

Ipswich Retail Grant Scheme

Application form

Contact name

Contact address

Postcode

Name of business

Nature of business

Business address
(if different to above)

Postcode

Length of time trading at this address

Years

Months

Previous trading address
if less than 2 years

Postcode

Telephone Number

Email

Website

Is your business VAT registered? Yes No

VAT registration number

Type of business Sole Trader Partnership Limited Company

Other (please specify)

Company registration number

Your interest in the property Owner Tenant Other (please specify)

If you are a tenant please give number of years remaining on your lease



Ipswich Retail Grant Scheme - Grant Information

Amount of grant requested £

Total business investment (excluding grant) £

Please explain why you need the grant support
(continue on separate sheet if necessary)

Statement of Works

Please explain what the grant will be spent on and what changes you propose to make including:

- Reference to whether doors, windows or entrances are to change
- The nature of changes to frontage facade including details of features you wish to add or remove
- Changes to retail display units
- Details of colours and styles to be employed
- Other, please detail below

Description of works	Costs
	£
	£
	£
	£
	£
	£
Total:	£
other, please detail below	
	£

Are the costs (please tick)? Estimated Based on a quote

Project Funding

Please provide details on match funding where applicable

Project Funding	Amount	Applied For	Secured	Date when funds will be available
IBC Retail Support Grant				
Other Grant Support				
Private (e.g. Bank Loan, please specify)				
Credit Card				
Own Funds				
Friends and Family				
Other (please specify)				
Total				

Ipswich Retail Grant Scheme - Grant Information

What is your expected start date for the work?

When do you expect the work to be completed?

Do you require any of the following permissions? (please tick relevant box)

Planning permission Yes No

Building control approval Yes No

Listed building consent Yes No

Advertising consent Yes No

If yes, please note whether permission has been sought and what stage in the process you are currently at

How many jobs will be created (if any)?

Have you ever been subject to formal insolvency proceedings eg. Bankruptcy, IVA or other credit arrangements in respect of arrears on repayment of funds you owe? Yes No

If yes, please provide details

Important information:

Under European "State Aid" rules your business should not obtain more than a total of 200,000 euro's (approx. £160,000) from other European or national Government funding, Local Authorities or the Local Enterprise Partnership (including the Growth Hub) over a 3 year period.

Have you or your company received or expect to receive any State Aid in the current financial year or in any of the 2 previous financial years? Yes No

Ipswich Retail Grant Scheme - Declaration

Please complete and sign below to confirm you have read and understood:

I hereby declare that the information provided is correct to the best of my knowledge and belief, that I have not been adjudicated bankrupt, nor made any composition with my creditors or that no judgement exists against me. I understand that any false information given could result in repayment of grant monies paid to me in full immediately or that I may face prosecution.

I authorise Ipswich Borough Council to search with credit reference agencies and to request any references deemed necessary.

I confirm that I am not involved in any way or connected with any activity that is not suitable to be supported from public funds.

I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and proof will be supplied to confirm the amount spent.

I understand the grant is discretionary and intended to support small business investment in units in Ipswich town centre; and should not be regarded as automatic in any circumstances.

I / We hereby declare that I / we have read the terms and conditions and declare that the information given within this application form and any supporting material is correct to the best of my / our knowledge. I authorise Ipswich Borough Council to make any inquiries it considers necessary for the assessment of the applications.

Name:

Signature:

Date:

We will keep your details on our business database and send you occasional e-bulletins and other relevant information. If you would like to be added to this mailing list please tick this box

Notes:

Ipswich Borough Council reserves the right to decline applications that they determine do not meet with the objectives of the scheme; as outlined in the Scheme Information Pack

Should a large volume of grant applications be received, those that fit best with the objectives of the scheme will be funded in the first instance.

Shop frontage improvements works must be undertaken by a competent contractor/reputable company. Actual invoices of works done shall be provided with sufficient details for IBC to verify the grant claim.

Grant must be claimed within three months from the award of the grant date on completion of satisfactory works and planning consent for the works; otherwise the offer of the grant support shall be withdrawn.

IBC will seek to recover the grant funding if the business closes, or relocates out of Ipswich Borough without expansion or you decide to sell within the below timeframes:

Closes, or relocates outside of the Borough within 6 months 100% of grant to be repaid

Closes, or relocates outside of the Borough within 12 months 75% of grant to be repaid

Closes, or relocates outside of the Borough within 18 months 50% of grant to be repaid

It is the applicant's responsibility to ensure that all relevant regulatory bodies have been consulted and licenses achieved. This may include (but not exclusively) planning, environmental health and building control. A grant will not be paid if permissions required are not in place.

Ipswich Retail Grant Scheme - Applicants Check List

Please check that you have enclosed the following before sending:

- Application form
- Supporting information
- Business plan (if available)
- 3 month bank statements showing availability of match funds
- A schedule of proposed works
- Quotes for the proposed works and your justification for not choosing the lowest quote (if applicable)
- Planning/licensing/environmental health consents/details - Copy of permissions (if applicable)
- Copy of tenancy (if tenant) or the application has been countersigned by the owner of the property (if relevant)
- Photographs showing the current front and side elevations of your shop/business front and any appropriate internal images
- Visuals on proposed alterations (if available)
- VAT declaration

Please return this form accompanied by all relevant paperwork to

Retail Grant Scheme, Economic Development, Ipswich Borough Council, Grafton House,
15-17 Russell Road, Ipswich, IP1 2DE
opportunities@ipswich.gov.uk

If you are not the owner of the premises, please ask the owner to complete this form and include it with your application

Owner / Agent Consent for works to be undertaken to improve shop premises

Shop address

Postcode

Proposed Works

Owner's Name and
Address

Telephone Number

Postcode

Tenant's (if applicable)
Name and Address

Telephone Number

Postcode

Agent's (if applicable)
Name and Address

Telephone Number

Postcode

I agree to the proposed works being undertaken and that I am authorised to agree to the works specified

Name

Signature

Date

Position

Organisation

Owner
Agent

Please use this space to add further details if required.