

## Frequently Asked Questions

### **What is a Full Time Equivalent (FTE) Employee?**

Anyone who works a minimum of 30 hours per week counts as 1FTE employee.

How do I count seasonal employees? – for example a person working 30 hours a week for 3 months of the year would be .25FTE employee.

FTE's include business partners and directors. If a business partner or director works more than 30 hours per week they will still count as 1 FTE.

### **What are Fixed Costs?**

A fixed cost is an expense that remains constant for a period of time irrespective of the amount of goods or services produced or sold. For standard operations, they will not change on a daily, monthly or quarterly basis apart from small inflationary increases over time and will be incurred for the purposes of the business. They may be bound by the length of a contract or a payment schedule.

Examples of fixed costs could include but are not limited to, monthly rental payments, rates, electricity and gas, staff salaries, pension payments and National Insurance contributions (unless paid on a piecemeal or time basis), water rates, broadband and telephone line rental, mortgage and loan repayments, vehicle leasing and maintenance and accounting and legal costs, but they can change depending upon the sector the business operates in.

### **How is the grant amount I am awarded decided upon?**

The amount of grant you are awarded will be based on the information provided in the application form and supporting documents. In taking decisions on the appropriate level of grant, local authorities will take into account the level of fixed costs faced by the business, the number of employees, whether businesses have had to close completely and are unable to trade online and the consequent scale of impact of COVID-19 losses. Using the information provided in the application and supporting documents the applications are scored according to a shared matrix (Devon wide) and paid in accordance with that system, incorporating individual authority weighting/prioritisation.