



Stratford District Economic Funding Grant Funding Application Form for Stratford District shops

Grant Eligibility Criteria and Guidance Notes

Stratford on Avon District Council (SDC) has been allocated a small grants budget, which is available to assist small shops, particularly in rural villages, within Stratford District.

1. Who can apply for a grant?

- a) Owners/managers of small shops within SDC's area of responsibility. Please see map on page 8 to check to see if you fall within this area.

2. Who can't apply for a grant?

- a) Shops that are part of a chain are **not** eligible to apply.

3. What can the grant funding pay for?

- a) The grant funding must be used for purchases which will improve and add value to your business and potentially provide you with increased custom. The grant fund could pay towards the cost of anything from a new till to shelving, paintwork to customer seating, signage to adverts/marketing.

4. What won't the grant funding pay for?

- a) Core funding, e.g. salaries, rent, training, utility bills, professional fees/studies. If you're unsure, please contact us and ask!

5. How much can I apply for?

- a) The maximum a shop can apply for is £500.00 including vat.



6. Will I need to fill in lots of forms?

- a) We've tried to keep the 'application' process as simple as possible, but as with all grant funding there is a standard form that needs to be completed. We have attached this form for your convenience (it is on pages 3-8 of this document), but you can also get a copy by ringing Stratford District Council on 01789 260906, or by email: ana.long@stratford-dc.gov.uk
- b) We will also need a quotation for the proposed purchases and/or work that you would like us to pay for. The quotation **must** be provided from a supplier within Stratford District (see attached map of Stratford District on page 8), and the quotation must be no more than three months old at date of submission. If this aspect of the application is likely to cause you a problem please contact Lana Long as soon as possible.
- c) The completed grant application form and the quotation for the work/goods should be posted to: Lana Long, Area Coordinator, Community Services, Elizabeth House, Church Street, Stratford upon Avon. CV37 6HX. Applications must be received by 23rd August 2010. We will acknowledge receipt of your application by letter/email within five days. You'll be notified of the outcome of your application asap.

7. If I am successful what happens next?

- a) If you are successful we will write to you and request an original copy of your bank statement (which must be no more than three months old at date of submission) to enable us to make your grant payment direct into your bank account. Your bank statement will be returned to you as quickly as possible. Your payment will be made within 30 working days of us receiving your original bank statement.
- b) After you have spent your grant money you will need to let us know. We will then arrange for a representative from SDC to contact you and arrange a site visit to view your purchases/improvements/invoices and take a couple of photographs!

8. What happens if I am not offered a grant award?

- a) Unfortunately, we only have a small budget available, (hence the limit of up to £500.00 per applicant), and so it is inevitable that not all applications will be successful. Applications will be assessed by SDC's Strategic Director and the Community Services Portfolio Holder, who will endeavour to ensure that there is an even spread of grant awards throughout the District.
- b) The following web site may be able to offer you advice on funding: www.businesslinkwm.co.uk ; and, Warwickshire County Council have recently launched a small grants scheme that may be able to help fund your project, please contact Amanda Wilson-Patterson on 01789 290787, amandawilsonpatterson@warwickshire.gov.uk The Citizens Advice Bureau may also be able to offer you some assistance, you can contact them on www.stratforduponavoncab.org.uk

So, what are you waiting for?...fill in an application form and send it in, with a quotation to the address on page 8 as soon as possible.

Closing date for applications is 23rd August 2010.





Stratford District Economic Funding Grant Funding Application Form for Stratford District shops

1. Shop details

Name of shop:

Address of shop (incl. full postcode):

2. Contact Details

Title

First Name

Surname

Position

Contact Address if
different from above
(incl. full postcode)

Telephone number

Email



3. Photographs. Please attach a photograph of the front of your shop to this page. If you are applying for funding for purchases/ improvements for the inside of your shop e.g. shelving, please send a photograph of this area of the shop too....you are welcome to include additional photographs on a separate sheet if you wish to.



4. Please provide details of your shop, e.g. what do you sell, who are your customers?

5. We are particularly interested to know if your shop regularly stocks items produced by local suppliers, e.g. local honey, free range eggs, hand made jewellery etc, (a *local supplier* in this instance would be less than 30 miles away from your shop.) Please make a list below of these items and the distance in miles between your shop and the supplier. The information you provide in this section is of great importance, so please answer as thoroughly as possible.

Product Description	Distance in miles from the supplier to your shop	Product Description	Distance in miles from the supplier to your shop
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	
13.		14.	
15.		16.	
17.		18.	
19.		20.	
21.		22.	
23.		24.	



6. If your application is successful, what will the grant funding pay for? Please be as specific as possible.



Signed declaration:

I confirm that if successful in our application that I agree:

1. to use the grant solely for the purposes specified in the Grant Funding Application Form in accordance with these conditions and under no circumstances for any other purpose
2. to allow any authorised officer or representative of the Council access to the shop to inspect the works/goods that are the subject of the grant at any time
3. to acknowledge SDC (Stratford on Avon District Council) as supporters of our proposed work/goods on all marketing materials/press releases.
4. to supply copies of all marketing materials and press releases to SDC as part of SDC's monitoring requirements as listed in the eligibility criteria and guidance notes.
5. that in the event that the work/goods as described in this application form are no longer required, the amount awarded will be paid back to SDC in full within fourteen days of being requested.
6. to the other terms and conditions as set out in the 'Eligibility Criteria and Guidance Notes' as set out on pages 1-2 of this document.
7. to comply with all statutory requirements and other laws and regulations relating to the works/goods that are the subject of the grant and to ensure that all relevant permissions, insurances and health and safety measures are in place.
8. that I, the applicant, will own and accept all liabilities for purchased items.
9. to allow SDC to use images and information from this grant to publicise grant funding and other economic enhancement activities within the District and beyond.
10. to secure all additional funding required to deliver the work/goods including any shortfalls which may be incurred
11. that, without prejudice to SDC's other rights and remedies, the grant shall be repaid on demand if (1) I cease to trade, am declared bankrupt or enter into any arrangement or composition for the benefit of creditors and/or (2) in the reasonable opinion of SDC I fail to apply the grant or any part of it for the purpose for which it was made or fail to complete the project in accordance with the application
12. that SDC, its servants or its agents shall not at any time be liable to any person in relation to any matter arising in connection with the grant and in particular but without limitation shall not be liable to me for any loss or damage arising directly or indirectly as a result of my compliance with the terms and conditions of this grant

Grant Award

Stratford District Council will provide a one-off grant towards the costs of work/goods to help promote marketing and increase customer footfall. This offer of payment is one off funding and does not constitute a formal arrangement or an obligation by SDC to fund this or similar activities on an on-going basis.

Disclaimer

The applicant indemnifies SDC from any liabilities that may occur as a result of this application.

I confirm that, to the best of my knowledge and belief, all the information in the application is true and correct.

Signed:

Print name:

Dated:

Please return this form fully completed, along with quotation/s for all of the items as listed on page 5, to:
Lana Long, Community Services, Stratford on Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX

All applications will be subject to approval by SDC's Strategic Director and Portfolio Holder for Community Services, who reserve the right to decline, amend or agree proposals.



Map of Stratford on Avon District

