Guidance Document for creating a Company Profile
Step one when applying for a Better Business Grant

To apply for a Better Business Productivity, Visitor Economy Development, Skills, or Apprenticeship Grant, you first need to set up a Company Profile. This guide lists all the questions you'll need to answer for your Company Profile so you can get everything ready beforehand. Remember, each business can only have one Company Profile, and this profile will be used to manage all of your Better Business grants.

Please Note If you already have a Company Profile from 2025 you do not need to create a new one in 2026. On revisiting the portal, you will be prompted to verify your Company Profile information before making a new application in 2026.

Completing the Company Profile

Your Details

Question	Guidance
Position in company	Input your position in company e.g. Managing Director.
Telephone	Input the best phone number for Jersey Business to contact you to discuss your application for the grant.
How did you hear about the grants?	Select from the drop-down menu that best describes how you found out about the grants.

Company Details

Question	Guidance
Company name	Input the registered name of the company; this can be found on official documents like the business license document.
Company address	Input the registered address of the company.
Business license number	Input the business license number, this number can be found on your combined employer return.
TIN (Taxpayer Identification Number)	Enter your Taxpayer Identification Number (TIN), which appears on your Revenue Jersey Tax documents. The number should be ten digits in length.
Authorised Signatory	Please provide the full name of the individual who has legal authority to sign documents and make final decisions for the company or organisation regarding this grant application.
Are you part of a Jersey – based parent company?	Select yes if the company is a subsidiary of another Jersey company.
What type of entity is your business?	Select the legal structure of the company from the list provided. The options are LTD, LLP, LLC or foundation, Sole Trader, Partnership or Not for Profit/Charity. This information can be found on the company's registration documents.

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Business Sector	Select the sector in which the company operates from the list provided. Choose the sector that best fits your company.
How long have you been trading?	Select the length of time the company has been actively trading from the list provided, this may be different from the company set up date. This will inform us which grants you are eligible for. (6 months to 18 months are eligible for minor grant and 18+ months are eligible for major grants).
When did you start trading?	Enter the date when the company began active trading; you can find this information in the company's registration documents.
Are you a not for profit or charity?	Select yes if you are a not-for-profit or registered charity organisation. If you select yes to this question, you will then be prompted to provide your registered charity number.
Have you received or are you in the process of applying for other government grants this year?	Select yes if the company has been in receipt of other grants from the government of Jersey for this year. If you select yes to this question, later in the application you will be asked to provide further details of these grants.
Do you operate as part of the visitor economy?	Select yes if your business is related to tourism or hospitality (including visitor accommodation, visitor experiences, and hospitality businesses). There is an additional grant for Visitor Economy businesses; by answering yes and providing evidence you will be able to apply for this grant in addition to the other grants available
Are you on an agreed time to pay payment plan? *This applies to businesses who have an agreed tax payment plan with the Government of Jersey.*	Select yes if you are on an agreed time to pay payment plan with the Government of Jersey. This means that at some point in the past your business has fallen behind on its tax, social security, or other government payment obligations and you have agreed a repayment plan with the Government of Jersey. If you select yes to this question later in the application you will be asked to provide the Time to Pay (TTP) reference number, if known

Visitor Economy details (you will only see this section if you answered yes earlier in the application to being part of the visitor economy)

Question	Guidance
Visitor Economy details *businesses in the Visitor Economy that are eligible to apply for an additional grant aimed at building resilience in this sector. We are currently accepting Visitor Economy Development Grant applications from the Hospitality and Tourism sectors, including visitor accommodation, visitor*	Please share how you contribute to the Visitor Economy. We are currently accepting applications from the hospitality and tourism sectors, including visitor accommodation, visitor experiences, and hospitality businesses. If you believe that your business operates within the Visitor Economy but is not part of the above sectors, please provide details explaining why you feel your business is eligible to apply for a Visitor Economy Development Grant. You may want to share how your business engages with visitors to the island and how visitors contribute to your sales. Where possible please share data that may support your case.

experiences, and hospitality businesses. Please share which of these sectors you fit into below. If you believe that your business operates within the Visitor Economy but is not part of the above sectors, please provide details explaining why you feel your business is eligible to apply for a Visitor Economy Development Grant.	

Jersey-based Parent Company (you will only see this question if you answered yes earlier in the application to having a parent company)

Question	Guidance
Parent company name	Input the registered name of the Jersey parent company, this can be found on official documents like the business license document.
Are the people working in your business contracted by the parent company or an employing company?	Select yes if employees are contracted by the parent company or an employing company under the parent company. Businesses may be eligible for the grants if employees are contracted by either the parent company, an employing company under the same parent company or the company
Employing company TIN (Tax identification number)	Enter your Taxpayer Identification Number (TIN), of the employing company, which appears on your Revenue Jersey Tax documents. The number should be ten digits in length.
Employing company business license number	Input the business license number of the employing company, this number can be found on your combined employer return.

TTP Number (you will only see this question if you answered yes earlier in the application to having a TTP)

Question	Guidance
Time to Pay (TTP) arrangement reference number, if known	Earlier in the application you said yes to having a time to pay arrangement in place due to arrears on tax, social security and/or other obligations. Please input the time to pay arrangement reference number if you know it. Not all companies on a tax payment plan will have a reference number, however it would be helpful if you are able to provide it for us to efficiently verify your eligibility.

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Charity Number (you will only see this question if you answered yes earlier in the application to being a registered charity)

Question	Guidance
Charity registration number	Earlier in the application you said yes to being a registered charity. Please input the registration number for the charity. If you need further assistance, you can contact the Jersey Charity Commissioner https://charitycommissioner.je/ They should be able to provide you with the necessary information regarding your charity registration number.

Government Grants (you will only see this question if you answered yes earlier in the application to receiving other government grants)

Question	Guidance
Please provide details of the government grant you have received or are in the process of applying for this year	Earlier in the application you said that you are receiving other grants from the Government of Jersey this year. Please input details of the Government grant you have received in the past or are in the process of applying for. Select the 'add' button and add in the name, value, reason for the grant / type of project and awarding Government department. Then press submit. To edit or delete the details you have input press the downward arrow on the right-hand side of the table and a drop-down menu will appear to allow this. Here are links to some different Government of Jersey Grants that if you have received this year or are applying for you would need to state: • https://www.gov.je/Benefits/Grants/Pages/default.aspx • Arts grants and how to apply • Connect Me: connecting our communities grant scheme • Rural and Marine Economy (Support Schemes) If your grant is not covered above, you will still need to tell us about it. Please note that having other grants from Government of Jersey does not make you ineligible to apply however grants must be for different projects.

Tell us about your employees

Question	Guidance
How many zero-hour employees do you have?	Input the number of employees on a zero-hour contract. This should be a whole number.
How many part-time employees do you have? Under 25 hours per week	Input the number of employees on part-time contracts (under 25 hours per week). This should be a whole number.
How many full-time employees do you have?	Input the number of employees on full-time contracts (over 25 hours per week). This should be a whole number.
Does your business have any employees on the trainee rate?	Select either yes or no

In your business (select one)	Select one of the two options
1.One or more employees are paid Minimum Wage or up to 10% over the Minimum wage. 2All your employees are paid at least 10% more than the current Minimum wage This question establishes if your company pays any employees the current minimum wage or up to 10% above.	**Please note** this question is for data collection purposes only and will not impact your eligibility. To calculate an hourly wage from an annual salary, follow these steps: Take the annual salary you want to convert. For example, £50,000. Take the number of contracted hours worked in a week. For example, 40 hours per week. Multiply your weekly hours by the number of work weeks per year i.e. 40 x 52. = 2,080 hours a year. Divide the annual salary by the total hours worked in a year to get the hourly wage. Example: £50,000 / 2,080 hours = £24.04 per hour.

This is the final question in the Company Profile set-up. After completing it, you'll be directed to the "My Grants" screen, where you can view all grants, your business is eligible to apply for.

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