



Shop Front Grant Scheme

What is the Shop Front Grant Scheme?

This discretionary grant scheme aims to support independent businesses in East Lindsey to enhance the physical appearance of their shop frontages in order to increase customer footfall through the provision of a more pleasant retail environment.

How much can we apply for?

The maximum grant per business address is £10,000. There is a minimum grant per address of £3,000 (this helps to support schemes of sufficient scale to make a clear and positive impact on the local street scene). Emphasis is given to grant applications which improve the historical look of the area. Works reinstating architectural details/features (including shop fronts) to match historical detail will be eligible for a 60% grant rate. The improvement of signage to commercial premises will be funded at 25% where part of a wider repair or reinstatement scheme.

How will we know if our project is eligible?

The eligible works:

- Reinstatement of historical, original or traditional architectural features.
- Restoration/repair and painting of existing shop front.
- Replacement of shop front - must be in character with the style of the building and character of the surroundings.
- Repair to windows and doors or new windows and doors visible to the street, including upper floor windows in certain circumstances.
- Pointing.
- Repainting.
- Stonework repairs.
- Signage.
- Bird proofing.
- Repair or replacement of canopy.

Who can apply?

This grant is aimed at independent businesses in East Lindsey's market and coastal town centres. Businesses must be in the town centre boundaries as identified in the Local Plan (see maps).

The owner, or the lessee, of the property may apply (provided the terms of the lease do not prohibit such work).

We will consider applications for upper floors and/or vacant units if it can be evidenced that they are being/will be used for independent retail activities.

Town centre independent cafes, pubs and restaurants may also apply.

This grant directly excludes banks, building societies, private residences, franchises and guest houses.

How do we apply?

There is an application form that will need to be completed and submitted with a minimum of two quotes for each element of work (including one East Lindsey supplier) and a copy of the lease or proof of ownership. All applicants must have spoken to the Council's Planning Team before completing the application form to ensure that, if planning permission is required, it is in place before the grant application is submitted. Preference will not necessarily be given to the estimate with the lowest cost as we wish to encourage good quality, value for money works. The Council reserves the right to request further quotes for the works as it considers appropriate.

To obtain an application form please visit www.e-lindsey.gov.uk/sfgs

If you wish to undertake the work yourself, or have a financial interest in a business that has supplied a quote, we are only able to consider grant aiding the material costs not the labour.

What happens then?

Once submitted, applications will be passed to an internal Panel for consideration. Based upon the information in your application, and providing you can evidence you've consulted with the Planning Team, this Panel can make one of four decisions:

- Offer a grant
- Offer a grant with some specific conditions
- Request further information from you
- Reject the application

Each application will be considered on its own merit, having due regard to how well it meets the criteria set out in the grant documentation and

how effectively it addresses the main aim of the scheme.

This is a discretionary grant and the Panel's decision is final.

When can I start work?

If we make an offer of a grant to you, we will write an offer letter setting out how much grant we are offering, and detailing any specific conditions. If you are happy to accept the grant offer and associated conditions, you will then need to sign and return a copy of the offer letter to formally accept the grant offer. Once you have sent this back, you can then start work.

Processing of information

Please be aware that the information provided in the application by you will be utilised to establish whether you have any outstanding debts with the Council.

Payment of the grant

You must submit the claim for grant assistance by the date stated in the offer letter together with the contractors' invoices. Grant payment will be made directly to the applicant following a satisfactory inspection of the completed works. If within 24 months of the payment the grant aided work is changed, altered or not properly maintained, or if any of the features are removed, we reserve the right to recover all or a percentage of the funding as deemed appropriate.

Timescales

Application Deadline

Ongoing until further notice.

Grant Confirmed

4 weeks following receipt of application (ELDC reserve the right to extend this should they require more information from the applicant).

Final Completion Date for Works

20 weeks following grant confirmation.

Final Date for Grant Claim Submission

3 weeks following completion of works.

Maintenance Checks

All applications will be contacted within 24 months of completion to ensure the works have been retained and maintained to an appropriate standard.

Terms and Conditions

1. Eligibility Criteria

1.1 Eligible premises

- Must be located in East Lindsey market and coastal town centres, boundaries of which are defined within the Definitive Local Plan (see maps).
- Must be an independent retail property.
- Priority will be given to the installation of traditional shop fronts in order to restore the character of the building.
- Applicants must engage with the Planning Team prior to submitting the application, in order to ensure appropriate permission is in place for the planned works.
- Applicants are expected to demonstrate how the proposed works will enhance the overall setting of the premises and town centre e.g. through the replacement of poorly designed signage and shop fronts with ones more in keeping with the area's heritage and cultural identity.

1.2 Eligible applicants

- Owner of the premises – need to provide proof of ownership.
- Tenant of the premises – where the conditions of the lease do not prohibit such works. A letter of consent from the owner is also required.

1.3 Eligible works

- Reinstatement of historical, original or traditional architectural features.

- Restoration/repair and painting of existing acceptable shop front.
- Replacement of shop front must be in character with the style of the building and character of the surroundings.
- Repairs to windows and doors or new windows and doors visible to the street, including upper floor windows in certain circumstances.
- Pointing.
- Repainting.
- Stonework repairs.
- Signage.
- Bird proofing.
- Repair or replacement of canopy.

1.4 Planning Permission

All applicants must speak to East Lindsey District Council's Planning Team prior to submitting their grant application. Some works may require planning permission, Listed Building consent or other consents. It is the responsibility of the applicant to obtain these, if required, before the grant application is submitted.

Where planning permission is required, the works and associated applications should be well considered and fully detailed in order that the Council, as the Local Planning Authority, can make a well-informed judgement regarding their suitability taking into account the character of the building and its surroundings. You are advised to employ a suitably qualified professional, such as an architect or chartered

surveyor, to produce accurate and detailed drawings of the proposed scheme.

For advice regarding planning consents, please contact the Planning Department on 01507 613176.

2. Amount of Grant

- 2.1 Up to £10,000 or 60% of the eligible project costs, whichever is the lesser for applications where work will reinstate architectural details/features (including shop fronts)
- 2.2 The improvement of signage to commercial premises will be funded at 25% where part of a wider repair or reinstatement scheme.
- 2.3 A minimum grant per address of £3,000.
- 2.4 The Shop Front Grant Scheme (SFGS) abides by State Aid regulations. The Council will notify all successful applicants that it complies with Commission Regulation (EC) No 1998/2006 OJ L 379 and the grant aid is de minimis in character and state the amount granted. All recipients of SFGS must declare in writing or electronic form, about any other de minimis aid received during the current and previous two fiscal years.
- 2.5 Funding may only be granted if, when taken with any other aid during that period, the total does not exceed €200,000.

3. The Grant Application – General Guidance

3.1 Applications for a Grant

- (a) Retrospective applications for works already undertaken will not be accepted – the grant scheme does not pay for any costs that have already been paid for before the application has been considered. Costs for which you are seeking funding should not be incurred until after the application has been approved. Applicants should allow enough time for their application to be assessed before they start their project.
- (b) Each application must be accompanied by a minimum of two estimates for each element of the work to be undertaken (including one East Lindsey supplier). Preference will not necessarily be given to the estimate with the lowest cost as we wish to encourage good quality, value for money works.

We reserve the right to request further quotes for work as appropriate.
- (c) The Council is keen to support local contractors, tradesmen and craftsmen.

Estimates for the proposed works should be invited from contractors known to be able to achieve high standards of quality workmanship and where possible, examples of similar work should be viewed.

As an absolute minimum standard, all contractors should be registered for operation under HM Revenue and Customs (HMRC).
- (d) Should applicants wish to undertake the work themselves, grant aid will be paid towards

material costs only.

- (e) Should applicants have a financial interest in any business that has supplied a quote, grant aid will be paid towards material costs only.
- (f) An itemised list of proposed works must be submitted with each application with a full breakdown of costs (not just a total figure).

3.2 Evaluation of an Application

- (a) An internal Panel will be responsible for evaluating each application and making the grant offer in accordance with these terms and conditions.
- (b) Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales in accordance with the terms and conditions.
- (c) We will not be committed to pay any grant aid until the formal acceptance of the offer letter.
- (d) Please note this is a discretionary grant and the decision of the Panel is final.

3.3 Decision after Evaluation

- (a) Notification of the decision on the application will be made in writing to the applicant. An offer of grant will be made by a letter, which will specify:
 - i) The eligible applicant
 - ii) The eligible premises
 - iii) The eligible works
 - iv) The approved cost calculated in accordance with one of the quotations submitted with the application
 - v) The amount of grant, and percentage of cost to be offered

- vi) An agreed itemised list of proposed works to be undertaken
- vii) The date by which the works must be completed

3.4 The Grant Offer

- (a) An offer of grant must be accepted within fourteen (14) days of receipt of the offer letter. After this date the offer will have to be reconsidered. The applicant will have to re-apply if they still wish to undertake the works. Acceptance will be by means of returning a copy of the grant offer letter signed by the applicant.
- (b) An appropriate date for completion of the works will be stated. Any change to this date will need to be agreed in writing. Unless such change is agreed in writing, the Council cannot guarantee to provide any grant aid for works completed beyond the date stated.

4. The Grant Aided Works

4.1 The Works

- (a) No grant-aided work is to be carried out other than that which is strictly in accordance with the itemised list of works in the application and as agreed in the offer letter.
- (b) Variations to the works must be approved in writing prior to such work commencing. The Council reserves the right to refuse to release any grant aid for changes to the list of works which it deems unsuitable.
- (c) Works must be completed by the date specified in the offer letter unless agreed otherwise in writing by the Council. The applicant must inform the Council immediately if the

deadline cannot be met. The Council will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter, and, therefore, is under no obligation to pay grant for works undertaken after the original deadline date.

5. Equality Act 2010

5.1 Whilst the grant cannot pay for direct alterations to solely make the property compliant with this legislation, applicants must be aware that any works must not contravene the legislation. However, the grant can support the costs of improvements for access to premises which can be achieved by, or are required, as a result of the overall improvement works.

6. Access to Works

6.1 Members of the Council's evaluation Panel may inspect the works that have been approved for grant aid during the time that work is being undertaken and will inspect them at completion and a period of 24 months thereafter.

7. The Grant Payment

7.1 Payment of the Grant

- (a) All successful applicants are required to pay for the full costs of all eligible items before claiming the grant money. It is, therefore, important that enough funds are in place to cover project costs.
- (b) The applicant must inform the Council when the works have been completed. The Council will then arrange a final site visit to inspect the works.

- (c) The applicant must submit the claim for grant assistance by the date stated in the offer letter.
- (d) Approved costs will be paid in arrears. Grant payment will be made directly to the applicant's bank account on production of contractor invoices and bank statements showing payment of said invoices, following a satisfactory inspection of the completed works.
- (e) If the costs of the works exceed the costs as agreed in the offer letter, the Council is not obliged to increase the grant amount. Increases to the grant payment will only be made in exceptional cases.
- (f) The Council reserves the right to withhold payment of the grant, in whole or in part:
 - if any condition of the offer letter has been breached; or
 - if the works have not been carried out to a satisfactory standard as judged by the Council; or
 - the applicant has committed any prohibited act as defined under the Bribery Act 2010; or
 - any offence under legislation creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the grant or defrauding or attempting to defraud or conspiring to defraud the Council.
- (g) In considering whether the works have been carried out to a satisfactory standard, the Council will have regard as to whether the applicant has complied with, amongst others, the relevant Listed Building consents, planning permission, building regulations and conservation area consents.

The Council reserves the right to withhold part or all payment if the applicant fails to comply with any required consents.

- (h) A check will be made to ascertain whether the applicant and/or trader have any outstanding debts owed to the Council. If it is found that such debts do exist, the Council reserves the right to withhold grant payment until such debts are cleared.
- (i) The Council may withdraw the scheme at any point if the source of funding for the scheme and grant ceases.

7.2 Repayment of Grant

- (a) The Council reserves the right to recover all or a percentage of the grant as it shall in its sole discretion determine, within a period of 24 months from the date of payment, if:
 - (i) The applicant removes any of the features that have been paid for by the Shop Front Grant Scheme.
 - (ii) If the grant aided works are changed, altered or not properly maintained.

8. Publicity

- 8.1 All successful applicants will be required to agree to have information about their finished project promoted through the Council's communications channels.
- 8.2 All successful applicants must display the completed grant window sticker in their shop window for a minimum of 12 months after the project is completed.

9. Privacy Notice

- 9.1 East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP, Tel: 01507 601111. The Data Protection Officer can be contacted at the same address.
- 9.2 We are collecting your personal data under a contractual obligation as you have made an application to East Lindsey District Council's Shop Front Grant Scheme.
- 9.3 Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.
- 9.4 Your personal data will be stored securely for 24 months after a grant offer has been made, if your application is unsuccessful your details will be stored until the end of the financial year of application.
- 9.5 You have the right to access the data we process about you and you should contact the Data Protection Officer if you wish to do so. You also have the right to ask for your data to be corrected, erased, restricted

or made portable in certain circumstances. Please contact Samantha Phillips, Economic Development Officer on 01507 613119.

- 9.6 If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, Tel: 0303 123 1113.
- 9.7 We cannot process your application unless you complete the form in full. Failure to do so may lead to an unsuccessful grant application.
- 9.8 For full details of our Privacy Policy please visit our website.

10. Data Protection

- 10.1 Personal data provided by the applicant will be used to administer and analyse funding applications. Personal data will be shared internally within the Council for the purpose of validating the application and ensuring eligibility.
- 10.2 Personal data will only be shared with third parties where we are permitted or there is a legal requirement to do so.

11. Value Added Tax (VAT)

- 11.1 Applicants must state their VAT status on the application form.
- 11.2 Applicants who are VAT registered will have their grant assessed on the net cost of eligible works. Non registered applicants will have their grant assessed on the gross cost of the eligible works.

- 11.3 If the applicant does not know whether they are VAT registered or not they must seek advice from HMRC.

12. Liability

- 12.1 The Council shall have no liability to any applicant or any other party whatsoever in respect of any liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings suffered, or liabilities incurred by an applicant or any other party in respect of the grant and/or the delivery of the works.
- 12.2 The recipient of the grant shall indemnify, and keep indemnified, the Council from and against all liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings suffered by the Council including, but without limitation, losses arising in respect of any death or personal injury or in respect of damage to property, caused by or arising out of any default, negligent act or negligent omission, breach of the grant conditions by the recipient of the grant including any person it is responsible for.
- 12.3 Neither the Council nor any applicant excludes or limits liability for death or personal injury caused by its negligence, fraud; and/or fraudulent misrepresentation.