**Failsworth A62 corridor Business Improvement Grants – Application Form**

**Who can apply?**

Applications are welcome from:

* New and existing independent businesses that are located within the A62 Failsworth corridor or wish to locate there. The boundary of the A62 corridor for the purposes of the grants is set out on the attached map. Please note: The definition of independent business does not include national or regional chains/multiples.
* Owners or occupiers of premises who wish to improve their building fronts and/or empty premises within the Failsworth A62 corridor.
* Owners or occupiers of premises who wish to carry out internal improvements that will grow the business and create jobs.

Priority will be given to applications that maximise external visual improvement, have a sustainable business plan, where the improvement is likely to be long lasting and where there will be business growth.

Applications will not normally be accepted from take-aways, charity shops, night clubs, taxi uses except in exceptional circumstances.

**What can be funded? (Eligible Works)**

* Initiatives to improve the external appearance of premises, e.g restoring traditional detailing, joinery, iron work and stonework. Removal of redundant or unsightly features.
* Initiatives to bring an empty building back into use.
* Improvements to shop fronts and cleaning/decoration of the building front in an appropriate style. E.g. cleaning brickwork and general repairs, new shop fronts/ fascia etc.
* New/replacement signage which improves the appearance of the premises.

**What cannot be funded? (Ineligible works)**

* The ongoing revenue costs of a project– should there be an on-going cost, the applicant must commit to providing this.
* Works that have commenced or completed before an offer of grant has been made.
* Professional fees e.g. architectural fees, planning or building regulation fees.
* Initiatives promoting a political party or that conflict with existing Council priorities.

**How much grant can I apply for?**

Generally, grants of up to 50% of the eligible costs are available (excluding fees). The maximum grant will normally be £3,000. Applicants are expected to fund the balance of the costs. The Council will only award the minimum amount required to secure the implementation of the project. All applications are assessed on their individual merits.

The information to be filled out in this form will be used to process the application and assess the suitability of the proposed project. Please refer to the Guidance Notes when completing the form.

1. **Business/Organisation Name:**

**2) Applicant’s Name:**

**3) Telephone (during office hours):**

**4) Email address:**

**5) Address for Correspondence:**

**6) Where did you find out about the Failsworth Business Improvement Grants?**

**7) Address of the premises to be improved:**

**8) Type of application (please tick all that apply)**

* Improvements to external appearance of the building………………………………………………………….
* Internal alterations………………………………………………………………………………………………………………..
* Other……………………………………………………………………………………………………………………………………..

**9) Is the property currently vacant? (delete as applicable) Yes/No**

**10) What is the current use of the property or if vacant, what was its last known use?**

**11) What is the proposed use of the property? (This may be the same)**

**12) What do you need the grant for? Please describe all the works to be undertaken.**

**13) Do you:**

 **Own the premises? Yes/No (delete as applicable)**

 **Rent the premises?\* Yes/No (delete as applicable)**

 **Lease the premises?\* Yes/No (delete as applicable)**

**\*When does the lease/freehold run out?.............................................................................................** You will need to include your landlord’s written consent for improvements or change in use of the premises.

 **Other (please explain in the box below)**

**14 a) Do you pay Business Rates on this property? Yes/ No (delete as applicable)**

**14b) Are your payments up to date? Yes/ No (delete as applicable)**

If there are any outstanding monies, this could prejudice your application being accepted. As part of the application assessment process, we will check your business rate account.

**15) Do you have all the relevant permissions in place to undertake this work?**

1. **Planning permission Yes/No/Pending/Not applicable (delete as applicable)**
2. **Advertisement Consent Yes/No/Pending/Not applicable (delete as applicable)**
3. **Building Regulations approval Yes/No/Pending/Not applicable (delete as applicable)**

If yes, please quote your application references………………………………………………………………………………….

Please note, any grant offer will only be made subject to these permissions being in place, if they are required.

**16) Describe how this proposal will improve the vibrancy of the Failsworth A62 corridor and help your business grow. Please refer to and provide a copy of your business plan.**

**17) Explain how the proposal will result in any employment and/or work experience opportunities.**

**18) What are the costs of the project? Please summarise the costs below:**

|  |  |
| --- | --- |
| **Internal works (please list)** | **Cost** |
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|  |  |
|  |  |
|  |  |
|  |  |
| **External works (please list)** |  |
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|  |  |
|  |  |
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|  |  |
| **Other costs (please list)** |  |
|  |  |
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|  |  |
|  |  |
| **Total Costs** |  |

**Please attach at least 3 official quotations and itemised estimates for the work proposed. Do not include fees in these costs. Refer to the guidance notes.**

**19) How much Grant are you seeking? £…………………………**

 **Contribution from others (describe…………………………………………………) £…………………………**

 **Contribution made by applicant £…………………………**

 **Reserves £………………………..**

**20) Are you seeking any funding from other parties/organizations? Yes/No (delete as applicable)**

If yes, please supply details of how much and from whom you are seeking the funding from.

**21) Does any person connected with this application have any relationship with any elected member of officer of Oldham Council? Yes/No (delete as applicable)**

If yes, please supply details below.

**22) Have you consulted/informed any other parties about your proposal? E.g adjoining premises, local business group, local Councillors, etc. Please give details:**

**23) Have you attached all your supporting documentation? (delete as applicable)**

 **Business or project plan Yes/No**

 **Cash flow and profitability forecast Yes/No**

 **Bank Loan agreement Yes/No/NA**

 **Bank Statements Yes/No**

 **Last 2 years audited accounts Yes/No/NA**

 **Bank Reference Form Yes/No**

 **Planning Permission Yes/No/NA**

 **Building Control permission Yes/No/NA**

 **Advertisement Consent Yes/No/NA**

 **Lease/Freehold Document Yes/No**

 **Licence/Certificate Yes/No**

 **Permission from landlord to carry out works Yes/No/Pending**

 **Min of 3 quotations for the proposed works Yes/No**

**Please list all other supporting documentation (not listed above) that form part of the application. (Include scale drawings, plans, quotations and project documents, etc)**

**24) Declaration**

When you have completed the application, please sign this declaration and return the completed form to: **Neighbourhoods Directorate, Invest in Oldham, Civic Centre, West Street, Oldham, OL1 1UH or email** **invest@oldham.gov.uk**

Please print:

Name………………………………………………………………………………………………………………………………………………….

Position………………………………………………………………………………………………………………………………………………

To the best of my knowledge, the information I have provided on this application form is correct.

I agree that if Oldham Council agrees to make a grant, this will be used exclusively for the purposes described in the application.

I agree to acknowledge Oldham Councils support in any literature, publicity.

I agree to inform the Council’s appointed officer, if I receive funding towards this project from other organisations and understand that failure to do so may affect my application.

By signing this form, I consent to Oldham Council checking business rate accounts, licensing and planning history of the premises named in the application.

**Signed:…………………………………………………………………………………………………………………………………..**

**Date………………………………………………………………………………………………………………………………………..**

Note: Information about the project and any subsequent grant offer may be publicised on the Council website and in public material for publicity purposes and to increase awareness about the Business Improvement grant scheme. Personal information will not be disclosed without the prior agreement of those concerned, unless required by law.