

# COVID ECONOMIC RECOVERY FUND TOWN CENTRE CAPITAL BUSINESS IMPROVEMENTS GRANTS



## APPLICATION FORM, GUIDANCE NOTES & CONDITIONS

REFERENCE NO:	
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The **Town Centre Capital Business Improvements Grant** scheme forms part of the Economic Recovery Plan being actioned by Moray Council, which supports investment that will drive local economic activities and re-purpose town centres to become more diverse, successful and sustainable.

Grants are available to Moray wide town centre businesses for internal and external capital works to their premises to create a COVID safe environment and improve the attractiveness of the business to encourage people to shop local and to create greater footfall. The town centre definition includes village centre, but excludes industrial sites and out of town retail parks.

The grants are being offered at an intervention rate of 75% up to a maximum of £15,000.

Please note grants are discretionary and dependant on funding being available.

If you would like any assistance to complete this form, please email: [TCCF@moray.gov.uk](mailto:TCCF@moray.gov.uk)

### APPLICATION FORM

Please refer to application guidance notes on Page 5.

Form to be completed in type and emailed to [TCCF@moray.gov.uk](mailto:TCCF@moray.gov.uk)

1. Name of applicant (Note 1)

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2. Business name and address of the property for which the grant is applied for:

Business Name:
Business Address:
Business Postcode:

3. Applicant home address (if different from above) and contact details

Home address:

Home Postcode:

Tel:

Email:

4. Do you own the property for which you are seeking grant? **(Note 2)** Yes  No

If no, please complete the following details (please continue on separate paper if necessary):

Applicant's interest in property:

Nature & term of lease:

Owner's Name and Address:

5. Business status

Please provide one of the following supporting documents i.e. select the most appropriate to evidence business status:

- Company (inc. Scottish Charitable Incorporated Organisations and Community Interest Companies): Certificate of Incorporation or Companies House/SCIO registration number
- Partnership: Partnership agreement or HMRC registration
- Sole Trader: HMRC registration, Self-assessment documents or valid business insurance document
- Trust: Constitution documents, HMRC registration or VAT registration document

6. Please include details and estimated/indicative costs for proposed capital purchases and/or works (**Note 3**)

7. For purchases and/or works costing over £5k, please ideally provide 3 quotes and indicate which contractors or companies you will be using along with the prices they have quoted for carrying out the proposed work or supplying goods (excluding VAT) in the table below (**Note 4**)

Element of works to be carried out	Preferred Contractor/s	Cost (excl. VAT)
	<b>Total Cost</b>	

8. If relevant to the works, have all the necessary statutory building consents and permissions been applied for/awarded? (**Note 5**) If so, please provide relevant building warrant/planning reference number(s)

9. For capital purchases and/or works, please provide a timetable

Project Start Date:

Project Completion Date:

10. Declaration

**By submitting this application, I declare that the information contained in this application is accurate to the best of my knowledge**

If the applicant is two or more individuals (e.g. if the property is jointly owned) all must sign the completed form.

I declare that:

- The information given in this form and the attached details are true and accurate to the best of my knowledge and belief.
- I can confirm that the quotations enclosed are bona fide competitive quotes.
- I can confirm that the owner of the property, if appropriate, has agreed to the proposed works being carried out and that their written consent is enclosed.
- I accept the grant is discretionary and is subject to funds being available.
- I will accept and abide by the terms and conditions of the grant award and the agreed works and/or purchases - failure to do so will render the applicant liable to return any grant disbursed.
- I will notify in writing of any variation to the agreed works prior to their implementation and allow sufficient time for their consideration.

An application will be invalid until all of the necessary documents and information is received and acknowledged

Print Name: .....

Signed: .....

Date: .....

Print Name: .....

Signed: .....

Date: .....

**The submission of this application and your acceptance of any formal grant offer which follows will form the basis of a legally binding contract between the applicant and Moray Council.**

**Submitting this application means that you accept the terms and conditions of the grant.**

**I agree to my personal information being used as outlined in the attached privacy notice on Page 7.**

#### 14. Checklist

- Please ensure that you have signed and dated the application and acceptance forms
- If you are not the property owner, please enclose written authority from the owner to carry out the proposed works
- Ensure that any statutory consent (planning/building standards/listed building etc.) have been applied for /awarded. All consents must be in place before the agreed work commences.

- Ensure that you have included three quotes for the proposed purchases and/or works over £5k
- Ensure that you have included sufficient details about the proposed purchases and/or works

## APPLICATION GUIDANCE NOTES

### Note 1

It is important that the property is free from restrictions that may affect the proposed works. This might include the requirement to seek approval from the building owner, title conditions, use restrictions imposed by the owner or Planning or other statutory requirements. It is your responsibility to ensure that no such restrictions apply, or that such restrictions will not affect your eligibility for the grant.

### Note 2

For applicants who do not own the building please give details of the interest in the property, the nature of the lease, its term and your responsibilities under the lease. It will also be a requirement of grant that the building owner signs the application form to indicate consent for the grant application.

### Note 3

Please provide us with details of the proposed purchases and/or works that will take place and indicative costs or quotes for these.

Grants are not available retrospectively for purchases and/or works that have already been carried out/completed.

It is the responsibility of the applicant to ensure that any work carried out is completed to his/her satisfaction.

### Note 4

For purchases and/or works costing over £5k, where possible, please provide three itemised quotations from appropriate contractors.

The quotations must cover identical purchases and/or works. Any quote must give a detailed and itemised breakdown. Quotes must be presented on company headed paper and include full details of the company, business address. All costs are exclusive of VAT.

### Note 5

**Statutory Consents** - Planning Permission, Building Warrant, Listed Building Consent and other consents may be needed for alterations or change of use of property. You must obtain consents, if required, and must meet any other legislative requirements.

If the property is within a Conservation Area, it is important that the works are in keeping with the Conservation Area guidelines and principals.

### Application Assessment, submission and Decision

Your completed application and agreement should be submitted for assessment. If successful, you will receive written notification and a Letter of Grant Offer. Please note that no grant related work should start or purchases made before written approval has been received.

Please email your signed and completed application form with supporting documents to  
[TCCF@moray.gov.uk](mailto:TCCF@moray.gov.uk)

## CONDITIONS

### GRANT AWARD

The scheme offers grants of up to 75% of the eligible costs for purchases and/or works so the grant awarded would be up to a **maximum of £15,000 or 75% of the eligible costs, whichever is the lesser amount**, therefore match-funding of at least 25% will be required from the applicant.

#### Example

If the spend on purchases and/or works is more than £30,000 you will be eligible for the maximum grant of £15,000.

If the spend on purchases and/or works is for £30,000 or less, you will be eligible for 75% of the costs for the work.

### PAYMENT AND POST GRANT CONDITIONS

If your grant application is successful, the Moray Council will issue a formal offer of grant to you which must be accepted, in writing, within 14 days of the grant offer letter.

Payment of the grant will only be made on the satisfactory completion of the work or approved purchases made and following submission of all paid, receipted original invoices and the completed grant claim form. Payment is made directly to the grantee and may take up to 30 days.

The Moray Council reserves the right to require re-payment of the grant, or proportion thereof, if the applicant has misused the grant money or not used it for the agreed purposes or the grant-aided capital works.

The Moray Council also reserves the right to withdraw the offer of grant or require repayment of the grant or a portion thereof where:-

- (a) You become insolvent before completion of the Grant-Aided Works;
- (b) It appears to the Moray Council that any of the information submitted in connection with your application for grant is fraudulent, false or materially misleading;
- (c) If in the reasonable opinion of the Moray Council, you have withheld information which would have had a material bearing on our decision to approve the grant; and/or
- (d) You fail to observe and comply with any and all legislation applicable to you and/or the terms of any planning or listed building consent and/or building warrant and if you are a tenant of the property to which this grant relates, if you have not obtained the consent of the landlord to the repairs.

The Moray Council reserves the right to withhold all, or part of the grant, if any of the conditions are not complied with.

## **PRIVACY NOTICE**

### **Town Centre Capital Business Improvements Grant**



#### **How we use your information**

As part of processing your application for external funding the Council requires your personal data in order to:

- Inform you of the outcome of your application
- Verify your identity before awarding any funds
- Transfer any awarded funds to the correct bank account
- To allow for evaluation of the project after it has completed and to gather feedback

As such, if you do not provide your consent for us to use your personal data in this way we will be unable to process your application.

#### **Our legal basis**

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1) (a) of the General Data Protection Regulation (GDPR) because you have given consent to your personal data being used as outlined in this privacy notice.

#### **Who we share your information with**

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

As part of the processing your personal data may be shared with third parties. These third parties include, but are not limited to, Scottish Government (in order to measure the effectiveness of the funds used).

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

#### **How long the information is held for**

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html) (found on the Moray Council website under Section 5 of the Records Management Plan)

## Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. You have the right to withdraw consent to your personal data being used for this process. For more information about these rights please contact the Council's Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk) or 01343 562633.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

### Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)

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<b>For Office Use Only.</b>			
Date Received:		Decision Date:	
Decision:	Approve	Refuse	Date Valid:
Notification of Decision:		Grant Award Amount:	