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**Application Form**

**Cumberland High Street Building Grants 2023/24**

This form is used to assess whether businesses are eligible for the High Street Building Grant for the financial year 2023/24. Please check the eligibility criteria detailed within the High Street Building Grant Guidance before applying. We aim to make decisions as promptly as possible, however this is dependent on all the necessary information being submitted. Please take time to ensure the form is completed correctly, in full, with all additional requested documents attached. Once complete, please return in full to [highstreetgrants@cumberland.gov.uk](mailto:highstreetgrants@cumberland.gov.uk).

For information on how we will process any personal information you provide to us, please visit our Privacy Notice at <https://www.cumberland.gov.uk/your-council/data-protection-and-privacy/privacy-notice>

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| Please indicate which scheme you are applying for: | |
| **Priority A** – Empty Property Scheme | **Priority B** – Facelift Scheme |

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| **Applicant Details** | |
| **Applicant Name** |  |
| **Contact Name** |  |
| **Position** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Preferred contact postal address** |  |

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| **Property Details** | | |
| Address of property that support is being applied for (you will need to provide evidence of your right to occupy this property). |  | |
| Which use does/will the property fall within (please tick) | * A1 – Retail Shop * A2 – Financial & Professional Services * A3 – Restaurants & Cafes * A4 – Drinking Establishments * B1 – Business Offices * D2 – Leisure * Other (please specify): | |
| Do you require planning permission of any kind, including change of use, listed building or advertisement consent?  If so, has an application been submitted/approved? | * Yes * Submitted * Still to be submitted | * No * Approved |
| Is the property a listed Building? | * Yes | * No |
| If not already, will you be making the property wheelchair accessible? | * Yes * No | * Already Accessible |
| **For Priority A applications**  Approximately how long has the property been unoccupied for?  When will the property be occupied?  How much commercial floorspace will be redeveloped/occupied on completion (m2)?  If you are a business relocating how much floorspace do you currently occupy (m2)?  If new jobs will be created by the project please state how many, whether full or part time and in which financial year. |  | |
| **For Priority B applications**  What is the commercial floorspace of your property (m2)? |  | |

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| **Project Works and Costs** | | | | | | |
| Please provide a summary of the works to be carried out: | | | | | | |
| Please provide a breakdown of costs related to the works. To ensure value for money please provide 3 quotes for each element of work. Please attach copies of ALL quotes received. | | | | | | |
| Items work to be undertaken | Quoted costs exclusive of VAT | VAT if applicable | | Supplier name | | Insert X to show accepted quote |
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| Insert the total costs of the project using the preferred suppliers. | | | | | £ | |
| If for any reason you do not intend to use the contractor with the lowest quote, please detail why: | | | | | | |
| Are you VAT registered? | | |  | | | |
| Are you able to reclaim the VAT on any of the works (please note we will not pay grant on any VAT that is recoverable)? | | |  | | | |
| Are you receiving any other grant or subsidy towards the works? If so, please state how much and from whom. | | |  | | | |
| Proposed start date for the works. | | |  | | | |
| Proposed completion date for the works. | | |  | | | |
| P*lease check that your proposed contractors are available to do the works during the period stated above.* | | | | | | |

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| **Level of Grant Being Applied For** | |
| Total cost of project, excluding any VAT you can recover, including any VAT you are unable to recover: | £ |
| Applicants Contribution: | £ |
| Other grants or subsidies: | £ |
| Grant amount requested:  *This can be up to 50% of project costs to a maximum value of £35,000 for Priority A applications and 50% of project costs to a maximum value of £5,000 for Priority B applications. Where other grants/subsidies are being obtained the maximum sum will be the amount required to make the applicant’s contribution 50% of the final cost or £35,000 for Priority A projects and £5,000 for Priority B projects, whichever is the lower.* | £ |

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| **Verification** |
| If successful with your application, we will need to verify the account which will receive the grant funding.  The account details you provide must match the name of the business or individual listed on the business rates bill, lease agreement, title deeds or mortgage statement.  The bank statement which you will be required to supply must also match the account details provided. |
| **Bank Account Details**  Sort Code  Account Number  Account Name |

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| **Declarations & Subsidy Control** |
| Please read carefully and confirm the following:  I declare that the information on this form is correct to the best of my knowledge and belief.   * I declare   I also understand that it is a criminal offence to make a statement or representation that I know to be false.   * I confirm   I confirm that the grant requested would fall within the subsidy allowance for this period, and not exceed the threshold to enable the Council and organisation to record and demonstrate that they are within the minimal financial exemption. See section 6 of Guidance for Applicants.   * I confirm   I understand that recovery action may be taken if the recipient of a grant is subsequently found to be ineligible.   * I confirm   I confirm that no works subject to this grant application have commenced on site.   * I confirm   I understand that Cumberland Council is under a duty to protect the public funds it administers and may verify the information provided on this form with other departments, government agencies and other local authorities for the prevention of and detection of fraud.   * I confirm |
| **Signature:**  **Print Name:**    **Position:** |

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| **IMPORTANT: Evidence required for a complete application**  In order to fully assess your application, we need the following supporting documents. Please submit these with your completed application form. | | |
| **Information** | **Evidence Required** | **Comment** |
| Payment details. | Copy of bank statement clearly showing name, address, sort code and account number. | This must match the name of the business or individual listed on the rates bill, lease agreement, title deeds or mortgage statement. |
| Evidence of your right to occupy the premise you are applying from. | You will need to provide a copy of your current lease agreement or title deeds/mortgage statement if you own the property. |  |
| Evidence that your landlord/property owner has granted permission for the works to be undertaken. | Letter from landlord/property owner. |  |
| Evidence of how you will use the money. | Please submit three quotes for the works, from professional contractors/suppliers. If the works are to be split into several packages we require three quotes for each package. | We need clear evidence that the fund will be used properly and in line with the guidance provided above. If there is any doubt around how the fund will be used, a grant will not be awarded. |
| Drawings, photographs and planning permission. | Please provide copies of any drawings that have been prepared, before photographs of the relevant parts of the building for which the grant will be used and a copy of any planning permissions if required. |  |
| Evidence that your project is viable. (Priority A projects only.) | Please provide proof of match funding (your share).  If you are a landlord please provide confirmation that you have a prospective tenant. If you are a leaseholder please provide a copy of your 12 month business plan. |  |