



Timescales

The application window is open from now until 31st October 2018. Applications received after this date will not be considered.

All applications will be scored once the application window has closed. It is anticipated that applicants will be informed about the outcome of their application by mid-November 2018.

Successful applicants will need to ensure that all grant funding is spent within 12 months of notification of the grant award. If all or part of the grant is not spent within 12 months, this will result in the grant being withdrawn unless otherwise confirmed in writing by Daventry District Council (the Council).

Introduction

The Council offers grants for shop front improvements within Daventry Town Centre. The grant can fund up to 50% of the cost of any improvements with a maximum grant award of £20,000. The total grant budget is £70,000.

These guidance notes are to help applicants complete their application. They describe what the Council needs to know in order to make a fair and informed decision about project proposals.

The Council will only fund those applications that score well, but may take other considerations into account, such as financial sustainability of the business.

Once a decision has been made to fund a particular project, the successful applicant will be able to draw down their funding following submission of contractors' invoices. No funding will be forwarded in advance of works taking place.

For further information or help completing the application form, please contact the **Community Development Co-ordinator on 01327 302312** or e-mail communitygrants@daventrydc.gov.uk

Detailed Guidance

Section 1 - About your business

- 1a Please provide details as requested.
- 1b Please provide the name of the person making the application. This person needs to have a very good understanding of the proposed project and will be the main point of contact for the Council.
- 1c Please provide details as requested. If the property is leased we expect at least 5 years remaining.
- 1d Please provide details as requested. If there are significant financial calls on the property, it might undermine the application.

- 1e Please provide details as requested. If successful, this is the account into which grant funding will be paid.
- 1f Please provide the information as requested. If there are potential issues about the financial sustainability of the business, it may undermine the application. Equally, if the business is carrying a large reserve, the Council may question the need for grant funding.
- 1g Please provide the information as requested. The Council cannot fund an applicant that has already met the state aid threshold.

Section 2 - About your project

- 2a This is a key question. The applicant needs to provide a good summary of the improvement works, why they are required, and what benefits will arise.
- 2b Please provide the information as requested.
- 2c Please provide the information as requested.
- 2d Please provide the information as requested. It is important that applicants have considered all the potential risks and how these will be mitigated.

Section 3 - Permissions and approvals

- 3a Please provide the information as requested. The Council cannot fund any project that does not have the owner's permission.
- 3b Please provide the information as requested. Applications that have consulted with planning officers will have more chance of being successful.
- 3c Please provide the information as requested. All grant awards will be conditional on securing the relevant consents and approvals.
- 3d Please provide the information as requested. If specialist advice is deemed necessary, but has not been sought, it may undermine the application.

Section 4 - Financial details

- 4a Please provide the information as requested. It is important that the applicant has done a thorough examination of all known and potential costs.
- 4b Please provide the information as requested. In-kind contributions cannot be included in the total project cost, but it may help the application if the applicant is prepared to reduce total costs by doing some work that they are capable of themselves.
- 4c Please provide the information as requested.

4d Please provide the information as requested. It is important that the applicant can identify how the project will be funded. This may be from loans, other grants, reserves/savings, donations, or fund-raising activity. Whilst it is acceptable to utilise reserves, it could undermine the financial viability of the business if reserves are significantly reduced. The Council will not support projects that undermine the financial viability of the applicant's core business.

Section 5 - Declaration

Please sign and date the declaration.

Section 6 - Supporting information

Please provide all supporting information as necessary.

Please apply the correct postage and send your application to:

Community Development Co-ordinator
Daventry District Council
Lodge Road
Daventry
Northamptonshire
NN11 4FP

Alternatively, email a copy to: communitygrants@daventrydc.gov.uk

The Council will accept scanned copies of supporting documentation.