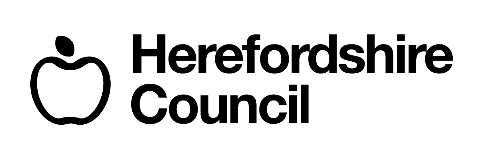
**Applicants Guide**

# **How to apply for the Kington Town Centre Commercial/Shop Front Enhancement Grant Scheme 2021/2022**

The Scheme is being operated by Kington Town Council and has been funded from the Government’s Covid-19 Outbreak Management Funds grant as part of Herefordshire Council’s Covid-19 recovery plan, supporting economic recovery and improving wellbeing in Herefordshire.

# **1.Introduction**

1.1 This document is designed to assist applicants to apply for the Kington Town Centre Commercial/Shop Front Grant Scheme. Further Copies of the guidance and application form are available on Kington Town Council’s website (www.kingtontowncouncil.gov.uk).

**Aim**

1.2 The aim of the proposed Grant is to support traders and small businesses within Kington Town Centre during the recovery stage of the Covid-19 pandemic. The scheme will provide a boost to local businesses by improving the appearance of shop and other commercial building frontages.

**Financing**

1.3 The Department of Levelling up And Communities (DLUHC) is providing the funding for the Grant scheme through the Great Places to Visit Initiative. The Grant will be delivered by Kington Town Council as the delivery partner of Herefordshire Council who are drawing the funding down from the DLUHC.

**Who can apply for a Grant?**

1.4 The Grant is open to applicants who are traders and business property owners located in the High Street, Bridge Street, Church Street, Mill Street and Duke Street in Kington Town Centre.

1.5 Eligible applicants can apply for a grant of up to £3,500 towards commercial buildings and shop front improvements, which can include undertaking works to repaint, repair, or refurbish the shop front in a like-for-like fashion.

# **2. How you apply for a Grant**

*For the purposes of this section “you” means “The Applicant” and “us or we” means Kington Town Council.*

2.1 You can request an application form from the Town Clerk. You complete the form and submit it to Town Clerk by email or post. You will need to provide an estimate for the cost of works in the format set out in the application form.

2.2 You will need to confirm that you have all the necessary permissions and licenses to undertake the works required (for example, approval from their landlord if you do not own the property in which you operate your business). The guide in the attached link provides some helpful guidance. <https://www.herefordshire.gov.uk/downloads/file/5481/shop-front-design-guide-2011>

2.3 You will need to have a bank account in your name (or your business name) into which we can pay the grant by bank transfer, following confirmation of satisfactory grant claim.

2.4 You will submit completed application forms and supporting documents to us by email or post addressed to the Town Clerk by no later than 21st January 2022.

2.5 We will assess the grant applications for final consideration by us on 31st January 2022.  If you are confirmed as a Grant recipient you will receive their offer of a grant as soon as practicable thereafter.

2.6 The final deadline for you to submit paid and receipted invoices and final documentation necessary to claim the Grant is 27th May 2022 but you can do so sooner if you wish.

**3.How we will assess your application**

3.1 A grant panel nominated by us will assess your application to check eligibility and the extent to which it meets the aims of the scheme. If your application doesn’t meet the requirements, we will tell you why. We may request further information from you and/or request that an incomplete or incorrect application be resubmitted with changes. If your application meets the scheme’s requirements, it will be considered by a full meeting of Kington Town Council. This meeting will be open to you to attend.

3.2 Your application will be judged on its own merits, as to how well it meets the scheme’s aims and eligibility criteria, and its ability to be implemented within the set timescale. We will reserve the right to vary the level of grant or reject an application and will not be obligated to enter discussion on individual applications.

3.3 All grants will be made at the sole discretion of Kington Town Council. All grants will be subject to availability of sufficient funding. Kington Town Council will not be committed until the formal acceptance of the offer of the grant by the applicant. The Town Council will limit Grants to one per business. The Town Council will consider Applications on a first come, first served basis.

**4. How you will be informed of the grant decision**

4.1 We will notify you of our decision in writing. If your application is approved, we will make an offer of grant by sending you an Offer of Grant Letter, which will specify: your name; what the grant is to be spent on; the maximum amount of money which can be spent under the grant; the date by which the expenditure must be completed and the terms and conditions under which the grant is being offered.

4.2 You will need to accept the offer of a Grant within 10 working days of receiving the Offer of Grant Letter. You will do this by returning to the Town Clerk a copy of the Offer of Grant Letter signed by yourself. If the signed Offer letter is returned after this date, we will consider the offer as withdrawn.

**5. What you will be agreeing to if you accept a grant offer**

5.1 The Grant can be used to undertake works to repaint, repair, or refurbish the named premises’ exterior in a like-for-like fashion. The grant is not retrospective and therefore cannot be used for the reimbursement of goods/services already purchased before the date of the offer letter.

5.2 No grant aided work is to be carried out other than in accordance with the agreed project outlined in the application and agreed in the offer letter.

5.3 Kington Town Council will require you to seek either

* at least two or three quotations for your total claim depending on the value you wish to claim (see table below).  These quotes should demonstrate best value for money and be from appropriately skilled/qualified suppliers.

OR

* You may alternatively provide a comparison of costs for services that you have procured previously and where you understand and can evidence the costs, this comparison should be no more than 2 years old.

OR

* Where you have been able to compare recent costs with information published such as catalogues or framework pricing.

5,4 Youmay be asked and required to supply the names and contact details of the suppliers approached for a quote and provide detail of any response (if any) from those suppliers.  Or provide information of other comparisons used, to evidence that you have sought the best value for money.

5.5 Where a supplier supplies a quotation, this may be in the form of an email or written quote and must include the details of the quote (price and details of the works or services to be undertaken), the name and address of the supplier (including email address if available) as well as the telephone number of that supplier. Or you may supply details of shops contacted and prices returned with screen shots or on an excel spreadsheet detailing comparisons. For Audit purposes the council may contact any supplier (whether successful or not) to assess the validity of the quotation.

5.6 Kington Town Council must be notified immediately of any variations needed to the agreed offer and before any variation to the application takes place.

5.7 Variations to the agreement must be approved in writing prior to such work commencing. Kington Town Council reserves the right to refuse the Grant for changes to the specification which it deems not appropriate for the scheme.

5.8 Approved schemes must be completed by the date specified in the offer letter unless agreed otherwise by Kington Town Council. You must inform Kington Town Council immediately if the deadline cannot be met. Kington Town Council will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter and therefore no obligation to pay for works undertaken after the deadline date.

5.9 The Grants will be paid retrospectively – i.e. after the works have been completed.

5.10 Grants are discretionary, and Kington Town Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.

5.11 You must inform Kington Town Council upon completion of the works and provide before and after photographs of the building showing the works undertaken.

5.12 You must submit the claim (including paid and receipted invoices) for grant assistance by no later than 27th May 2022.

5.13 Payment will be subject to you having satisfactorily completed the project and complied with all terms and conditions of the scheme.

5.14 Payment of the grant will only be made when Kington Town Council receives copies of paid and receipted invoices for the approved grant from you. Invoices dated before the date of the offer letter will not be eligible for payment. The maximum number of receipted invoices that can be submitted as part of the grant claim is 10.

5.15 If the actual costs are less than those outlined in the application and agreed in the offer letter, payment will be restricted to the actual amount in accordance with the receipted invoices. You may choose to undertake some of the work yourself, however if you do so the grant cannot be used or claimed for your labour only for materials you use.

5.16 If the costs of the proposed project exceed the maximum grant awarded as agreed in the offer letter, Kington Town Council is not obliged to increase the grant amount. Increases to the grant payment will only be made in exceptional cases. You may however, choose to spend more than the grant on the overall scheme if you wish to do so with your own funds.

5.17 Payment of the grant will be made into your bank account (or ‘trading as’ account) via BACS.

5.18 You will agree for Kington Town Council to involve you in publicity, e.g., press releases, case studies and photographs and reports related to the Grant.

5.19 You will agree to take part in any monitoring and produce relevant information if requested at six and twelve months after the grant is paid.

5.20 You will agree not to use the Grant for: Recurring costs of running a business (including salaries, stock, rent, utility charges, subscriptions, licences, etc); advertising costs; Repaying existing loans or debts.; the reimbursement of goods/services purchased prior to the date of an offer letter; Items subject to hire/lease agreements (other than those items hired for the purposes of fulfilling the grant and any activities that may bring Kington Town Council into disrepute.

5.21 If you are VAT registered your grant will be assessed on the net cost of eligible projects; if you are non-registered it will be on the gross cost. If the you do not know whether if you are VAT registered or not you must seek advice from HM Revenue & Customs.

5.22 Kington Town Council, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by you with these terms and conditions of grant. Award of the grant does not imply that Kington Town Council is expressing a view regarding your business or its products/services nor that it accepts responsibility for any debts, or liabilities incurred by you or your business.

5.23 Kington Town Council reserves the right to recover all or part of the grant it has provided if:

• You are found to have improperly tried to influence the decision of any officer or Elected Member of Kington Town Council in the award of a grant;

• Your business is sold or ceases to trade for whatever reason within a 12-month period from receipt of the grant;

• Your business relocates outside the boundaries of Kington Town Centre within a 12-month period from receipt of the grant;

• Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete;

• You fail to comply with any of the terms and conditions of this scheme.

5.24 We will check whether you have any outstanding debts owed to Kington Town Council. If it is found that such debts exist, Kington Town Council reserves the right to withhold grant payment until such debts are cleared.

5.25 We will share data with Herefordshire Council and the Department of Levelling Up, Housing and Communities (DLUHC) of the UK Government who have provided the funding for the scheme. Data supplied in this application form will be held on the shared database in accordance with Data Protection legislation. We will hold, process and store applicant information in accordance with Data Protection Law.