

# **£10,000 Business Support Grant Scheme Guidance and Frequently Asked Questions**

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## ABOUT THE SCHEME – SUMMARY INFORMATION

### When did the Business Support Grant run?

The £10,000 Small Business Support Grant Scheme was announced on 17 March 2020. An online registration form was launched on 26 March 2020 for non-rental properties. A further online form for rental properties with a sole tenant and/or properties with a Total Net Annual Value was launched on 30 April 2020. The scheme closed to applications at 23.59pm on 20 May 2020.

In cases where the application needed to be updated to accommodate any changes to a rate account, to reflect the correct occupancy status (Occupancy ID) as at the 17 March 2020, or where a change to the Total Net Annual Value (NAV) was due and the valuation review was at a sufficiently advanced stage, this could have been dealt with using the existing application from the business and there was no need for the application to be resubmitted.

In cases where the online form did not allow applicants to submit an online application and the applicant contacted the Business Grants Team before the scheme closed on 20 May 2020, and it was subsequently established that they were eligible to apply, the date that they first contacted the Business Grants Team about the application was considered to be the date of their application. In this case, applicants were contacted to provide further information to support their application. This criteria also applied to any applicants who experienced issues registering on the online rental properties form. Please note that for these applicants, the date they first contacted the Business Grants Team about the registration was considered to be the date of their registration.

In case of any dispute about the date of the first contact, the onus was on the applicant to provide clear evidence that they contacted the Business Grants Team before the scheme closed on 20 May 2020.

### Will applications be accepted after 23.59pm on 20 May 2020?

The Business Support Grant Scheme closed at 23.59pm on 20 May 2020. New applications were not accepted after the closing date.

### Can businesses who are eligible but don't want or need funding opt out?

Yes, a business may decline the grant if they don't want or need funding.

If you have already received the grant payment, email [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk) to make arrangements to return the grant money and enable government to use this money to support other businesses who require assistance during this time.

## What was the aim of the scheme?

This scheme was provided to support businesses that are experiencing financial hardship, as a result of the COVID-19 pandemic, and have a need for financial relief under the terms and conditions of the Business Support Scheme.

The overarching aim was to help protect jobs, prevent business closures and promote economic recovery.

## What do you mean by State Aid?

State aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union. In simple terms, any grants or other forms of help given by the government to a business could be a State Aid.

Further information can be found at: <https://www.economy-ni.gov.uk/articles/introduction-state-aid>

*The grant is State aid that complies with the European Commission's Temporary Framework to support the economy in the context of the COVID-19 outbreak and is conditional on eligible businesses confirming they were not in difficulty on 31.12.19 (as defined in Article 2 (18) of the Commission Regulation (EU) No 651/2014)*

## Applicant responsibilities

Businesses should be aware that:

- If any information provided with your registration form is later found to be false, repayment of funding may be required.
- Any payment must be declared to HMRC as appropriate as part of the tax return for the business.
- The grants constitute State Aid. You will be asked to confirm that you agree to the State Aid Requirements when completing the online form.

## INFORMATION FOR THOSE WHO HAVE MADE AN APPLICATION

### I have already applied for the grant, when will I be paid?

Applications will be assessed and payments made as soon as possible where they demonstrate clear eligibility. In cases where eligibility is less clear, it will be necessary to carry out further verification checks, you will be contacted where further information is required and payments will be made as soon as possible. Therefore, you should regularly check the email account (and the junk mail). The grant payment will be sent directly to your

bank account and you will receive an email confirming that the grant payment has been issued. Please note that payments may take up to 7 working days to appear in your bank account.

It would be appreciated if you could be patient and await contact from the Business Grants Team. Please be assured that we will be in contact to provide further instructions as quickly as possible. Please ensure that you regularly monitor your email account (including the junk folder) and respond quickly to requests.

[What if I have applied but I am waiting for my rate account or Total NAV to be updated?](#)

In cases where the application needs to be updated to accommodate any changes to a rate account, to reflect the correct occupancy status (Occupancy ID) as at the 17 March 2020, or where a change to the Total NAV is due and the valuation review is at a sufficiently advanced stage, this can be dealt with using the existing application from the business and there is no need for the application to be resubmitted.

[What if the online form did not allow me to apply before the closing date?](#)

In cases where the online form did not allow you to submit an online application but you contacted the Business Grants Team before the scheme closed on 20 May 2020 and it was subsequently established that you are eligible to apply, the date that you first contacted the Business Grants Team about the application will be considered to be the date of your application. In this case, you will be contacted to provide further information to support your application.

In case of any dispute about the date of the first contact, the onus will be on the applicant to provide clear evidence that they contacted the Business Grants Team before the scheme closed on 20 May 2020.

[How can I get support with my query about the grant?](#)

A helpline was available on 0300 200 7809 between 27 March and 12 June to deal with enquiries about the Small Business Grant Support Schemes, including enquiries from ratepayers about their rate account IDs, queries about the validation process or to provide information to on any errors in your original application. The helpline is now closed. Updates on your application will be provided by email only. Please ensure you regularly monitor your email account (including the junk folder).

If you have enquiries about the £10,000 grant scheme please email [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk)

### Can I receive my payment by cheque?

To avoid unnecessary social contact payments are being made directly into bank accounts. Issuing payment by cheque would require people to go to banks to make lodgements, as well as slowing down the payment process for everyone. Therefore, cheques will not be issued unless absolutely necessary.

### I made an error when I submitted the online form. What should I do?

You should email [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk) to advise of the error that has been made, noting the reference number of the application you made an error on. Note that mechanisms are in place to ensure that multiple grant payments are not made to the same ratepayer.

### I received a remittance advice but no payment, what should I do?

Please note that payments may take up to 7 working days to appear in your bank account. If you received a remittance advice but have not received a payment, check the bank account which is referenced in the remittance email. If you do not receive a payment into that account within 7 working days, please email [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk) for investigation.

### What if I think my landlord has applied for the grant or received the grant but I think I am the eligible business who is entitled to receive the grant?

You should email [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk) so that the details of the landlord grant application/payment can be investigated.

### What is the Appeals Procedure?

**Appeals will no longer be accepted from unsuccessful applicants who did not submit their appeal within 2 weeks of their rejection notice.**

All applications are assessed fairly and consistently. The Department reserved the right to reject applications that do not fully meet the eligibility criteria. In these cases written notification was sent as soon as the rejection decision was made. These notifications clearly detailed the reason the application was declined.

The Department gave applicants every reasonable means of providing the information needed to validate eligibility. However, if, when requested, you have been unable to provide sufficient information, then your application may be rejected. Should there be any dispute with the decision made, the applicant will have the right to ask for an independent review to be conducted.

**Details on how to submit an appeal were included in the rejection notice. The request had to be lodged within two weeks of the date of the rejection notice.**

**Please note that this appeals procedure only applied where an application has been submitted, processed and rejected.**

## ELIGIBILITY FOR THE GRANT

### Who is eligible for the grant?

The NI Executive is providing a one-off grant of £10,000 to businesses that are currently in receipt of **Small Business Rate Relief (SBRR)**. SBRR is automatically applied to business properties with a Total Net Annual Value below £15,000, though some **exclusions to SBRR apply**.

Businesses with a Total Net Annual Value of £15,000 and below, who currently benefit from **Industrial Derating**, are also eligible for the £10,000 grant.

Please note that a number of exclusions apply to the scheme, including:

- Vacant properties
- MP and MLA Constituency offices
- Businesses with 3 or less premises will only be eligible for one grant of £10,000 in total
- Businesses with more than 3 properties are not eligible for SBRR, and therefore are not eligible for the grant
- Businesses which, as of the 15 March, were dissolved or about to be dissolved, are not eligible;
- Businesses which, as of the 15 March 2020, were insolvent or for whom insolvency action had been instigated, are not eligible; and
- Businesses that were dormant as of the 15th March 2020, i.e. not trading but not insolvent.
- Wind turbines

### Businesses with multiple premises / business premises with a number of occupying businesses

Eligibility for the business support grant is based on the Total Net Annual Value (NAV) of the property, as published in the Valuation List (either in the 7th Valuation List on 15 March or in the 8th Valuation List on 1 April – whichever is more beneficial). This means that:

- Each property within the Valuation List has a unique Property ID and a Total Net Annual Value. The size and extent of each property is based on information held in the Valuation List in relation to each unique Property ID. In simple terms, the size and extent of the property is reflected in the current rate bill – one rate bill for each property. Note that the property can be made up of a number of different buildings or units. You cannot ask to have a property split into separate units, or 2 properties



joined into one larger property, for the purposes of accessing the business support grant.

- Eligibility is based on the Total Net Annual Value - this is the overall valuation for the property for rates purposes. Any further breakdown of the Total Net Annual Value into distinct parts, such as parts of the property used for retail or manufacturing, is not relevant in terms of the Total NAV eligibility bands for the grant schemes (Total NAV of £15,000 or less for the £10,000 grant and NAV between £15,001 and £51,000 for the £25,000 grant).

In general, only one grant can be paid in respect of each property and only one grant can be paid to each business, irrespective of how many properties the business occupies. For individuals who own a number of separate businesses and/or properties this means that:

- If separate businesses are operating from separate properties, then a grant can be registered in relation to each separate business that occupies a separate property.
- If the same business occupies a number of different properties, then only one grant registration should be made in respect of the business.
- For limited companies, each separate business registered with Companies House will have a unique Company Number. Otherwise, further information may be requested from applicants to validate business and property details.

Validation checks have been put in place to ensure that multiple grants aren't paid to the same business or to the same property. Deliberate multiple entries may be considered to constitute an attempt to claim ineligible grant support and be actioned accordingly.

If a business rents part of a property from the main occupying business (such as hiring desks within a serviced office workspace or hiring space within a hair salon or gym), the business ratepayer who is named on the rate account and receives the business rate bill directly from Land & Property Service (LPS) will be considered to be the occupying business for the purposes of the grant. Only one grant payment can be paid in relation to each property.

Other support available for the self-employed. See

<https://www.nibusinessinfo.co.uk/content/coronavirus-support-and-advice-self-employed>

## Rental Properties

For rental properties, the scheme is designed to benefit the occupying business and not the landlord or managing agent who is responsible for paying the rates.

For rental properties with a sole tenant and properties with a Total NAV of £1,590 or below, further information was required to ensure that the grant is being paid to the small business who occupies the property, and not a landlord or letting agent. These applicants were advised to complete the online form for rental properties by the closing date on 20 May 2020 in the following circumstances:

- Your business is the sole tenant of a rental property where the landlord receives the rate bill
- Your business is the sole tenant of a rental property and the business receives the rate bill
- Your business owns the property that it occupies and the property has a Total NAV of £1,590 or below

Under rating legislation, the landlord is liable for rates on non-domestic rental properties with a Total NAV of £1,590 or below. This is why further information was requested from businesses who own and occupy properties with a Total NAV of £1,590 or below.

If the property is not rented from a landlord or letting agent, but a business rents part of a property from the main occupying business (such as hiring desks within a serviced office workspace or hiring space within a hair salon or gym), the business ratepayer who is named on the rate account and receives the business rate bill directly from Land & Property Services (LPS) will be considered to be the occupying business for the purposes of the grant. Only one grant payment can be paid in relation to each property. Other support available for the self-employed. See <https://www.nibusinessinfo.co.uk/content/coronavirus-support-and-advice-self-employed>

I don't have premises but I am still a business with significant overheads – e.g operating from home or from a vehicle. Can I get this grant?

Businesses that don't have premises would not be eligible for this grant, but there is other support available for the self-employed. See

<https://www.nibusinessinfo.co.uk/content/coronavirus-support-and-advice-self-employed>

Are Industrial derated properties eligible for the grant?

When the scheme launched these businesses were ineligible for the grant as businesses cannot be in receipt of both Small Business Rate Relief and Industrial Derating.

However the £10,000 grant scheme was subsequently extended to include businesses with a Total Net Annual Value below £15,000 who currently benefit from Industrial Derating and meet the other scheme eligibility requirements.

## SPECIFIC RATING SCENARIOS

How can I find the Total Net Annual Value of my property?

You can find the Total Net Annual Value of your property by searching the [\*\*non-domestic Valuation List\*\*](#). See <https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>

What if I have never received a rate bill for my property because it hasn't been valued for rates?

If the property has not yet been valued for rates, you will not be able to access this grant in most cases.

This is because eligibility for the £10,000 Small Business Support Grant is linked to businesses who are in receipt of Small Business Rate Relief, subject to some exclusions. To receive Small Business Rate Relief, the property must have a Total Net Annual Value below £15,001.

As the property has not yet been valued for rating purposes, in most cases, you will be unable to access the grant as the Total Net Annual Value of the property has not yet been determined and therefore the scheme eligibility requirements cannot be met.

The only exception to this is where a request to value the new property has already reached an advanced stage in the valuation process whereby it can be determined that the Total Net Annual Value falls below £15,001.

In cases where the online form did not allow you to submit an online application but you contacted the Business Grants Team before the scheme closed on 20 May 2020 and it was subsequently established that you are eligible to apply because the request to value the new property has already reached an advanced stage in the valuation process whereby it can be determined that the Total Net Annual Value falls below £15,001, the date that you first contacted the Business Grants Team about the application will be considered to be the date of your application. In this case, you will be contacted to provide further information to support your application. In case of any dispute about the date of the first contact, the onus will be on the applicant to provide clear evidence that they contacted the Business Grants Team before the scheme closed on 20 May 2020.

If you have not previously made a request to have your property valued for rates, there is no facility to submit a new request now for the purposes of accessing the grant. You should however request to have the property valued for rates purposes. A delay in having the property valued for rates may lead to a backdated rate bill which may be more difficult to repay. You can make this request at: <https://www.nibusinessinfo.co.uk/content/business-rates-valuation-new-property>

My business is ineligible based on my current Total Net Annual Value but I am waiting for the outcome of a valuation review and this may impact on my eligibility for the grant scheme? (e.g. property is rated as a domestic property but is now being used for non-domestic purposes, where there is a request to join or split premises for rating purposes or where there is a challenge to the Total Net Annual Value for other reasons.)

OR

What if I am ineligible based on my current Total Net Annual Value/Capital Value but circumstances have changed and my property valuation for rates needs to be updated?

Eligibility for the grant is based on the Total Net Annual Value of the property in the 7<sup>th</sup> Non-Domestic Valuation List on 15<sup>th</sup> March 2020 or in the 8<sup>th</sup> Non-Domestic Valuation List on 1<sup>st</sup> April 2020. There may be scenarios where the valuation of the property needs to be updated and a review of the valuation has been requested (the Capital Value for domestic properties and the Total Net Annual Value for non-domestic properties) – for example if the property is rated as a domestic property but is now being used for non-domestic purposes, where there is a request to split or join premises for rating purposes or where there is a challenge to the Total Net Annual Value for other reasons.

As the outcome of the valuation review is unknown, we cannot determine whether this review will have any impact on eligibility for the grant scheme. You will therefore be unable to access the grant in most cases.

The only exception to this is where a review request has already reached an advanced stage in the valuation process whereby LPS could have determined that the Total Net Annual Value falls below £15,001. In this case, the existing application can be updated to reflect the updated Total NAV, so there is no need for the application to be resubmitted.

In cases where the online form did not allow you to submit an online application but you contacted the Business Grants Team before the scheme closed on 20 May 2020 and it was subsequently established that you are eligible to apply because the request to value the new property has already reached an advanced stage in the valuation process whereby it can be determined that the Total Net Annual Value falls below £15,001, the date that you first contacted the Business Grants Team about the application will be considered to be the date of your application. In this case, you will be contacted to provide further information to support your application. In case of any dispute about the date of the first contact, the onus will be on the applicant to provide clear evidence that they contacted the Business Grants Team before the scheme closed on 20 May 2020.

If you have not previously made a request to have your valuation reviewed, there is no facility to submit a new request now for the purposes of accessing the grant. You should however request to have the property valuation updated for rates purposes if circumstances have changed. A delay in having the property valuation for rates updated may lead to a backdated rate bill which may be more difficult to repay. You can apply to have your valuation reviewed at: <https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>

What if the Total Net Annual Value of the property is correct, but the business rate account details need to be updated, for example where a property is recorded as vacant but the business was operating in the property before COVID social distancing measures were put in place?

Eligibility for the grant scheme will be considered if you can demonstrate that you were operating in the property on 17<sup>th</sup> March 2020.

In cases where the grant application needs to be updated to accommodate any changes to a rate account or to reflect the correct occupancy status (Occupancy ID) as at the 17 March 2020, this can be dealt with using the existing application from the business and there is no need for the application to be resubmitted.

Those wishing to update their rate account were advised that they would be asked to provide proof of occupation and that any changes will be reflected in your rate bill.

I pay rent including rates to a landlord/managing agent/managed service provider and my business isn't registered on the rate account. Can I still access the grant?

For rental properties, the scheme is designed to benefit the occupying business and not the landlord or managing agent who is responsible for paying the rates.

For rental properties with a sole tenant and properties with a Total NAV of £1,590 or below, further information was required to ensure that the grant is being paid to the small business who occupies the property, and not a landlord or letting agent. These applicants were advised to complete the online form for rental properties by the closing date on 20 May 2020 in the following circumstances:

- Your business is the sole tenant of a rental property where the landlord receives the rate bill
- Your business is the sole tenant of a rental property and the business receives the rate bill
- Your business owns the property that it occupies and the property has a Total NAV of £1,590 or below

Under rating legislation, the landlord is liable for rates on non-domestic rental properties with a Total NAV of £1,590 or below. This is why further information was requested from businesses who own and occupy properties with a Total NAV of £1,590 or below.

In general, only one grant can be paid in respect of each property.

If a business rents part of a property from the main occupying business (such as hiring desks within a serviced office workspace or hiring space within a hair salon or gym), the business ratepayer who is named on the rate account and receives the business rate bill directly from Land & Property Service (LPS) will be considered to be the occupying business for the

purposes of the grant. Only one grant payment can be paid in relation to each property. Other support available for the self-employed. See

<https://www.nibusinessinfo.co.uk/content/coronavirus-support-and-advice-self-employed>

I am behind in my rates payments. Will any outstanding rates be deducted from my grant?

No, outstanding business rates will not be deducted from the grant payment.

I pay my business and domestic rates on one single bill. Will I still be eligible for the grant?

As long as you are eligible for the non-domestic part of your bill, you will still receive the grant even if your business rates are shown on the same bill as your domestic rates.

My Total Net Annual Value changed on 1<sup>st</sup> April 2020 due to Reval2020. How does this affect entitlement to the grant?

This is not a normal rating year because the new non-domestic Valuation List came into effect on 1 April 2020, following the **non-domestic Revaluation (Reval2020)**.

Ministers want to be as inclusive and supportive of business as possible to ensure that no individual business is disadvantaged by the change, so each business affected by the Reval2020 will get the grant on the basis of whichever valuation list would benefit them the most – i.e. the Total Net Annual Value recorded on the 7th valuation list on 15<sup>th</sup> March 2020 or the Total Net Annual Value recorded on the 8th valuation list on 1 April 2020.

LPS undertook a special exercise to identify these cases. This means that:

- businesses (other than retail, hospitality, tourism and leisure) that became eligible for SBRR from 1 April will be entitled to £10,000.
- retail, hospitality, tourism and leisure premises whose Total Net Annual Value decreased to £51,000 or less on 1 April 2020 will be eligible for the £25,000 grant.
- retail, hospitality, tourism and leisure premises whose Total Net Annual Value fell to £15,000 or below on 1 April will still get the £25,000 grant.
- retail, hospitality, tourism and leisure premises whose Total Net Annual Value increased to over £15,000 will get the £25,000 rather than £10,000.
- Businesses that have already received the £10,000 grant on the basis of their Total Net Annual Value in the 7th valuation list at the 15th March, who become eligible for the £25,000 grant on the basis of their Total Net Annual Value in the 8th valuation list at 1st April 2020, will only be entitled to receive the balance of £15,000.

## I have multiple businesses/ business premises. Will I get multiple grant payments?

Eligibility for the business support grant is based on the Total Net Annual Value (Total NAV) of the property, as published in the Valuation List (either in the 7<sup>th</sup> Valuation List on 15<sup>th</sup> March or in the 8<sup>th</sup> Valuation List on 1<sup>st</sup> April – whichever is more beneficial). This means that:

- Each property within the Valuation List has a unique Property ID and a Total Net Annual Value. The size and extent of each property is based on information held in the Valuation List in relation to each unique Property ID. In simple terms, the size and extent of the property is reflected in the current rate bill – one rate bill for each property. Note that the property can be made up of a number of different buildings or units. You cannot ask to have a property split into separate units, or 2 properties joined into one larger property, for the purposes of accessing the business support grant.
- Eligibility is based on the Total Net Annual Value - this is the overall valuation for the property for rates purposes. Any further breakdown of the Total Net Annual Value into distinct parts, such as parts of the property used for retail or manufacturing, is not relevant in terms of the Total NAV eligibility bands for the grant schemes (Total NAV of £15,000 or less for the £10,000 grant and Total NAV between £15,001 and £51,000 for the £25,000 grant).

In general, only one grant can be paid in respect of each property and only one grant can be paid to each eligible business, irrespective of how many properties the business occupies. For individuals who own a number of separate businesses and/or properties this means that:

- If separate businesses are operating from separate properties, then a grant can be registered in relation to each separate business that occupies a separate property.
- If the same business occupies a number of different properties, then only one grant registration should be made in respect of the business.
- For limited companies, each separate business registered with Companies House will have a unique Company Number. Otherwise, further information may be requested from applicants to validate business and property details.

Validation checks will be put in place to ensure that multiple grants aren't paid to the same business or to the same property.

If a business rents part of a property from the main occupying business (such as hiring desks within a serviced office workspace or hiring space within a hair salon or gym), the business ratepayer who is named on the rate account and receives the business rate bill directly from Land & Property Service (LPS) will be considered to be the occupying business for the purposes of the grant. Only one grant payment can be paid in relation to each property. Other support available for the self-employed. See

<https://www.nibusinessinfo.co.uk/content/coronavirus-support-and-advice-self-employed>

## How do I know if I am currently in receipt of Small Business Rate Relief on my rate bill?

SBRR is automatically applied to your rate bill based on the Total Net Annual Value of your property, so you won't have applied for SBRR. You can check your business rates bill - on the second page of the bill, if you are in receipt of SBRR it will be listed under the Help with Rates section.

If you can't check your rate bill, you can look at the details of the scheme to see whether you fit the criteria. Most properties with a Total Net Annual Value below £15,000 will be in receipt of SBRR, though some exclusions apply.

- <https://www.nibusinessinfo.co.uk/content/small-business-rate-relief>

If I haven't previously paid by business rates by Direct Debit, do I need to set up a Direct Debit for rates now to get my grant?

No, if you haven't already set up your Direct Debit for rates you don't have to do this for the purposes of this grant scheme.

Does the business need to provide any proof to receive the grant?

Eligibility for the scheme is generally based on information that is already held about the property in relation to business rates, so no further proof is required to receive the grant. Eligibility for the grant will be checked before the payment is issued, so if any further details are required you will be contacted directly about this.

## SUPPORT FOR BUSINESSES WHO CANNOT ACCESS THE GRANT SCHEME

What other support is available?

The NI Executive is putting a range of support measures in place to support businesses during this challenging time. You can find further details about these measures at:

<https://www.nibusinessinfo.co.uk/content/covid-19-managing-business-finance-tax-rates-and-insurance>

A new Hardship Fund has been announced. Further information can be accessed at:

<https://www.nibusinessinfo.co.uk/content/coronavirus-get-ready-apply-ni-micro-business-hardship-fund>

Support available for the self-employed.

<https://www.nibusinessinfo.co.uk/content/coronavirus-support-and-advice-self-employed>

Help available for business rates



<https://www.nibusinessinfo.co.uk/content/covid-19-emergency-rates-package-businesses>

A full list of available support at a NI and UK-wide level is available at

<https://www.nibusinessinfo.co.uk/business-support/coronavirus>

## REPORTING ANY POTENTIALLY FRAUDULENT PAYMENTS

How can I report concerns regarding potentially fraudulent payments?

If you have any concerns about fraudulent payments relating to this Scheme you can contact the Department for the Economy using the email address

[raising.concerns@economy-ni.gov.uk](mailto:raising.concerns@economy-ni.gov.uk)

You can view the Department for the Economy's Fraud Policy and Fraud Response Plan at the links below:

Fraud Policy - <https://www.economy-ni.gov.uk/fraud-policy>

Raising Concerns - Whistleblowing guidance - <https://www.economy-ni.gov.uk/raising-concerns-whistleblowing-guidance>

## DATA HANDLING

How will my data be handled?

You should note that your data will be shared and handled in line with the [\*\*Department for the Economy's Privacy Notice\*\*](#)