



SHOPFRONT IMPROVEMENT GRANT APPLICATION FORM

Project address: Post code:	
Name of applicant: Address: Post code: Daytime telephone number: E-mail:	
Nature of applicant, e.g. householder, company, charity etc.	
Do you own the property for which you are seeking a grant? If not, please give name and address of freeholder and date the lease ends (you must obtain consent from the owner for the works)	YES / NO
Is the building listed as of architectural or historical importance? If yes please circle which category.	YES / NO A B C(s)
You have to comply with all statutory consents. Date applied for: Date awarded/expected:	Planning Permission Listed Building Consent Building Warrant
Will any jobs result or be safeguarded through this project? Please state numbers (full or part-time):	Construction Retail / Service Cultural / Other
What is the current use of the premises?	
What is the proposed use of the premises? Please describe the project proposal in detail:	

<p>Please give names and addresses of the architect/designer:</p> <p>Other (e.g. structural engineer):</p>	
<p>Please give estimated costs of work.</p> <p>Construction costs:</p> <p>Professional fees:</p> <p>Total:</p> <p>VAT:</p> <p>Total grant eligible costs:</p>	<p>£ _____</p> <p>£ _____</p> <p>£ _____</p> <p>£ _____</p> <p>£ _____</p>
<p>Is VAT reclaimable? Grant is only paid on VAT if VAT is not reclaimable by the applicant.</p>	<p>YES / NO</p>
<p>Have you applied for a grant from any other source? If yes, provide details:</p>	<p>YES / NO</p>
<p>What is the programme of works? Contract starting date: Contract end date (practical completion):</p>	
<p>Checklist: Please confirm that you have included one copy of the following with this application.</p> <p>Please note that an incomplete application would be invalid until the submission of all requested documents.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory Permissions <input type="checkbox"/> Consent of owner (if not applicant) <input type="checkbox"/> Confirmation of VAT status <input type="checkbox"/> Detailed drawings and specifications of the works <input type="checkbox"/> A tender report including at least three competitive tenders/estimates <input type="checkbox"/> The prized bill of quantities of the tender you wish to accept/ indication which estimate you wish to accept <input type="checkbox"/> The programme of works (if applicable) <input type="checkbox"/> Any other grant offers for the same work <input type="checkbox"/> Photograph of the current shopfront
<p>Declaration:</p>	<p>I, the applicant / organisation accept that all grants are discretionary and that they will be subject to the terms and conditions of a legal agreement.</p>
<p>Signature:</p>	<p>Signed _____ Date _____</p>

