

APPLICATION FORM
PART ONE: APPLICANT AND PROPERTY

Applicant's Name	
Applicant's Address	
Applicant's phone number	
Applicant's e-mail	
Name of Business	
Type of Business	
Business Website	
Address of Property for which you are applying for a grant (If different from above)	
I am the property <input type="checkbox"/> owner <input type="checkbox"/> tenant	
If you are a tenant, please state the date the lease expires: / / <i>(Please enclose a copy of the lease agreement - you need to have at least 3 years left)</i>	
If you are a tenant, do you need the owner's permissions for this work? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, the property owner must countersign your application form in part 5)</i>	
Are you a BID levy paying business? <input type="checkbox"/> Yes <input type="checkbox"/> No (RTV below 10K) (A business will only be eligible if their levy payments are up to date.)	
Did you speak to the Council to establish a need for Planning Permission/ Listed Building Consent/ Conservation Area Consent and/or Advertisement Consent? <i>(It is required that each applicant does so.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No (If consent is needed you MUST obtain this before Go Forth Stirling can make you a formal offer). <input type="checkbox"/> I confirm that NO consent is needed <input type="checkbox"/> I enclose a copy of consent <input type="checkbox"/> I will apply upon receiving a provisional grant offer	

Please enclose any Consent that you've already received.

PART TWO: THE IMPROVEMENTS

Please describe the changes that you propose to make including:

- Whether you are changing doors, windows or entrances
- What changes you want to make to the building’s frontage, including details of features you want to add or remove
- Changes to retail display units
- Details of colours and style you will use

We require that any design used is in line with the Advertising Regulations and considers the Conservation Area status of the City Centre and follow guidance on [Historic Environment Shopfronts](#).

When do you propose to start the works?	
How long are the works expected to take?	

Please enclose photographs showing your current shop front.
Please enclose sketches or design proposals showing the proposed improvement.

PART THREE: ESTIMATED COSTS

Please list the items of work proposed and their estimated costs:	
Items of Work Proposed	Estimated Cost
	£
	£
	£
	£
Total	£
Please give details of how you have established the project costs. Did you obtain more than one quotation?	
Is your finance for the project in place? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you be interested in applying for additional sources of funding? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please enclose the quotations.

Shop Front Improvement Scheme Application form

PART FOUR: APPLICANT CHECKLIST

As well as this form, you need to provide:

- A copy of the lease agreement (if applicable)
- Copies of any statutory consent notifications (e.g. planning permission) (if applicable and already available)
- Photographs showing your current shop front
- Sketches or design proposals showing the proposed improvement
- Quotations obtained

PART FIVE: DECLARATION

I hereby declare that I have read the terms and conditions and declare that the information given within this application form and in any supporting material is correct to the best of my knowledge.

I understand that if I give any misleading statements, whether intentional or accidental, at any stage during the application process, or knowingly withhold any material information, my application could be invalid and I may have to repay any grant.

I have read and understood the criteria for this grant.

I will notify Go Forth Stirling in writing of any changes to the details of this application and in particular the award of any further funding from other sources.

Print name: _____

Position: _____

Signature: _____

Date: ____/____/____

Application must be signed in the case of a limited company by a director, otherwise by a proprietor or partner.

If you are not the property owner, the application must be signed in support by the property owner. I confirm that I am the property owner of _____ and I agree to the current leaseholder using a Go Forth Stirling Shop Front Improvement Grant to improve the frontage of the property.

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Print name: _____

Signature: _____

Date: ____/____/____

Please return the completed form **via e-mail** with all the supporting documents to admin@goforthstirling.co.uk

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FOR OFFICE USE ONLY

Date application received: ____/____/____

Application Complete: Yes No

Further information required:

Date further information requested: ____/____/____

Date further information received: ____/____/____

Date of appraisal: ____/____/____

Grant offered: Yes No

PART SIX: TERMS AND CONDITIONS

- The agreement is between Go Forth Stirling and the Applicant(s) as named in the offer letter.
- Businesses/Organisations accepting grant offers from the Shop Front Scheme will be required to abide by and agree to the following terms and conditions:
 - The approval or refusal of a grant is at the absolute discretion of Go Forth Stirling and there will be no rights to an appeal process.
 - The applicant must inform Go Forth Stirling of any changes to the business or changes of business address and telephone number.
 - The grant must be used for the purpose intended as outlined in the Grant Offer letter.
 - The grant may not be used to fund retrospective work.
 - In the case of tenants payment of the grant requires the building owner's approval and furnishing proof of a minimum 3 year lease for the building.
 - The grant must not be used for improvements to residential property, internal repairs and alterations, external security features, CCTV systems or recoverable VAT.
 - The grant will only be paid to proposals which have been granted planning permission.
 - The grant is made on the condition that the property will be maintained to a satisfactory standard for a minimum of three years.
 - Any grant must be taken up within the period stated in the Grant Offer Letter unless a prior arrangement is made.
 - Payment will be made in arrears upon production of the grant claim form along with supporting documentation (e.g. copy invoices).
 - Go Forth Stirling will pay the grant to the successful applicant in one sum when it receives evidence that the applicant has incurred the expenditure.
 - Go Forth Stirling reserves the right to publish illustrations, photographs or other details of your project in promotional literature, social media, website and other documents associated with Go Forth Stirling schemes
 - The Applicant(s) are asked to show support to Go Forth Stirling and its projects such as Pubwatch and display Go Forth Stirling sticker.