

**ROCHDALE, HEYWOOD AND
MIDDLETON TOWN CENTRE
Independent Retailers Start Up
Grant Scheme 2016/17**



Application Form

Please read the guidance notes before filling out this application form

SECTION 1 APPLICANT DETAILS	
Name of Business	
Contact name	
Contact telephone	
Address and postcode of applicant	
Email address	
Address and postcode of property you want the grant for	
Is the property currently vacant? Y/N	
What is your interest in the property i.e. lessee, prospective lessee, owner?	
Type of business and the services it provides – for example florist, restaurant, baker	
Number of current employees, including yourself (if applicable)	
Number of new employees, including yourself (if applicable)	
Previous/current business address and postcode if different from above (if applicable)	

Do you have Planning Permission/Advertisement Consent /Building Regulations Consent to undertake this work?

Yes		No		Pending		Not applicable	
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If yes please quote references -

SECTION 2 ABOUT THE PROJECT AND JUSTIFICATION

Describe the project and the reasons the proposed work is needed i.e.:

- Empty building improvements
- Shop front improvements, signage & security
- Internal fit out works

Please explain how the project meets the aims of the scheme (see guidance notes). If external work is proposed please enclose drawings/artwork/plans and photographs of conditions now)

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SECTION 3 PROJECT FINANCES

Total Cost of proposed work	
Amount of grant required (maximum £5,000)	
Amount of match funding (minimum of 50% of project cost)	

Breakdown of proposed expenditure relating to the grant funds required (enclose quotations, cost estimates)

Is your business is VAT registered and able to reclaim VAT on the project costs?- Y / N (if your project is VAT registered and able to reclaim VAT, then the costs below should exclude the VAT)		
Expenditure Item	Total cost of the item	Amount of grant required
Totals		

SECTION 4 SUPPORTING DOCUMENTATION

Please supply the following documents when you submit your application. Please tick the boxes to show which documents you have attached to this application

Annual accounts and latest bank statement	
Plans and drawings	
Photographs of current state of the building	
Quotes (please enclose 3 quotes for anything over £500)	
Proof of ownership if owner occupier or; Copy of lease if Landlord/Tenant Landlord/owners written permission	

We, the undersigned agree to:

- **Abide by the Terms and Conditions of this scheme.**
- **Certify that the information contained in this application is correct and that we are authorised by the business to accept these conditions on their behalf.**
- **Use funds, if granted, only as specified in this application.**
- **Agree to participate in monitoring, auditing and evaluation related to this fund.**
- **Send copy invoices/receipts for all payments made with this grant with photographic evidence of the completed project to the Council.**
- **Agree to Rochdale Council's use of the business' name and photographs for promotional purposes.**
- **Inform Rochdale Council immediately if either signatory leaves the business or can no longer fulfil their responsibilities, or someone else takes over responsibility for the grant on behalf of the business.**

Declaration: All information contained in this application and any supporting evidence provided is to the best of my knowledge true and accurate

Business Owner		Alternative Business Contact	
Signature		Signature	
Full name		Full name	
Position		Position	
Date		Date	

Please send your completed application with all information requested attached to:

Rochdale Development Agency
Number One Riverside
Smith Street
Rochdale
OL16 1XU

Or email a scanned copy of your completed form and documents to: info@investinrochdale.co.uk

Find out how we use your personal information at rochdale.gov.uk/privacy.