



## OTTERY ST MARY TOWN COUNCIL SHOP FRONT GRANT POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Dean Stewart and Kerry Kennell	Draft	February 2024	24/03/12
2	Dean Stewart and Kerry Kennell	Expired	February 2025	C25/02/09.2
3	Dean Stewart and Kerry Kennell	Current	December 2025	C26/01/14.2

### 1. Shop Front Fund

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.

### 2. Rules

1. Grants are available to shops and restaurants within the Parish of Ottery St Mary which are open to the general public and sell a range of goods, foods or services.
2. Grants are available up to £600 or 50% of the project costs (whichever is the lower amount).
3. Applications for the same (similar) work can only be made every five years
4. For any additional works one claim can be made every financial year that the scheme runs for.
5. If a building is situated within the conservation area all rules and regulations must be adhered to.
6. Receipts / Invoices for the work must be provided to enable the grant to be claimed.

7. The grants must be spent with approved retailers and professional service providers in Ottery St Mary.
8. A list of the approved retailers and professional service providers can be found at the bottom of this document.
9. The grant is designed to cover:
  - a. light building materials,
  - b. purchase or hire of tools, paint, coverings, fixtures and fittings (this needs to be permanent or long term),
  - c. window display equipment or low energy or “greener” replacement materials.
  - d. Tradesmen or labour costs
10. Final decision for what is acceptable lies with the Finance and Strategic Planning Committee of Ottery St Mary Town Council (‘the Council’).
11. 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.
12. Applications will be accepted up until the deadline – see section 4 for dates - 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.
13. Work on the Project must be completed by the date specified in section 4, and invoices/receipts and photos as evidence of expenditure must be submitted to the Town Council on or before the due date in section 4.
14. Grants can be awarded for any work already carried out after the earliest work date in section 4, as long as it still meets the grant criteria.
15. The business owner must confirm that they have the permission of their landlord to carry out the work, and that East Devon District Council have been consulted by the property owner as to whether a proposed project requires planning or advertising consent.
16. Grants will be paid directly to the applicant and not to a contractor/supplier
17. 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.

18. 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.
19. Every business that receives a grant will agree to participate in any publicity regarding the grant scheme and to allow their names, businesses and photographs of the premises to be used by the Town Council to publicise the scheme and works of the Council.
20. The Town Council reserve the right to suspend or end this scheme without notice.

### 3. Approved Stockists

#### ROBERTS

13 Broad Street, OSM, EX11 1BU 01404 813240 [www.robertsottery.com](http://www.robertsottery.com)

#### ABBOTTS

1-3 Jesu Street, OSM, EX11 1EU 01404 813531 [www.abbotsdiy.co.uk](http://www.abbotsdiy.co.uk)

#### OTTER GARDEN CENTRE

Gosford Road, OSM, EX11 1LZ 01404  
815815 [www.ottergardencentres.com](http://www.ottergardencentres.com)

We will also support any other business in Ottery St Mary if you require other tools or materials.

### 3. Dates of Current Scheme

#### 2026 Scheme

<b>Scheme Opens for Applications</b>	<b>15<sup>th</sup> March 2026</b>
<b>Deadline for Applications</b>	<b>31<sup>st</sup> May 2026</b>
<b>Earliest Work Date</b>	<b>01<sup>st</sup> June 2025</b>
<b>Work Completion Date</b>	<b>30<sup>th</sup> September 2026</b>
<b>Final submission of Receipts</b>	<b>31<sup>st</sup> October 2026</b>