



**Information Governance**  
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[www.coventry.gov.uk](http://www.coventry.gov.uk)

17 April 2020

Please contact Information Governance  
Direct line 024 7697 5408  
infogov@coventry.gov.uk

Dear Sir/ Madam

**Freedom of Information Act 2000 (FOIA)  
Request ID: REQ07071**

Thank you for your request for information relating to the Small Business Grant Fund.

Your request and our responses are outlined below:

**Regarding the £10,000 COVID-19 Small Business Grant Fund for businesses with rate relief or rural rate relief:**

**1. What is the council's process for communicating with eligible businesses and handling applications?  
(e.g automatic payments, businesses notified via letter and asked to apply via link, email notification and link etc.)**

By letter, email and publicity to register via a weblink.

**2. When were businesses first notified by the council that they may be eligible to apply?**

Publicity commenced on 1 April 2020.

**3. What is the payment turnaround time from receipt of application?**

Approximately 13 days.

**4. Is there a staggered process for making payments, and what is the process?  
(e.g do you deal with first 1000 applications in a block and pay them by a certain date, before moving onto the next 1000 applications etc.)**

We work through cases as they are received based on oldest first and approve payments each evening for the cases we have considered that day.

**5. How many businesses within your council jurisdiction are eligible for the grant?**

Within the Council, 4,562 businesses are eligible for the grant.

**6. How many applications have been received as of April 17 2020?**

To date 3,120 applications have been received.

**7. How many applications have been rejected as of April 17 2020?**

As at 17 April 2020, 573 applications have been rejected.

**8. How many businesses have been paid as of April 17 2020?**

1,792 have been paid.

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Should you wish to make any further requests for information, you may find what you are looking for is already published on the [Council's web site](#) and in particular its [FOI/EIR Disclosure log](#), [Council's Publication Scheme](#), [Open Data](#) and [Facts about Coventry](#).

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**