

**Town Centre Façade Improvement Grant (TCFIG)**

**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**](https://www.rugby.gov.uk/pl/w/our-grants-funds) **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**](https://www.rugby.gov.uk/w/shopfronts-design-guide-supplementary-planning-document-spd-)

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](mailto: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>

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| **Section A - Headline Information** | | |
| 1. | Project title: |  |
| 2. | Project value |  |
| (a) | Grant amount requested: | £ |
| (b) | Match amount pledged (10% of total project value): | £ |
|  | Total project value (a + b): | £ |
| 3. Main contact person (N.B. These are the details which will be used for correspondence purposes) | | |
| Name: | |  |
| Position within business: | |  |
| Email: | |  |
| Telephone/ Mobile phone number: | |  |

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| **Section B - Your Business** | | |
| (a) | Name of business applying: |  |
| (b) | Business Registration type (e.g. Ltd, sole trader, partnership, CIC, charity): |  |
| (c) | Company Registration Number or UTR number: |  |
| (d) | Organisation address: |  |
| (e) | Organisation email address: |  |
| (f) | Organisation phone number: |  |
| (g) | Is your business registered and trading within the Town Centre of Rugby? |  |
| (h) | When was your business registered? |  |
| (i) | Business classification (e.g. manufacturing, service sector, retail): |  |
| (j) | How many full time equivalent (FTE) employees does your business have (e.g. 2 staff doing 18.5hrs each is 1 FTE) |  |
| (k) | What was your turnover for the previous financial year? |  |
| (l) | What is the total value of your assets for the previous financial year? |  |
| (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? |  |
| (o) | If yes, please provide your ICO reference number: |  |

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| **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**](https://www.rugby.gov.uk/w/shopfronts-design-guide-supplementary-planning-document-spd-) | |
| Please confirm the name of the preferred contractor for the works and attach an itemised quotation and specification (if applicable): |  |
| Please confirm the names of any other contractors who have provided quotations for the works and attach itemised quotations and specifications (if applicable): |  |
| Do the works require any of the following permissions (if you are unsure, we will advise and complete this section later): | * Planning permission / advertisement consent * Listed building consent * Building Regulations approval * Permission from the property landlord/freeholder to undertake the works * Other (please state) * Unsure |
| 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. |  |
| Have you received any grant funding from other sources for works to your building within the last three financial years? For your application to be valid you must complete the Subsidy Control Act 2022 declaration in Annex 1. | * Yes - I have completed Annex 1 |

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| **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) |  |
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| **Project End** |  |

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| **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 |  |  |
| Jobs safeguarded |  |  |
| Increased footfall in Town Centre |  |  |
| Increased visitor numbers to your business |  |  |
| Reduced vacancy rates |  |  |
| Greenhouse gas reductions |  |  |
| Improved perceived/ experienced accessibility |  |  |
| Improved perception of facilities/amenities |  |  |
| **Additional Benefits** | | |

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| **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](https://www.pricemann.co.uk/cash-reserves-its-importance) | |
| (a) | Restricted reserves: |  |
| (b) | Unrestricted reserves: |  |
| (c) | Please provide a statement as to why you hold this level of reserves: |  |
| **3.** | **VAT** | |
| (a) | Is your business VAT registered? |  |
| (b) | If yes, please provide your VAT reference number |  |
| **4.** | **Total bank balance** | |
| Please confirm the total balance of all your business bank and building society accounts at the date of application: | | £ |

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| **SECTION F – Supporting Documents** |
| **Please tick to confirm you have attached copies of the following documents to this application form:**  ​​☐​ 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**.

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| --- | --- | --- | --- | --- | --- |
| **Date of Subsidy** | **Aid Awarded Type** | **Name of Subsidy** | **Aid Value of Assistance (£)** | **Source of Subsidy** | **Aid Declaration** |
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**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 may 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](mailto:businessconnect@rugby.gov.uk) the case study template (provided in this application pack) as soon as the project is complete.

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| **Signature:** |  |
| **Print Name:** |  |
| **Position:** |  |
| **Date:** |  |