

Business Adaptation & Improvement Grant Scheme Application Form – Tranche 2

We strongly recommend that you read the '**Guidance for Applicants**' prior to completing this application.

Deadline for receipt of applications:

12noon on Monday 1 February 2021

Only fully completed application forms submitted with the required documentation will be considered on a first come first served basis.

For Official Use Only:

Application Ref:		Acknowledged by:	
Date received:		Time received:	

Section 1 Applicant Details

The applicant must be the proprietor or the business owner and the key contact to discuss all details of this application.

Business Location	<input type="checkbox"/> Urban (outside town centre inside outer limits of town) <input type="checkbox"/> Urban (inside town centre boundary) <input type="checkbox"/> Rural
Applicant Name	Click or tap here to enter text.
Business Property Name & Address (Inc. postcode)	Click or tap here to enter text.
Business Sector	Click or tap here to enter text.
Address for all correspondence	<input type="checkbox"/> Same as above Click or tap here to enter text.
Telephone	Daytime: Click or tap here to enter text. Mobile: Click or tap here to enter text.
Email	Click or tap here to enter text.
Please state the date your business began commercially trading	Click or tap here to enter text. <i>NB: Please refer to Section 2.0 Applicant Eligibility within the Guidance Notes</i>
Please detail how your business is customer facing	Click or tap here to enter text. <i>NB: Please refer to Section 2.0 Applicant Eligibility within the Guidance Notes</i>
VAT Declaration	<input type="checkbox"/> The applicant is VAT registered and can recover VAT on this scheme VAT Number: Click or tap here to enter text. <input type="checkbox"/> The applicant is not VAT registered and cannot recover VAT on this scheme

Proprietor Details (if different to applicant)

Name	Click or tap here to enter text.
Address (Inc. postcode)	Click or tap here to enter text.
Telephone	Daytime: Click or tap here to enter text. Mobile: Click or tap here to enter text.
Email	Click or tap here to enter text.

Section 2 Project Description

Please provide a brief overview of your current business and your proposed project

Click or tap here to enter text.

Please provide details of the project works you propose to deliver.

	Item	Description	Internal/ External	Other relevant information
1	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Click or tap here to enter text.

(Please continue a separate page and attach this to your application where necessary)

Section 3 Project Need

Please state how the proposed works are an improvement and/or adjustment to your property that services your business, in order to assist you to continue to operate, and/or improve your business, and/or ensure the health and safety of your employees and customers in response to the current impact and recovery of Covid-19

Click or tap here to enter text.

Section 4 Project Costs

Please confirm you have conducted a price check in order to demonstrate best value for money

Yes

NB: Please refer to Section 8.0 Costs within the Guidance Notes

You may be requested to provide evidence of such to the Council and the Council may then use this evidence to verify the process. Failure to provide evidence will result in your grant being withheld.

Please detail each item within the proposed project and the associated costs.

If you are VAT registered > the funding should be applied for against the net cost. You do not need to complete the VAT and gross cost column.

If you are **not** VAT registered > you should complete all columns and you may apply for funding against the gross cost. Grant request is 100% grant rate up to £2,500.

Item	Costs			Contractor/ Supplier Name	Eligibility (Y/N) (Office use only)
	Net Amount	VAT	Gross Amount		
Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

		to enter text.	to enter text.		
Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Total Amounts	£Click or tap here to enter text.	£Click or tap here to enter text.	£Click or tap here to enter text.	N/A	N/A

Costs for all labour and materials must be attached to this application. The costs must be dated and provide the supplier name and contact details. For items that are being purchased online, a screen shot or print off showing the price, date and suppliers must be submitted.

Section 5 Statutory Consent

Is planning permission required for your project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Planning application number:	Click or tap here to enter text.	
Is building control consent required for your project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Building control application number:	Click or tap here to enter text.	
Is any other statutory consent required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:	Click or tap here to enter text.	
Is this building in a conservation area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this building listed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 6 Project Timescale

Anticipated Project Duration	Click or tap here to enter text.
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Work should not commence, or items purchased until a 'Letter of Offer' for funding is received and you have signed and returned the 'Form of Acceptance' in compliance with the terms and conditions of this grant.

Works must be completed, and items purchased and paid in full by the applicant no later than Friday 30 July 2021.

Section 7 Declaration

I/we confirm that the information contained in this application is **true and accurate** to the best of my knowledge and belief. I understand that Council may ask for additional information at any stage of the application process.

I/we give permission to the Council for the information contained within this application and the claim for payment to be stored on computer and in accordance with the Data Protection Act (DPA) 2018, and that such information may be subject to the Freedom of Information Act 2000; in addition this shall include any applicable national implementing Laws as amended from time to time including (i) the General Data Protection Regulation (GDPR) and the Law Enforcement Directive (LED) and (ii) Data Protection Act (DPA) 2018 to the extent that it relates to processing of personal data and privacy; and (iii) all applicable Law about the processing of personal data and privacy.

I/we the proprietor(s) and/or business owner/s named in this application apply for grant funding towards the cost of the works described in Section 2.

I/we hereby agree to comply with the conditions of the Business Adaptation & Improvement Scheme as set out in the guidance notes which I have read and understood.

I/we confirm that the project detailed in this application has not commenced and will not commence until a Letter of Offer has been received and accepted.

I/we agree to participate in the monitoring and evaluation process following the completion of works.

Applicant

Full Name/s	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

Completed applications to be sent to:

covidbusinessgrants@ardsandnorthdown.gov.uk

If you have any queries regarding an application or would like some assistance in ensuring that you can obtain all the information required, please contact:

Beverley Skillen

Telephone: 073 4208 6106

covidbusinessgrants@ardsandnorthdown.gov.uk

Applications to be returned to no later than 12noon on Monday 1 February 2021

This scheme is funded by the Department for Communities and the Department of Agriculture, Environment and Rural Affairs, and is delivered by Ards and North Down Borough Council.



Department for
Communities
www.communities-ni.gov.uk



Department of
**Agriculture, Environment
and Rural Affairs**