



Funded by
UK Government

TCFIG Application Form



Town Centre Façade Improvement Grant (TCFIG)

EXAMPLE Application Form

The Rugby Town Centre Improvement Grant is an opportunity for property owners and tenants to create new signage and/or undertake repairs and other works to improve the condition and appearance of their building and therefore enhance the character of the Rugby Town Centre Area. This grant scheme is funded by the UK Government.

Prior to completing the application form please carefully read the Rugby Town Centre Improvement Grant - Guidance Notes [online](#) and in this application pack. If you are in any doubt on what to provide, please contact us prior to submitting your application.

All improvements MUST be in line with the [Council's new Shopfront Design Guide](#)

Please complete the application form (**ensuring you have answered all questions**) and return by **4pm on Friday 3rd January 2025** to this email: projectsteam@rugby.gov.uk Ideally, Word versions are preferable to PDF, to allow us, where needed, to work through iterations with you.

or by post / hand in at Reception:

Communities and Projects - Projects Officer

Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR

Data Protection Act 2018

The Data controller is Rugby Borough Council. The data you provide on this application form will only be used in connection with funding and services provided by the Borough Council. By signing this application form I am agreeing that I understand that any financial assistance granted by Rugby Borough Council, will be repayable on demand, or future payments not made, if any information provided is found to be incorrect.

By submitting this application, you consent to the council verifying your information against other records it holds (for example, business rates records) to secure the effective financial management of the council. Where you are an individual or individuals, please note that the council is the data controller for the purposes of the Data Protection Act 2018 (the "Act") and the information in this form will be used for the purposes of assessing your application and cross-checking with other information the council holds relating to you, in accordance with the provisions of the Act.

For our full privacy notice please see: <https://www.rugby.gov.uk/w/privacy#business-support-and-economic-development>



Section A - Headline Information

1. Project title:	Write the title of your proposed activity here e.g. 'New Windows to shop front' or 'replacement drainage and painting to building frontage'
2(a) Grant amount requested:	Put the amount you are requesting from the Council – this should be the total above MINUS your match contribution E.G. £9,000
(b) Match amount pledged (min. 10% of total project value):	Put the amount you are putting toward the project as match funding here E.G. £1,000 This includes any monies you or investors put in towards the project.
Total project value (a + b):	Put the total amount the whole project will cost here (including your match funding) E.G. £10,000
3. Main contact person (N.B. These are the details which will be used for correspondence purposes, so it needs to be an email/phone you check regularly.)	
Name:	Applicant name
Position within business:	Applicant position e.g. 'Owner'
Email:	Applicant email
Telephone/ Mobile phone number:	Applicant mobile number

Section B - Your Business

(a) Name of business applying:	Enter name of the business you will be using the funds for e.g. 'Gifts are us'
(b) Business Registration type (e.g. Ltd, sole trader, partnership, CIC, charity):	Enter the applicable registration type from the list here e.g. 'sole trader'
(c) Company Registration or UTR number	<p>Enter your Companies House certificate number (if Ltd) or your UTR (unique taxpayer reference) if registered as a Sole Trader or Partnership.</p> <p>(Your UTR is a 10-digit number provided to you when you register for self-employment and used to file your Self Assessment tax return. It might also be called 'tax reference')</p> <p>You can find your UTR number:</p> <ul style="list-style-type: none"> • in your Personal Tax Account • in your HMRC app • on previous tax returns and other documents from HMRC (for example, notices to file a return or



		payment reminders)
(d)	Organisation address:	Enter address of the business you will be using the funds for
(e)	Organisation email address:	Enter email of the business you will be using the funds for
(f)	Organisation phone number:	Enter phone no. of the business you will be using the funds for
(g)	Is your business registered and trading within the Town Centre of Rugby?	See the town centre border map in the application pack to ensure you are inside the thick black border line and answer 'Yes'. Please note if you answer 'no', you will be ineligible for this grant
(h)	When was your business registered?	Date the business was registered
(i)	Business classification (e.g. manufacturing, service sector, retail):	Enter your business sector here e.g. 'Food retail'
(j)	How many full time equivalent (FTE) employees does your business have (e.g. 2 staff doing 18.5hrs each is 1 FTE)	How many people work in the applicant business, including full and part time or casual staff e.g. 1.5 FTE
(k)	What was your turnover for the previous financial year?	Your last tax return will have this information
(l)	What is the total value of your assets for the previous financial year?	Enter total assets value – will be on your last tax return
(m)	Are you owned or do you own shares in other companies? If yes, please describe the set-up and include percentages.	
(n)	Is your business required to register with the Information Commission Office?	Most businesses storing any kind of customer data need to register with the ICO. All businesses should receive a letter from the ICO at point of formation whether sole trader or Ltd. Registration with ICO currently costs about £45 per year for cover against data breaches, cybercrime etc. If you are unsure and what to check if your business is exempt, you can do a quick check on the ICO website: https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/
(o)	If yes, please provide your ICO reference number:	If you answered 'yes in row 'n' above enter you ICO registration number here



SECTION C – Project Information

Building Improvement Works:

Please provide a summary of the works of repair / restoration / reinstatement for which you are requesting a grant. Include the full address of the property for which they are proposed. All projects must be located within the Rugby Town Centre Area (see boundary map in the guidance document for further details)

All improvements MUST be in line with the [Council's new Shopfront Design Guide](#)

<p>Please confirm the name of the preferred contractor for the works and attach an itemised quotation and specification (if applicable):</p>	
<p>Please confirm the names of any other contractors who have provided quotations for the works and attach itemised quotations and specifications (if applicable):</p>	<p>A minimum of 2 quotes are required to show value for money. In rare circumstances there may only be one provider, in which case you need to evidence that here</p>
<p>Do the works require any of the following permissions (if you are unsure, we will advise and complete this section later):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Planning permission /advertisement consent <input type="checkbox"/> Listed building consent <input type="checkbox"/> Building Regulations approval <input type="checkbox"/> Permission from the property landlord/freeholder to undertake the works <input type="checkbox"/> Other (please state) <input type="checkbox"/> Unsure <p>You can check on the planning portal or arrange an appointment with us to check. If you leave it blank we will check this for you but that will be after full submission.</p>
<p>If permissions are required, please provide details of how they have been obtained (attaching proof where available) or how they will be obtained prior to the commencement of the works.</p>	<p>Only relevant where you know that permissions are required</p>
<p>Have you received any grant funding from other sources for your business within the last three financial years? For your application to be valid you must complete the Subsidy Control Act 2022 declaration in Annex 1.</p>	<p><input type="checkbox"/> Yes - I have completed Annex 1</p> <p>Tick this box if you have had grant funding for this business before and have entered the details in annex 1</p>

SECTION D - Project Timeline

What is the planned timetable for the project, including, the expected start date, dates of key activities (such as purchase of key items, holding an event, reporting), and when the grant will be spent by?



Add as many rows as you need. Include any other details below the table.

ACTIVITY	DATE
Project Start (must be after Funding Agreement is signed)	Likely to be 4-6 weeks after you apply.
Project End	Must end before 30.06.25

SECTION E - Project Outputs and Outcomes

What outcomes (benefits) will your project deliver, for your business, the Town Centre/market, etc.? Fill in the table below and indicate how are you going to evidence that you have achieved those outcomes.

ONLY COMPLETE THE RELEVANT OUTCOMES FOR YOUR BUSINESS.

Are there any other benefits / added value that your project will achieve? Detail these below the table.

OUTCOME	TARGET increase in numbers or % (where known)	HOW WILL YOU MEASURE OR EVIDENCE THIS OUTCOME?
Jobs created		e.g. I currently have 1 person employed, me. So when I employ an assistant I will have doubled the staff in my business.
Jobs safeguarded		e.g. I currently have 3 staff but due to lowered sales I am at the point where I will probably have to let one person go. The success metric will be that all three staff remain employed.
Increased footfall in Town Centre		This is for physical visitors to Rugby. If your project would become an attraction which would bring visitors in, who do not normally visit Rugby those would be numbers to count.
Increased visitor numbers to your business		I currently have 100 visits to my business per week. Success metric will be proof of a % increase in visits.
Reduced vacancy rates		Success metric – grant allows your business to move into a currently vacant business premise in Rugby.
Greenhouse gas reductions		Works which increase the energy efficiency within your building e.g. new windows/doors
Improved perceived/experienced		Where the improvements make your premises more easily accessible e.g. new ramps, removal of steps



accessibility		
Improved perception of facilities/amenities		Complete this if you think that your project will make visitors perceive the amenities or facilities better than they had before
Additional Benefits		
Are there any other benefits / added value that your project will achieve?		

Section D - Financial details

1. Your business bank details		
(a)	Name of Bank	
(b)	Name on bank account:	
(c)	Account number: Sort code:	
(d)	Branch address:	
2. Financial Reserves Please confirm your business's financial reserves <- Guidance at this link		
(a)	Restricted reserves:	Only complete of applicable
(b)	Unrestricted reserves:	Only complete of applicable
(c)	Please provide a statement as to why you hold this level of reserves:	Only complete of applicable
3. VAT		
(a)	Is your business VAT registered?	Answer yes or no
(b)	If yes, please provide your VAT reference number	Only complete of applicable
4. Total bank balance		
Please confirm the total balance of all your business bank and building society accounts at the date of application:		Business accounts only

SECTION F – Supporting Documents

Please tick to confirm you have attached copies of the following documents to this application form:



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- VAT Certificate (if registered for VAT)
- Company Registration / Certificate of Incorporation or HMRC registration letter
- Proof of Rugby trading address (if not registered in the Borough of Rugby).
- Annual accounts/ financial records or a statement that shows your business's balance of funds, income and expenditure
- A bank statement / loan letter / grant letter (to show you can fund the 10% match)
- A bank statement from the current or previous month in your business's registered name.



Annex 1

Subsidy Control Act 2022

Under the Subsidy Control Act 2022, a subsidy is where a public authority provides support to an enterprise that gives them an economic advantage, meaning equivalent support could not have been obtained on commercial terms. This can take the form of a grant, a tax break, a loan, guarantee or equity investment on favourable terms, or the use of facilities below market price, amongst other kinds of support.

An ‘enterprise’, as defined in the Subsidy Control Act 2022, refers to a person, or group of persons under common ownership or common control, engaged in an economic activity that entails offering goods or services on a market, to the extent that the person, or group of persons, is engaged in such an activity.

Grant support provided by the Community Grant is offered under Minimal Financial Assistance (MFA). Under the Subsidy Control Act 2022, MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold so no recipient can receive more than £315,000 over the applicable period under section 36(1) of the Subsidy Control Act 2022.

Cumulation rules apply to MFA. This is essential to ensure that the UK is complying with its international obligations. MFA subsidies cumulate with each other and with other subsidies that fall within the category of ‘Minimal or Services of a Public Economic Interest (SPEI) financial assistance’. This captures all the different low value exemptions an enterprise could receive in support from UK public authorities.

The following should all be taken into account during the current and previous two financial years:

- Minimal Financial Assistance
- SPEI assistance
- Aid given under the EU State aid de minimis regulations
- Subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect.

Please use the table, below, to identify any of the above support you have received. If you are in doubt about how previous support is classed, please contact the organisation that provided it.

If you have *not* received any such support, please leave the table blank and sign the declaration below.

Date of Subsidy	Aid Awarded Type	Name of Subsidy	Aid Value of Assistance (£)	Source of Subsidy	Aid Declaration

Declaration

By ticking the boxes below and signing this declaration, you and your organisation confirm that you/your business:

- Have carefully read this document.



- Are authorised to make this declaration on behalf of your organisation

- Have **not** received more than £315,000 in subsidies over the applicable period and any previously received the subsidies during the current and two previous fiscal years from any subsidy awarding body are in the annex 1 table.

- Accept and confirm that all information provided in this application is a true representation of the position of the individual, group or organisation and its intention for the grant if successful.

- Understand that if we want to introduce any changes after the grant has been awarded then prior approval must be sought from Rugby Borough Council, in writing.

- Understand and accept that the name of my business, the title of this project, the amount of grant requested and/or awarded, and the result of the appraisal of my project will be made public on Rugby Borough Council's website

- Agree to comply with the Procurement, Publicity and Reporting requirements as laid out in Sections 10, 11 and 12 of the Guidelines for Applicants document.

- Agree to complete and [submit](#) the case study template (provided in this application pack) as soon as the project is complete.

Signature:	
Print Name:	
Position:	
Date:	