



Shop Front Grant Scheme 2022

The purpose of the scheme is to help Ottery St Mary businesses to improve the look and appearance of, in particular, the Town Centre, but of all areas of Ottery St Mary Parish.

Grants are available to businesses within the Parish of Ottery St Mary.

Grants are available up to £500 or 50% of the project costs (whichever is the lower amount). Grants can be awarded for any work already carried out which meets the grant criteria from 1 April 2022. Receipts / Invoices for the work must be provided to enable the grant to be claimed

The grants must be spent with approved retailers and professional service providers in Ottery St Mary. A list of the approved retailers and professional service providers can be found at the bottom of this document.

The grant is designed to cover:

light building materials, purchase or hire of tools, paint, coverings, fixtures and fittings (this needs to be permanent or long term), window display equipment or low energy or "greener" replacement materials.

Tradesmen or labour costs

Final decision for what is acceptable lies with the Regeneration and Climate Action Committee of Ottery St Mary Town Council ('the Council').

The business applying for the grant must provide the Town Council with a photograph of the area to be addressed with the grant application with a brief outline of the intended works. This should include an estimate of the cost of the work and what materials will be required.

Applications will be accepted up until 31st January 2023 and a decision as to whether an application for grant funding is successful will be conveyed to the applicant shortly after receipt of the application. The sooner an application is received, the sooner a decision can be made.

Work on the Project must be completed by 28th February 2023 and invoices/receipts and photos as evidence of expenditure must be submitted to the Town Council on or before 28th February 2023.

East Devon District Council should be consulted as to whether a proposed project requires planning or advertising consent.

Grants will be paid directly to the applicant and not to a contractor/supplier

If a business is VAT registered and the expenditure will be used in the supply of VAT-eligible goods or services then the grant will be made excluding VAT.

The fund has a maximum value of £10,000 and applications will be considered on a first come basis. The Council reserve the right to close the application process as and when the fund has been exhausted

PREFERABLY LOCAL:

ROBERTS 13 Broad Street, Ottery St Mary, EX11 1BU 01404 813240 www.robertsottery.com

ABBOTTS 1-3 Jesu Street, Ottery St Mary, EX11 1EU 01404 813531 www.abbottsdij.co.uk

OTTER Gosford Road, Ottery St Mary, EX11 1LZ 01404 815815

www.ottergardencentres.com

1. Name of Business: *

2. Address of Business: *

3. Email address: *

4. Telephone number: *

5. Is the Business registered for VAT? *

Yes

No

6. Please provide the VAT registration number: *

7. Which area of the parish is your business is based? *

Town Centre (Mill, Hind, Broad, Jesu, Silver, Gold, Cornhill Streets)

Farm Shops and Village Shops and Pubs

Finnemore and other Ottery St Mary Postcodes

8. Name of person completing this form: *

9. Are the premises: *

Owned

Leased

Rented

10. Do you have the Landlord`s permission to undertake the works? *

Yes

No

11. Project Description (What will the funding be used for and how will it improve your building? *

12. What materials or services will you be claiming for? *

13. Anticipated/Actual start date: *

14. Estimated/Actual end date: *

15. Total cost of the project: *

16. Total funding required from Ottery St Mary Town Council? *

17. Bank Details - Account Name: *

18. Bank Details - Sort Code: *

19. Bank Details - Account Number: *

20. My business will take part in any publicity or media events which the Town Council uses to promote the town. *

Agree

21. East Devon District Council has been consulted as to whether a proposed project requires planning or advertising consent? *

- Yes
- No
- Not applicable

22. Declaration:

I declare that the information in this application and enclosed documents is to the best of my knowledge, true, completed and accurate

I understand that the Council will check and verify the information

I will consult with East Devon District Council (`EDDC`) to ascertain whether the Project will need planning/advertising permission and if so, that I will ensure this is in place prior to the Project commencing

I understand that photos of the property as it is now, must be provided together with the completed form in order for my application to be considered

I understand that if I am to be awarded a grant, payment by the Council is subject to my sending photos of the completed Project together with all receipts for products and services used on the Project on or before 31st December 2022

*

23. Today's date: *

Please input date (dd/MM/yyyy)



