



# Destination CQ BID Ltd

## Property Improvement Grant Scheme

Would you like a Grant to help improve the appearance of your Business Premises?

The **PROPERTY IMPROVEMENT GRANT Scheme** is a business improvement grant scheme funded by **Destination CQ BID Ltd**

Through the scheme you may be eligible for up to **£1000** in matched-funding to help you undertake improvement works to your premises. You will be expected to pay at least the same amount of your own money towards the entire project.

Works could include painting, repair work, improved signage, weather proofing, lighting or any other work to the external frontage of your premises. You must be able to demonstrate that your proposal will have a positive impact on the wider trading area and not be of sole benefit to your business.

The funding available for this scheme is limited with priority given to businesses which demonstrate the highest positive impact to the wider area.

You are encouraged to discuss your application with a member of the BID team prior to submitting your application. This will help us to ensure we fully understand what you are trying to achieve and enable us to confirm if there is still funding available within the current year.

For an informal discussion about your application please contact Gareth Neill, BID Manager on 02890 314011 or [gareth.neill@destinationcq.com](mailto:gareth.neill@destinationcq.com)



## PROPERTY IMPROVEMENT GRANT SCHEME

### GUIDANCE NOTES

#### Scheme Details

This grant scheme is designed to provide businesses and landlords with the opportunity to improve the external appearance of retail and commercial property within the BID area through undertaking improvement works either themselves or by a private contractor. Matched-funding will be allocated up to the value of £1000. The applicant will be expected to contribute at least an equal amount of cash towards the overall project cost (in-kind contributions will not be accepted).

#### Eligible Works may include:

- External painting and decorating
- Weather Proofing Treatments (e.g. Varnish / sealant)
- Improved Lighting
- Replacement Guttering
- Improved Signage
- Any other external improvement works at the discretion of the BID decision-making panel.

The grant can be used to fund **material costs**.

#### Approval

Final agreement from the BID will be required as regards to the works to be carried out. In particular, agreement will be required on the colour of any paint used on the building frontage and any new or replacement signage.

#### Terms & Conditions

- Improvement works should commence within 3 months of the grant application being approved, unless otherwise agreed.
- Payment will only be made on work satisfactorily completed and on production of original receipts or invoices. In exceptional circumstances a proportion of the grant may be made available in advance to assist with cashflow.
- Improvement works must be maintained for a period of at least one year following their completion. Destination CQ BID Ltd reserves the right to request a refund of any grant paid if the work is not suitably maintained without good reason.
- Award of grant funding is at the discretion of the BID decision-making panel. This decision is final.
- All businesses in receipt of a grant must agree to participate fully in appropriate levels of publicity including providing a brief written testimonial and photos for use in press releases and on social media if requested.
- Unless specifically agreed in advance no funding can be used to pay for any retrospective costs (i.e. expenditure which has been incurred prior to the grant being approved).



### **Application**

Application for Business Support Grants should be made on the attached form and sent to the BID Manager by e-mail: [gareth.neill@destinationcq.com](mailto:gareth.neill@destinationcq.com)

### **Process**

1. You are encouraged to contact the BID Manager for an informal discussion about your proposal in advance of completing the form.
2. Complete and submit the application form detailing the type of works you intend to carry out, how it will benefit the area and the total expected costs.
3. The BID Development Manager will meet you to undertake a site inspection.
4. Your application will be considered at the next available meeting of the Destination CQ subgroup, which meets bi-monthly.
5. You will be informed as to whether your application is eligible for support
6. Upon approval of the grant you will be issued with a Purchase Order detailing our contract to pay you. Please remember to retain all receipts and invoices relevant to the grant.
7. Undertake the works
8. Once works are completed, contact the BID Manager who will undertake a site inspection to ensure the work has been completed to the agreed standard.
9. Submit copies of all receipts and receipts covering the full value of the project. Payment will be made for the agreed proportion of these costs (excluding recoverable VAT)

For any further information or to raise queries at any point during the grant process please contact the BID Manager, Gareth Neill on 02890 314011 or e-mail [manager@destinationcq.com](mailto:manager@destinationcq.com)



# Property Improvement Grant Scheme

## APPLICATION FORM

Please complete the below form and return to the BID Manager, Gareth Neill, 109-113 Royal Avenue or E-mail: [gareth.neill@destinationcq.com](mailto:gareth.neill@destinationcq.com)

### 1. APPLICANT

Contact Name:

Address:

Postcode:

Tel:

Email:

Person/Company to whom grant cheque is made payable to (if successful):

### 2. ADDRESS of business premises for which grant is sought (if different from above):

Is a BID Levy paid for the property? **YES** **NO**

### 3. PROPOSED WORKS:

Please summarise the work you would like us to fund including a timeline for delivery and details of why the work is needed.

### 4. BENEFITS:

Please detail how this proposal will benefit the wider trading area beyond your premises.

### 5. BUDGET:

please detail full project costs and the contribution requested from BID. All costs should be given EXCLUSIVE of recoverable VAT.

Item	Total Cost	Contribution requested from BID
<i>Eg decorating materials to repaint facade</i>	<i>£300.00</i>	<i>£150.00</i>



<b>TOTAL</b>		

**6. MATCH FUNDING:** Please detail all other sources of funding for the project including value and whether they are secure or when a decision is expected.

Source of Funding	Amount	Secure?	Date Decision Expected
<i>Eg cash contribution from landlord</i>	<i>£750.00</i>	<i>Yes</i>	

**7. PERMISSIONS:** Please confirm which of the following permissions are required for this project and if they are already in place?

Type of Approval	Required?	Already in Place?	Date Decision Expected
Landlord permission			
Planning Permission			
Listed Building Consent			
Advertising Consent			
Other (please specify)			

**8. What will happen if Destination CQ BID Ltd is unable to support this application?**

**9. DECLARATION**

I confirm that all information in this application is accurate and that any funding awarded will be used solely for the purposes detailed. I understand that the decision of Destination CQ BID Ltd is final and that no funding can be used for expenditure incurred prior to a written decision being given. I confirm that I have read and understood the terms and conditions highlighted in the "Guidance Notes"

Signature of APPLICANT:

NAME:

DATE: