

Shop Front Improvement Grant Application Guidance Crawley Independent Retailers' Programme 2018/19

Crawley Borough Council's Shop Front Improvement Grant scheme is designed to improve shop frontages, enhancing the overall look and feel of Crawley's retail areas and independent retail presence and supporting a wider [Crawley Regeneration and Investment programme](#). The aim is to support small independent retailers who have already benefitted from the Crawley Independent Retailers' Programme (by either attending at least one of the specialist retail themed workshops and/or the instore mentoring session).

The objectives of the council's Shop Front Improvement Grant scheme are as follows:

- Improve the complete street facing property façade
- Impact positively on the overall streetscape / townscape
- Improve prominent buildings or blocks of buildings
- Repair / reinstate traditional architectural / historic features of the building
- Provide a high quality design element to modern buildings
- Add interest to discreet retail areas to increase footfall

Grant applications will be expected to demonstrate how at least some of these objectives will be fulfilled. Priority will be given to projects that will enhance the complete front elevation of the building.

The Grant can be used to refurbish, redecorate and improve the exterior of the retail shop front i.e. the physical features such as the door, window and frames, fascia, signage etc. Display apparatuses and stock are not eligible for funding.

The improvement project must be completed by 30 June 2019 and the applicant must provide feedback and supporting evidence on the improvement works within 6 months of completion as and when requested. The council may require the applying retailer to participate in PR to promote the programme and its outcomes.

Eligible retailers who have participated in the programme should be based within the Borough of Crawley, be of less than 50 employees and able to match fund at least 25% of total costs. Only one proposal will be considered per retailer. Eligible retail businesses will be able to apply for grant contributions up to 75% of the costs of the improvement works and up to the maximum value of £4,000. All projects must be match funded at least 25% by the business. Applicants should be aware of and not breach any State Aid rules by receiving the Grant

Application proposals must be completed in full and have supporting quotation(s) to demonstrate the accuracy of costs and present shop front images submitted accompanying the application.

The applicant is responsible for making enquiries as to whether any statutory consents are required for their project and for ensuring the relevant applications are made e.g. planning permission / advertising consent / building control / listed buildings etc. A grant will be subject to any required planning permission / advertising consent if this process is in progress, but not yet determined.

It is the responsibility of the applicant to ensure that all statutory approvals required are legally complied with. The applicant, agent and/or contractor is responsible for all risks in connection with



public or employer liability associated with the improvement building works. The work must be carried out by a competent contractor / reputable company.

Further details or verification may be requested by the Grants Panel in order to complete its evaluation assessment of applications submitted and final improvement work receipts of paid invoices may be requested as supporting evidence for works carried out. Work must NOT be undertaken until written approval from the Council is received on the successful award of a grant.

The council reserves the right to decline applications. Applications may be rejected if the Grants Panel determines that they do not meet the aims and objectives or the basic criteria. Applications may also be rejected if the applying organisations fail due diligence checks or provide an insufficient or incomplete application. The council will not accept any applications that have arrears of business rates at the retail premise.

Completed application forms should be sent to economic.development@crawley.gov.uk

The Shop Front Grant scheme will be open for applications from **7th January 2019** and will close on **1 February 2019**. Successful applicants will be notified by end of February 2019.

The scheme runs in partnership with Crawley College and Solent University who provide 1:1 support where required to complete the Grant Application Form. For more information or to make an appointment please call 01293 442 213 (option 4) or email employers@crawley.ac.uk

For further contact or enquiries contact:

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