unable to fill in this form digitally, please contact office@onelinlithgow.com for assistance.

PPE starter pack (A)

If applying for the PPE Reimbursement Grant (below) for items listed here, One Linlithgow may not also supply you directly, unless there is a compelling reason to do both. Sanitiser refills are available free of charge to all, indefinitely. Once you have placed your order, we will contact you to arrange collection from the One Linlithgow office, or deliver to you.

Item	Quantity per business	Please check to order
Hand sanitiser (pump bottle)	500ml (refills on request)	Hand rub Gel
Disposable plastic gloves	100pcs (one-off)	
Disposable face masks	20pcs (one-off)	
Distancing tape (“please keep 2m apart”)	1 roll (33m x 48mm)	
Indoor floor markers (“please keep your distance”, 20cm diameter)	Up to 3 initial order	
Outdoor floor markers (“please keep your distance”, 20cm diameter)	Up to 3 initial order	
A4 poster set (“This Way” arrows, “sanitiser station” etc.)	1 set of 8 posters	

PPE Reimbursement Grant (B)

*Many member businesses have equipped themselves with PPE already (i.e. before this support package was announced). We invite them to show proof of purchase for PPE installed/used in business premises located in the One Linlithgow BID Area. Please submit proof of purchase for all items claimed, as well as photographic proof of installation of any fixtures (e.g. acrylic screens). The grant covers 50% of your applicable expenditure, up to a maximum grant of **£150**. “Applicable expenditure” means items supplied as part of the “PPE starter pack”, as well as acrylic screens, but other items may be subsidised at the discretion of One Linlithgow, subject to discussion with the applicant.*

I wish to apply to the PPE Reimbursement Grant (please tick):

Please list the items you would like to claim (as they appear on your proof of purchase documents). **Please do not forget to attach your proof of purchase and proof of installation to the email when you are returning this form.**

Item	Quantity	Cost (ex. VAT)
		£
		£
		£
		£
		£
		£
		£
		£
TOTAL	N/A	£

Acrylic screen grant (C)

One Linlithgow is not supplying acrylic screens (or “sneeze guards”) directly, since many businesses will require a bespoke solution, as opposed to an “off-the-peg” item bought in bulk. Please submit proof of purchase for all items claimed, as well as photographic proof of installation. The grant covers 50% of your applicable expenditure, up to a maximum grant of **£100**. Other relevant items may be subsidised, at the discretion of One Linlithgow and subject to discussion with the applicant. If you are applying for an acrylic screen grant as part of the PPE Reimbursement Grant, you are unlikely to have an application to the Acrylic Screen Grant approved as well. Please source locally if you can. NRJ Customs, for example, are based at Mill Road.

I wish to apply to the Acrylic Screen Grant (please tick):

Please list the items you would like to claim (as they appear on your proof of purchase documents). **Please do not forget to attach your proof of purchase and proof of installation to the email when you are returning this form.**

Item	Quantity	Cost (ex. VAT)
		£
		£
		£
		£
TOTAL	N/A	£

Terms and conditions.

By applying for a “PPE starter pack” (A), or either of the two grants (B and C), the applicant confirms that they will complete the “confirmation” section below in an accurate and honest way, with relevant authority from the company shown under “company name”. The descriptions of each aspect of the One Linlithgow support package (A, B, and C) on each table should also be considered part of these terms and conditions, applicable to that specific aspect (A, B, or C). Any business found to be operating outside the regulations set out by Scottish Government’s “COVID-19 Framework for Decision Making – Scotland’s Route Map through and out of the crisis” will be ineligible for support through this package, at least until operation is brought back within acceptable parameters. Grants and equipment supplied must be used in your commercial premises, which is part of the One Linlithgow “BID Area”, in its capacity as a Business Improvement District. Handwritten documents will not be accepted as proof of purchase and One Linlithgow reserves the right to question the veracity of any item of proof of purchase. All aspects of support to applicants are subject to the final approval of the Board of Directors of One Linlithgow.

Confirmation

By completing this form and returning it to One Linlithgow, you agree to the above terms and conditions. Since providing a physical signature in the circumstances is difficult, we ask instead that you simply return this completed form and supporting documents to office@onelinlithgow.com from your business email address. If you don’t have access to a company email address, One Linlithgow may contact you to verify your identity, using the contact details you provide.

Your full name	
Position within company	
Company name	
Company address	
Contact telephone	
Contact email	

PLEASE CHECK THAT YOU HAVE TICKED ALL BOXES RELEVANT TO YOUR APPLICATION, READ THE TERMS AND CONDITIONS, AND ACCURATELY COMPLETED THE “CONFIRMATION” SECTION, SAVE CHANGES TO YOUR COMPLETED FORM AND SEND – ALONG WITH RELEVANT PROOFS OF PURCHASE/INSTALLATION – TO office@onelinlithgow.com.