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| East Lothian Council and Haddington & District Community Council  **Haddington Shopfront Improvement Grant Scheme 2024**  **Grant Application Form** |

This is a grant application form to seek funding to support a shopfront improvement project in Haddington ONLY. Please read the guidance notes before submitting this form. Once you have completed this application form please email it to the Economic Development Regeneration Team at East Lothian Council - [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)

**Purpose of the funding**

The UK Shared Prosperity Fund (UKSPF) is funded by the UK Government, providing all areas of the UK with an allocation of funding to invest in domestic priorities and targeting funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.

East Lothian Council is making a proportion of its UKSPF funding allocation available through grant funding for projects and has worked in collaboration with Haddington & District Community Council to develop the **Haddington Shopfront Improvement Grant Scheme 2024.**

The supported projects must be able to demonstrate the wider aims and potential benefits that will be provided to the businesses and organisations within Haddington town centre and the wider community.

The **Haddington** **Shopfront Improvement Grant Scheme 2024** will invite applications from retail properties in Haddington town centre ONLY to assist with the delivery of capital project costs related to shopfront repairs and improvements.

Further information about the **Haddington** **Shopfront Improvement Grant Scheme 2024** is available from the Council’s website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

**Key conditions of the funding**

* The **Haddington** **Shopfront Improvement Grant Scheme 2024** is a collaborative project developed by Haddington & District Community Council and East Lothian Council. The scheme will be administered generally, and grant payments made, by East Lothian Council.
* All project work funded by the **Haddington** **Shopfront Improvement Grant Scheme 2024** must be completed, and ALL grant claims made, by 28th February 2025.
* Any funding awarded is for capital expenditure only and all eligible costs must exclude reclaimable Value Added Tax.
* The Grantee will notify East Lothian Council, as the grant administrator, as soon as possible if an underspend is anticipated.
* If the Grantee does not use the grant in the financial year 2024/25, unused grant is to be repaid to East Lothian Council unless otherwise agreed in writing.
* No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
* The Grantee shall keep Haddington & District Community Council and East Lothian Council informed of the use of their grant through the submission of an end of project evaluation. East Lothian Council, as the grant administrator, will issue a template for these returns to successful applicants.
* The Grantee shall, where reasonably practicable, acknowledge in all publicity material relating to the funded project, the contribution of Haddington & District Community Council, East Lothian Council and the UKSPF funding in a manner to be agreed in advance.

It is recommended that you read the full **Haddington** **Shopfront Improvement Grant Scheme 2024** Guidance Notes before proceeding with your application.

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| **For Official Use Only** | | | |
| **Date Received** |  | **Reference No.** |  |
| **Lead Officer** |  | **Assessment Score** |  |

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| **Section A – Business / Organisation Details** | | | | | | |
| 1 | Legal Name of Applicant |  | | | | |
| 2 | Trading Name of Applicant | *If different from above* | | | | |
| 3 | Registered Address  Postcode |  | | | | |
| 4 | Correspondence Address  Postcode | *If different from above* | | | | |
| 6 | Is the Applicant a registered Charity or SCIO?  Charity / SCIO Number | YES / NO *- Delete as appropriate*  *If applicable* | | | | |
| 7 | Date business established. | Month | | | Year | |
| 8 | Number of Employees |  | | | |
| 9 | Is the Applicant employed by, representative of, elected member of, or related to an employee of, East Lothian Council? | YES / NO *- Delete as appropriate*  Provide Details: *If applicable* | | | |
| 10 | VAT Registered | YES / NO | VAT Reg. No. | *If applicable* | |
| 11 | Digital / Social Media | *Provide details of digital / social media links – Website, Twitter, Facebook, Instagram etc.* | | | |
| **Project Contact Details** | | **Primary Contact** | | **Secondary Contact** | |
| 12 | Name | *First Name, Surname* | | *If Applicable* | |
| 13 | Business / Organisation Position | *Director, Sole Trader, Chairperson, Secretary, Treasurer etc.* | |  | |
| 14 | e-mail Address |  | |  | |
| 15 | Phone Number | *Landline or mobile* | |  | |

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| **Section B – Project Details** | | | | | | | | | |
| 16 | | Project Address  Postcode | |  | | | | | |
| 17 | | Brief Description of Proposed Works | | *Provide a short descriptive summary for the proposed project including proposed materials, signage proposals and any change of colour. Please attach any specifications, drawings, photos, mock ups etc.*  *Maximum 250 words* | | | | | |
| **Scoring -** *The following criteria will be used to score each application, ensuring the project meets the necessary outputs for the funding and prioritises regeneration opportunities across East Lothian. Please provide a short statement and any supporting information relevant to the application.* | | | | | | | | | |
| 18 | | Evidence of Need | | *Summarise the demonstrable need for the project including the current condition of the shopfront.* | | | | | |
| 19 | | Quality of Proposals | | *Summarise how a high standard of design and workmanship will be delivered. This is particularly important where works are proposed in a Conservation Area.* | | | | | |
| 20 | | Status of Property | | *State the current occupancy of the property (Empty, tenant etc.) and any anticipated change once the improvement project is delivered.* | | | | | |
| 21 | | Impact of the Project | | *Summarise the anticipated impact that the project will have within the community. This could be visual, social, economic etc.* | | | | | |
| 22 | | Deliverability of the Project | | *Summarise the likely deliverability for the project, including timescales, full project funding potential, and an assessment on the any barriers that may hinder progress* | | | | | |
| 23 | | Business Viability | | *Summarise how the project will help contribute to achieving a long term sustainable / viable operation. Can include estimated running costs, income generation potential etc.* | | | | | |
| 24 | | Will the project contribute to Climate Mitigation and Adaptation? | | *Where appropriate summarise the projects approach to mitigating, and adapting to, the impact of climate change. Please refer to the Outcomes within the East Lothian Council Climate Strategy.*  *More details on the Outcomes within the East Lothian Council Climate Strategy can be found at:* [*Climate Change Strategy 2020-2025 | East Lothian Council*](https://www.eastlothian.gov.uk/downloads/file/29179/climate_change_strategy_2020-2025) | | | | | |
| 25 | | Professional Advisor  *Architect / Surveyor etc.* | | YES / NO *- Delete as appropriate*  Provide Details: *If applicable* | | | | | |
| 26 | | Details of formal consents for the project  *(With dates and reference. numbers where applicable)* | | Listed Building Consent: YES / NO  Ref. No:  Date:  Planning Permission: YES / NO  Ref. No:  Date:  Building Warrant: YES / NO  Ref. No:  Date:  Other: *Please provide details* | | | | | |
| 38 | | Interest in property | | 🞏 Property Owner – *Please provide proof of property title.*  🞏 Lease Holder – *Please provide proof of property lease.*  🞏 Other – *Please provide details* | | | | | |
| 39 | | Property Insurance | | YES / NO *- Please provide proof of property insurance* | | | | | |
| 40 | | Owner Consent Enclosed | | YES / NO  *If the applicant is not the owner, written consent from the owner(s) must be submitted* | | | | | |
| 41 | | Project Programme / Timescale | | Proposed Start Date | | |  | | |
| Proposed Completion Date | | |  | | |
| Other key timescales / dates | | *Please add any other relevant timescales which may affect delivery of the project.* | | | | | |
| **Section C – Finance** | | | | | | | | |
|  | Summary of Competitive Quotes for the Project  *A minimum of 2 quotes are required. If it has not been possible to obtain competitive quotes, please explain why.* | | Work Element *– Joinery, Decoration etc.* | | | Cost (£) | | |
| Quote 1 *– Insert Name* | | | £ | | |
| Quote 2 *– Insert Name* | | | £ | | |
| **Lowest Quote** | | | **£** | | |
| Work Element *– Joinery, Decoration etc.* | | | Cost (£) | | |
| Quote 1 *– Insert Name* | | | £ | | |
| Quote 2 *– Insert Name* | | | £ | | |
| **Lowest Quote** | | | **£** | | |
| **Total Lowest Quote(s)** | | | **£** | | |
| 43 | Total Project Costs | | A – Total Lowest Quote(s) | | | £ | | |
| B – Professional Fees *If applicable* | | | £ | | |
| C – Statutory Fees *If applicable* | | | £ | | |
| D – Other Costs *If applicable* | | | £ | | |
| **Total = A + B + C + D** | | | **£** | | |
| 44 | Other Funding Sources  *Please confirm any other funding sources for the works including own funds*  *Please confirm funding status*  *A = Approved; P = Pending* | | Funding Source | | | Amount (£) | | Status |
|  | | | £ | | A / P |
|  | | | £ | | A / P |
|  | | | £ | | A / P |
| **Total** | | | **£** | | |
|  |  | |  | | | | | |
| 45 | Shopfront Improvement Grant Scheme Grant Request | | **£** | | | | | |
| **Please Note: The MAXIMUM Haddington Shopfront Improvement Grant Scheme Grant Request is £3,000** | | | | | | | | |
| 46 | Business / Organisation Bank Details | | Business / Organisation Account Name | |  | | | |
| Bank / Build Soc. Name | |  | | | |
| Bank / Build Soc. Address  Postcode | |  | | | |
| Sort Code *(6 digits)* | |  | | | |
| Account Number *(8 digits)* | |  | | | |
| Building Soc. Roll No.  *(If applicable)* | |  | | | |

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| **Section D – Privacy Notice** | |
| Section 1: Our Contact Details  Your personal information is being collected by:  Economic Development – Regeneration  East Lothian Council  John Muir House  Haddington, EH41 3HA  Email: [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)  Telephone: 01620 827827 | Data Controller  East Lothian Council  John Muir House  Haddington, EH41 3HA  Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)  Telephone: 01620 827827 |
| Section 2: Why We Need Your Personal Information  We use your personal information to process, assess, and manage your application for grant funding. East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds.  For more information, please visit:  <https://www.eastlothian.gov.uk/info/210598/access_to_information/12340/privacy_and_cookies/1> | |
| Section 3: Legal Information  In order for us to collect and use your information, we have to have a ‘legal basis’ for doing so. The legal basis for processing your personal information is you have given us consent to process your information.  The kinds of personal information we are collecting include:   * Name * Address * Names of people who share your address * Property ownership / lease details * Financial information   Section 4: Sharing and Transfer  We will be sharing your information with the following:   * Other services within East Lothian Council * UK Government Ministers   Your personal information will not be transferred outside of the UK.  Section 5: How long will we keep your personal information?  We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council’s Retention Schedule, please visit our website at www.eastlothian.gov.uk and search for ‘Retention Schedule’. | |
| Section 6: Your Rights  **You have the right:**   1. **to be informed about how your information will be used.** 2. **to access your personal information. Normally this is done by placing a ‘Subject Access Request’ with the Council. For more information on placing Subject Access Requests, please visit:**   www.eastlothian.gov.uk/info/210598/access\_to\_information/12300/access\_to\_information/1   1. **to ask us to correct inaccurate or incomplete information.** 2. **In certain circumstances, to have your personal information erased.** 3. **In certain circumstances, to ask us to limit the ways we use or share your information.** 4. **In certain circumstances, to ask us to move, copy or transfer your information to another organisation in an electronic format.** 5. **In certain circumstances, to object to the ways we process your information.** 6. **In circumstances where your data is processed automatically, without human intervention, to certain protections.**   You can find more information about data protection and your rights on the Information Commissioner’s Office (ICO) website at [www.ico.org.uk](http://www.ico.org.uk)  Section 7: Complaints  We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council’s Data Protection Officer using the contact details at the start of this Privacy Notice.  If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner’s Office (ICO). You can find further information about raising a concern with the ICO on their website: www.ico.org.uk/concerns  You can contact the ICO by post at:  Information Commissioner’s Office  Wycliffe House, Water Lane  Wilmslow  Cheshire SK9 5AF  Telephone: 0303 123 1113 / 01625 545 745  Section 8: Consent  Below we will ask for your consent in order to process your personal information. You have the right to withdraw this consent in whole or in part at any time by contacting the Council Service listed at the start of this Privacy Notice.  When you contact us, we will explain the consequences of withdrawing consent. If you choose to continue, we will stop using your personal information for the purpose(s) stated on this Privacy Notice.  Section 9: Information about other people  If you have provided anyone else’s personal information, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to process, assess, and manage your application for grant funding. | |

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| **Section E - Declaration** | | | |
| I confirm that:   * I am authorised by my business / organisation to apply for grant funding from the Haddington Shopfront Improvement Grant Scheme 2024; * To the best of my knowledge and belief, all information given above and enclosed with this application is complete and correct and no information has been withheld; * I understand that more information may be requested at any stage of the application process; * I have read and understood the Privacy Notice and agree that East Lothian Council can collect, store, manage, and transfer my personal information for the purposes described; * I understand this application does not entitle me to grant aid and that I will receive no financial assistance for works or services carried out prior to approval of any grant; * If successful, my business / organisation will provide a report of the project together with evidence of spend / commitment of funds no later than 30th September 2024; * My business/organisation has a bank account; * My business/organisation will cooperate with the development of possible promotional and learning materials including the use of photography and video filming. | | | |
| **Signature** | *An electronic or scanned signature is acceptable. See Guidance Notes* | **Date** |  |
| **Print Name** |  | | |
| **Position** | *This must be a Business Owner, Director, office bearer or equivalent* | | |
| **Organisation** |  | | |

**Haddington & District Community Council and East Lothian Council reserve the right to update or revise this application form and any associated guidance notes without prior notice.**

**(Current Revision - July 2024)**

**For further information or assistance with your application please contact:**

Economic Development – Regeneration Team

John Muir House – Brewery Park - Haddington – EH41 3HA

Telephone: 01620 827 827 Email: [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)

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| **Section F – Supporting Documents Checklist** | |
| The following checklist is provided to assist with the submission of supporting documentation for the Shopfront Improvement Grant Scheme application.  Please tick all documents which have been included to support the application. | |
| **Documentation** | **Enclosed** |
| List of Directors / Trustees | 🞏 |
| Business Plan | 🞏 |
| VAT Number *(if VAT Registered)* | 🞏 |
| Formal Contractor Quotes | 🞏 |
| Drawings and / or Specification for the works | 🞏 |
| Photograph of current shopfront / facade | 🞏 |
| Confirmation of Public Liability Insurance / Buildings Insurance | 🞏 |
| Evidence of Need *(ie. Surveys)* | 🞏 |
| Proof of Property Ownership / Lease *(Title Deeds / Valid Lease)* | 🞏 |
| Landlord’s permission in writing to carry out work *(If Applicable)* | 🞏 |
| Evidence of the project Not requiring Statutory Approvals | 🞏 |
| Planning Permission / Listed Building Consent *(If Applicable)* | 🞏 |
| Building Warrant / Completion Certificate *(If Applicable)* | 🞏 |
| Events licence or other licence required according to activity *(If Applicable)* | 🞏 |
| Other Documentation *(Please provide details below)* | 🞏 |
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