

## Supplier Relief Confirmation Statement/Application Form - to be completed by Suppliers/Contractors to Orkney Islands Council

Councils have been asked to continue to make payments to Contractors as per existing contractual arrangements. This statement is to ensure that payments made to Contractors, alongside other government COVID business support schemes, does not result in financial gain for the contractor. Please see guidance notes for Supplier Relief Scheme.

In return for continuing payments for services, we are asking contractors to engage on an Open Book basis, and to demonstrate to the Council that no financial gain is made.

<b>Provider name</b>	
<b>Contract Title</b>	

### Funding

I am aware of and claiming all other Covid - 19 related relief, grant or intervention including claims made to other Councils.		Yes / No
If the answer is yes, please provide details below :		
<b>Relief / Grant or Intervention Type</b>	<b>Application value</b>	<b>Received value</b>
I confirm that any payment received by me under this scheme made by Orkney Islands Council will be used to ensure the following: <ul style="list-style-type: none"> <li>To retain staff at current hours and payment rates</li> <li>To pay suppliers</li> <li>To maintain the solvency of the business</li> </ul>		Yes / No
I confirm that I will remain flexible to continue to deliver essential services to the Council as required		Yes / No
I confirm that I will permit access to accounts (open book accounting) if requested to ensure that no financial gain has been made from the proposed payments.		Yes / No
I have provided a summary of normal, and revised income and expenditure for the period covered by the application.		Yes / No

**Information Required**

Please provide a summary of expected income and expenditure for the period during which which your business will not be operational due to the COVID-19 crisis to illustrate that financial gain will not be made following receipt of Covid support, and council funding. (Please refer to the Supplier Guidance Notes for more detail of what is needed to be provided).

Signed:	
Name:	
Position:	
On behalf of (Company)	
Company Registration Number:	
Company Address:	
Postcode:	
Date:	

Please return to Orkney Islands Council at [supplier.relief@orkney.gov.uk](mailto:supplier.relief@orkney.gov.uk)