

Chorley Shop Front Improvement Grant

Application Form

ALL APPLICATIONS WILL BE TREATED AS RESTRICTED-COMMERCIAL

Project Title

Company Name

Company
Registration No

Postal Address

Telephone No

Email

Website

Has your company received design advice from Chorley Council as part of this application?

Yes No

Is your company receiving business advice from Chorley Council as part of this application?

Yes No

Project Details

Premises Project Address

Project Description
Describe briefly what the project work will entail, your estimated timescale for starting/completing the project and the benefits it will provide. Attach plans if available.

Project Funding

Project Funding Profile

Project Funding	Amount	Applied For	Secured	Date when funds will be received
Chorley Shop Front Improvement Grant				
Own funds				
Private e.g. Bank loan (Specify)				
Lancashire County Council				
Other (Specify)				
Total Project Cost (excluding VAT)				

What would happen without a Chorley Shop Front Improvement Grant?
 Would the project proceed in a reduced form at a reduced pace or not proceed at all?
 If it would not proceed, what would be the impact on your business?

Total Project Cost Breakdown from individual lowest quotes

Items (eg signage, new shop front etc.)	Contractor	Cost (ex VAT)
Total Project Cost		

Outputs and Other Benefits

Project Output Profile (As applicable)

Outputs	Quantity	Date Output to be achieved (Month & Year)
Shop Front Improved		
Business Supported (if an existing business)		
New Business Started		
Jobs Created		
Business Safeguarded (if an existing business)		
Jobs Safeguarded (if an existing business)		
Amount of Private Sector Investment (£) eg own funds or bank loan		

What are the other benefits?

Describe any other benefits for your business and for the Chorley economy as a result of this project. Will your project help to increase the number of visitors and shoppers to Chorley town centre or Chorley's other retail centres?

Measuring Impact

How will the benefits for your business and for the Chorley economy be monitored?

Project Monitoring

Project Milestones

Please give a date when the main project milestones shown below will take place

Milestones	Date (Month & Year)
Place order(s) for the works	
Works start	
Works complete	
Payment of invoices	
Estimate of other benefits over a 12 month period	

Management and financial monitoring

Describe the accounts system that you use, how the project's costs will be easily identifiable in your accounts, and how you will monitor the project's progress

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Deliverability

Applicants track record and credibility

Provide information on your ability to successfully undertake the project proposals. What other projects have you been involved in?

Risk Assessment

What are the risks involved in setting up and delivering this project and what mechanisms are in place to minimise these risks?

State Aid

Under EC regulation 1998/2006 there is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3 year period. Please declare here any financial aid you have received during the previous 3 fiscal years, and if it was identified at the time as de minimis aid. If you have received no financial aid please write '**None**'.

Date

Amount Received (£ and €)

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I confirm that this grant will not result in this SME receiving more than 200,000 Euro of state aid over the last 36 months.

Signature

Please sign and date this application

If you have completed the form electronically you will need to print a hard copy to sign

Signature

Name (Block Capitals)

Position in Organisation

Date

Application Checklist

Please check that you have included the following with your application:

- If you are a new start business, a business plan and 3 year cash flow forecast are required. If you are an existing business, a copy of your most recent financial accounts and/or management accounts are required. Additional information may be requested at grant appraisal stage. *Note: If your end of year accounts are due for submission to Companies House, or are to be produced for your own purposes within a month of making this application, you will be required to supply these accounts either as draft accounts, or provide these as soon as finalised, so they can be considered as part of your application.*
- Confirmation of a submitted application for planning approval (if required).
- Landlord's permission to do the project work (if applicable).
- Evidence of funding (e.g. Bank statement or letter from Bank) to deliver and pay for the project.
- Two written quotes for any work included in this application.

PLEASE RETURN THE COMPLETED SIGNED APPLICATION FORM TO:

Chorley Council, Employment, Skills & Business Support, Civic Offices, Union Street,
Chorley PR7 1AL
Tel: 01257 515300 Email: edu@chorley.gov.uk

DATA PROTECTION ACT 1998

Chorley Council is the data controller for the purposes of the Data Protection Act. We will use the information you give in this form, and in any supporting evidence you send, to provide business support or to process your application for grant assistance and, if your application is successful, to process your claim for grant payment. We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so.

If you have any queries about or want access to personal information that we may hold, please write to:

ICT Services, UnionStreet, Chorley PR7 1AL

Email: contact@chorley.gov.uk

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information is available on the website at
<http://chorley.gov.uk/Pages/AtoZ/Information.aspx>

Further information on the Data Protection Act 1998 and your rights can be found on the Information Commissioner's website at <http://www.ico.org.uk>

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