

**Worcester City Council Empty Retail Units Grant Application Form**

This application form is to be completed when applying for an Empty Retail Units Grant from Worcester City Council. It is important you read the Empty Retail Units Grant Information and Criteria before applying.

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| **About Your Business / Organisation** | |
| Name of business / organisation: |  |
| Address |  |
| Postcode |  |
| Main contact name: |  |
| Main contact position: |  |
| Email address of main contact: |  |
| Main telephone number: |  |
| Please indicate business status | Sole Trader  Limited Company  Limited Liability Partnership  Other, please state: |
| Have you, your existing business, or a business which you have owned or been a partner/director of, received a grant from a public body within the last 3 years? | YES / NO  If yes please provide details. |

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| **About the Project** | |
| **Project Title**  Give your project a short title so it can easily be identified. |  |
| **Location**  In which empty retail unit will you be basing your project? Please provide a full address inc postcode and attach recent photos of the property if you have them. |  |
| **Project Summary**  Please provide details of your proposals for the property and plans for the initiative and why they are suitable for the building/area |  |
| **Project Timings**  When will you be able to occupy the empty retail unit and for how long can you have access? | **Start Date:**  **End Date:** |
| **Delivering on our aims and outcomes**  Please tell us how your project will meet the aims of the grant. |  |
| **Project Need**  Why is this project needed? How have you identified this need? Do you have any supporting information that you could tell us about? |  |
| **Project Impact**  How will you know that the project has been successful? How will you measure and evidence the project benefits and outcomes? Please tell us how you will record and assess the project progress, achievements and impact. |  |

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| **Project Finances** | |
| **Project Budget**   1. How much in total will it cost to occupy the empty retail unit? 2. How much funding are you applying for? (Max £2,500) |  |
| **Budget Breakdown**  Please include here or attached a breakdown of the total project budget, accounting for all income and expenditure and highlighting how any additional income will be achieved. |  |

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| **Next Steps** |
| Please read and sign the declaration on the next page before returning the application. Please return all applications by email to [helen.mole@worcester.gov.uk](mailto:helen.mole@worcester.gov.uk)  To arrange an informal conversation about this funding, please email Helen Mole on [helen.mole@worcester.gov.uk](mailto:helen.mole@worcester.gov.uk) |

**Declaration** *please read carefully*

1. I confirm that my project has all the necessary permissions and licences to operate in the empty retail unit.
2. I confirm that I am responsible for all goods/services/works carried out as a result of the award of this grant and will ensure that any works comply with all relevant regulations and legislation.
3. I understand that the project must have started by no later than the date specified in the offer letter.
4. I consent to all documentation submitted being made available for Worcester City Council’s use. I understand that any personal information provided on this form will be used to process the application and may be used to monitor the support of the project. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000. The Council’s data protection statement can be found here: [www.worcester.gov.uk/privacy-policy](http://www.worcester.gov.uk/privacy-policy)
5. I consent to Worcester City Council involving my business in publicity e.g. press releases and photographs
6. I consent to Worcester City Council seeking information from other sections of Worcester City Council or other public sector bodies.
7. I understand that Worcester City Council reserves the right to recover the entire grant if any information supplied is found to be inaccurate or misleading or if I am found to have improperly tried to influence the decision of any officer or Elected Member of Worcester City Council in the award of a grant. In the event that I am requested to repay the funds to Worcester City Council I will do so within a period of 30 days.
8. I have read and understand the criteria for application and the accompanying notes and agree to comply with the principles of the Worcester City Business Start Up Grant Scheme. I am aware that false declarations will invalidate my application.
9. I understand that any payment will be made directly into my business bank accountthrough the Bank Automated Clearance System.
10. I understand that Worcester City Council is under a duty to protect the public funds it administers. The Council may check information provided to it, with other bodies responsible for auditing or administering public funds and with other information it holds, in order to prevent and detect fraud.
11. I undertake not to do anything to bring the Council’s reputation and/or standing into disrepute or attract adverse publicity for the Council.
12. I confirm that the details given in this application are full and accurate.
13. I understand that in accordance with the Local Government Transparency Code, Worcester City Council will publish individual payments with a value of over £250 on their website

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| **I have enclosed the following documents (please tick)** | |
| A fully completed application form |  |
| Evidence that I have the permission of the landlord of the empty retail unit |  |
| Photographs of the empty retail unit |  |

Signed: ............................................................. Date: ..................

PRINT:…………………………………………………………………………………….