



Wakefield Towns Fund – Bread Street Shop Improvement Grant Scheme

Before you start to complete the form you should make sure that you have read and understood the **Application Guidance Notes**. If completing the form manually please write clearly in black ink or type your answers.

Check your application carefully before you send it to us and make sure you have answered all the questions and sent all the information we have asked for. Please use the spaces provided to give us your answers. If there is not enough space, please continue on no more than one side of A4 for any question. Write your business name and address on any additional sheets. When you send us your application, please include any additional supporting information.

After completion, please return to:

Elisa Atkinson, Towns Fund Development Officer, Strategic Housing and Regeneration, Wakefield One, Burton Street, Wakefield, WF1 2EB or email: majorprojects@wakefield.gov.uk

DOCUMENTS NEEDED WITH YOUR APPLICATION

The following information should be included with your application (where applicable):

- 1) Proof of ownership and/or occupation of the property (e.g. under a lease). If applicable, this should include evidence of the length of lease remaining on the property and, if you are a leaseholder, you will need to provide evidence that you have the owner's permission.
- 2) If the proposed works require any statutory consents (such as planning permission, listed building consent or building regulation consent), copies of the relevant notifications must be attached. Fees associated with these are all eligible for grant and should be secured prior to applying for funding.
- 3) Proof that the applicant's contribution towards the cost of the improvement works is secured (i.e. copy of bank statement, loan offer letter, evidence of any bank loans or other sources of finance (if any) that will be used to fund the project etc) if applicable.
- 4) Evidence that you have or are in the process of opening a business bank account.
- 5) Three quotes are required for proposed improvement works. In some circumstances, where the project requires a specialist supplier, one quote may be accepted. Applicants wishing to submit one quote may be asked to provide additional information to demonstrate that there are no alternative suppliers.

Your quotes must provide a clear breakdown of the work to be undertaken along with details of materials and a method statement.

Wakefield Council may send a nominated Council Officer to the applicant's premises to assess whether the quotations provided are value for money.

Quotations that do not demonstrate value for money will be rejected.

- 6) Wakefield Council may at its discretion request additional supporting information not listed

above.

What happens next?

If the application is successful a formal grant offer will be made and the applicant will be required to enter into a formal contract with Wakefield Council. Below is a summary of the main conditions in the grant offer (typical but not exhaustive):

1. Project Records

Applicants must keep all records of the project, including financial records for a period of 7 years and make these available to Wakefield Council upon reasonable request.

2. Non-transferable

The grant is not transferable to another property or person.

3. Site Inspection

A nominated Wakefield Council Officer will visit the property once the works have been completed (Shop Improvement Grant).

4. Publicity

Wakefield Council will have the right to use the applicant's project as an example for publicity and promotional purposes.

5. Payment of Grant

Grant payments will be made in arrears upon receipt of a completed claim form and a receipted copy of the invoices(s) showing the amounts that have been paid along with evidence of defrayment through the applicant's bank account, i.e. a bank statement.

A copy of the claim form will be supplied to the applicant with their grant offer letter.

Consideration may be given to interim grant payments for larger projects.

GDPR

The information you provide on this form will be stored and used in accordance with GDPR legislation. The information provided may be shared with our partners and third party organisations including the Department for Communities and Local Government, Department for Business, Innovation and Skills, and relevant officers of Wakefield Council for the purpose of administering the Bread Street Shop Improvement Grant Scheme including provision of support, monitoring and evaluation.

Equal Opportunities

We are committed to equality of opportunity for all people, completion of this section is necessary as it will ensure this is happening. This section refers only to the person completing the form.

Do you consider yourself to be disabled? No Yes

| YOUR PERSONAL INFORMATION - SECTION 1 | | | | | |
|---------------------------------------|--|-------------|--|---------|--|
| Title | | Forename(s) | | Surname | |
| Home Address | | | | | |
| Postcode | | Telephone | | Mobile | |

| | |
|--|--|
| Email | |
| Number of Years at current address | |
| If less than 5 years, provide previous address (below) | |
| | |
| Residential status | |
| Are you a British Citizen? | |
| If no, do you have leave to remain in the UK? (please specify) | |
| Do you have any specific communications requirements? E.g. Large Print:Tape: Textphone: Braille | |
| What other local business support provision have you utilised | |

YOUR BUSINESS DETAILS / PROJECT DESCRIPTION – SECTION 2

| | | | | | |
|---|---|---|---------------------------|--|--|
| Business name | | | | | |
| Business trading address (or intended address if new start-up) | | | | | |
| Postcode | | Business telephone | | Business mobile | |
| Business email | | Business Website | | | |
| Nature of main business activity description | | | | | |
| Number of employees | | | | | |
| Is the business already trading? | Yes / No | If 'Yes' – give start date | | If 'No' – give estimated start date | |
| Status of business | Sole proprietor <input type="checkbox"/> | Limited company <input type="checkbox"/> | Registered number: | | |
| | Partnership <input type="checkbox"/> | Other (state) <input type="checkbox"/> | | | |
| VAT registered? | Yes / No | If 'Yes' – give VAT registration number | | | |
| Is business a registered charity | Yes / No | If yes, give registration number | | | |

BUSINESS BANK ACCOUNT

| | | | |
|------------------------|---------------------|------------------|-----------------------|
| Name of Account | Name of Bank | Sort code | Account number |
|------------------------|---------------------|------------------|-----------------------|

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DETAILS OF GRANT SECTION 3

| | |
|-------------------------|---|
| Amount Requested | £ |
|-------------------------|---|

Proposed project & benefits (describe what you intend to do, the reasons and the benefits the proposed project will have on your business and the local area). **Please pay particular attention to this section of the application as this information forms an integral part of the decision process. Please attach plans where possible.**

Please provide a breakdown of **total expenditure** for the project (including VAT) together with 3 written quotes (if applicable).

| Description | Amount |
|--------------|--------|
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| | |
| | |
| Total | |

Please provide a breakdown of **total income** for the project (including VAT). Please complete details below:

| Description | Amount |
|--|--------|
| Own funds | |
| Bank overdraft or loan | |
| HP / leasing | |
| REF grant | |
| If other, please specify source | |
| Total | |

| | |
|-----------------------------------|--|
| How will the grant benefit | |
|-----------------------------------|--|

| | |
|--|--|
| the development of your business plans? | |
| If you do not receive the full amount of grant requested please indicate how you intend to proceed with the project and fund the difference? | |

| TIMESCALES – SECTION 4 | | |
|--|------|--|
| Project start date? | | |
| Project end date? ? If the project will be completed in stages, please indicate the completion date for each stage. Please note: Works will need to be completed within 6 months of acceptance of the grant offer. | | |
| Stage | Date | |
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| PROPERTY DETAILS – SECTION 5 | | |
|---|--|--|
| Do you own the freehold to the property? | Yes / No | |
| If you are the leaseholder/tenant - do you have permission from the freeholder to undertake the shop improvements (Only for Shop Improvement Scheme)? | Yes / No (if permission is required please attach evidence of this to the application) | |
| Name and address of owner if different to the applicant: | | |
| Is the building insured? | Yes / No (please attach a copy of the policy) | |

| | |
|--|---|
| Do you have Public Liability insurance? | Yes / No (please attach a copy of your policy) |
| What is the property currently used for? | |
| Is the use of the property likely to change in the future? | Yes / No (If yes, please give details) |
| Does the grant application relate to whole or part of the building? | Whole /Part (If part, please give details) |
| Do you own or occupy any other commercial properties in the Wakefield District? | Yes / No (If yes, please give details) |

EXISTING RELATIONSHIP WITH WAKEFIELD COUNCIL

| |
|--|
| Are you related to, or a business partner of: |
| An elected member of Wakefield Council? |
| An employee of Wakefield Council? |
| A corporate body with which any member or employee of Wakefield Council is associated? |
| If you answered YES to any of the above, please give details: |

DECLARATION

I/We* certify that the above information and any other information given in support of this application is truthful and accurate.

I/We agree that the representatives of Wakefield Council may make any checks that they feel necessary regarding this information in order to help make a decision on the application for a grant.

I/We* understand that further information may be required.

I/We further declare that the assistance which is the subject of this application will be solely used for the purpose stated above and proof will be supplied to confirm the expenditure.

I/We* understand that, if I/we* dispose of any asset acquired with the assistance of this grant within three years I/we* may be liable to repay some or all of any grant monies awarded

I/We understand that the Grant is discretionary, should not be regarded as automatic in any circumstances and Wakefield Council is not obliged to give any reason if the application is declined.

I/We accept that any decision is final.

I/We hereby agree that information provided in this application and supporting information may be shared with Wakefield Council's Departments.

I/We* give Wakefield Council authority to contact our Bank and Advisers if required.

I/We* accept our responsibilities for Health and Safety before and during the implementation of the improvements.

I/We hereby agree that Wakefield Council may use the business supported under this scheme for the purposes of marketing and publicity.

* Delete as appropriate

Declaration

I confirm that the information provided above is correct and acknowledge that the support I will (have) receive(d) was funded by Wakefield Council's Bread Street Shop Improvement Grant Scheme, provided as part of the Council's Towns Fund project delivery. I understand that I have a duty to declare should the total publicly funded support I receive exceed the current limit in accordance with the Government's Subsidy Control rules.

| | Applicant 1 | Applicant 2 |
|--------------------------------------|--------------------|--------------------|
| Signature | | |
| Position | | |
| Company/Organisation | | |
| | | |
| | Landlord | Agent |
| Landlord or Agent's Signature | | |
| Date | | |

OFFICE USE ONLY

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Name of Applicant:

Application reference number:

Date received:

Target date for decision:

| Details of other Assistance/Subsidy Received | | | |
|--|------------------------------------|-----------------------------------|-------------------------------------|
| Organisation Providing the Assistance/Subsidy | Value of Assistance/Subsidy | Date of Assistance/Subsidy | Nature of Assistance/Subsidy |
| | | | |