

Govan Cross Townscape Heritage Initiative & Conservation Area Regeneration Scheme



TRADITIONAL SHOPFRONT IMPROVEMENT GRANT

Orkney Street Enterprise Centre
18 Orkney Street
Govan, Glasgow
G51 2BX

FORM 2 – Grant Application Form

1. SHOP NAME			
2. APPLICANT NAME		ORGANISATION NAME	
3. ADDRESS OF PROPERTY (WHERE WORKS WILL BE UNDERTAKEN)		POSTCODE	
4. CONTACT/REGISTERED ADDRESS (IF DIFFERENT FROM ABOVE)		POSTCODE	
5. CONTACT DETAILS		TELEPHONE NUMBER	E-MAIL ADDRESS
6. STATUS OF APPLICANT	WHAT IS YOUR STATUS AS APPLICANT? (E.G. HOUSEHOLDER, DEVELOPER, CHARITY, SHOP)		
	DO YOU OWN THE PROPERTY FOR WHICH YOU ARE SEEKING A GRANT?		YES/NO
	IF NO PLEASE SUPPLY NAME OF FREEHOLD + PERIOD OF LEASE		
	DOES ANY OTHER PARTY HOLD A STANDARD SECURITY OVER THE PROPERTY?		YES/NO
	IF YES, PLEASE PROVIDE DETAILS OF STANDARD SECURITY HOLDER *		
	HAS THE LANDLORD'S CONSENT BEEN OBTAINED FOR:		
	THE WORKS		YES/NO
	GRANTING OF A STANDARD SECURITY OVER THE PROPERTY *		YES/NO
	DO YOU INTEND TO SELL OR DISPOSE OF THE PROPERTY UPON OR WITHIN 10 YEARS OF COMPLETION		YES/NO
7. SHOPFRONT GRANT CATEGORY	REINSTATEMENT		
	IMPROVEMENT		
	FEATURES		
8. DESCRIPTION OF PROPOSED WORKS	CURRENT/ORIGINAL USE OF PROPERTY		
	PROPOSED USE OF PROPERTY		
	PROJECT & WORKS DESCRIPTION:		

9. IS THE BUILDING LISTED AS OF ARCHITECTURAL OR HISTORIC IMPORTANCE?	YES	NO	IF YES PLEASE INDICATE WHICH CATEGORY	A	B	C(s)
10. HAVE ALL STATUTORY CONSENTS BEEN COMPLIED WITH?				DATE APPLIED FOR	DATE AWARDED /EXPECTED	REF NO.
	PLANNING PERMISSION					
	LISTED BUILDING CONSENT/ CONSERVATION AREA CONSENT					
	BUILDING WARRANT					
	ADVERTISEMENT					
11. JOB CREATION WILL ANY JOBS RESULT OR BE SAFEGUARDED THROUGH THIS PROJECT? (PLEASE STATE NUMBERS)	TYPE OF JOB		CONSTRUCTION	RETAIL/SERVICE	CULTURAL/OTHER	
	FULL TIME					
	PART TIME					
	WORK PLACEMENT					
	APPRENTICESHIP					
	TRAINING					
	OTHER(SPECIFY)					
12. PLEASE GIVE NAMES AND ADDRESSES OF PROFESSIONAL ADVISORS	ARCHITECT					
	QUANTITY SURVEYOR					
	STRUCTURAL ENGINEER					
	OTHER					
13. PLEASE OUTLINE THE PROCUREMENT PROCESS USED TO APPOINT DESIGN TEAM/PROFESSIONAL ADVISORS						
	ARE YOU SUBJECT TO PUBLIC PROCUREMENT REGULATIONS?				YES/NO	
	DID YOU ACCEPT THE LOWEST TENDER?				YES/NO	
	IF NOT, PLEASE EXPLAIN WHY:					
14. ARE YOU VAT REGISTERED?	YES/NO		IF YES WHAT IS YOUR VAT REG.NO?			
			CAN YOU RECOVER VAT ON PROJECT EXPENDITURE?		YES/NO	

15. FINANCIAL DETAILS: PLEASE GIVE ESTIMATED COSTS OF THE PROPOSED WORK ARE THE COSTS BASED ON: ESTIMATES <input type="checkbox"/> TENDER PRICES <input type="checkbox"/>		COST	VAT (IF APPLICABLE)	TOTAL
	WORK/CONSTRUCTION			
	PROFESSIONAL FEES			
	OTHER EXPENDITURE			
	TOTAL			
DETAIL: PLEASE PROVIDE A FULL ITEMISED BREAKDOWN OF PROJECT COSTS ON A SEPARATE SHEET. THIS SHOULD DIFFERENTIATE THE ELIGIBLE AND NON-ELIGIBLE COSTS. PLEASE IDENTIFY ANY VAT THAT CAN BE RECLAIMED IN THE COST BREAKDOWN				
16. PLEASE OUTLINE THE PROCUREMENT PROCESS FOLLOWED FOR WORKS AND NAME THE SELECTED CONTRACTOR				
	ARE YOU SUBJECT TO PUBLIC PROCUREMENT REGULATIONS?		YES/NO	
	DID YOU ACCEPT THE LOWEST TENDER?		YES/NO	
	IF NOT, PLEASE EXPLAIN WHY:			
17. INCOME: PLEASE INDICATE OTHER SOURCES OF GRANT FUNDING AND PRIVATE CONTRIBUTIONS TO THIS PROJECT	AMOUNT	ORGANISATION	APPROVED Y/N?	DATE APPROVAL EXPECTED
18. SHORTFALL	£	HOW WILL THIS BE MET?		
19. GRANT AMOUNT SOUGHT	£			
20. PROGRAMME	CONTRACT START DATE:		CONTRACT END DATE:	

21. CHECKLIST: PLEASE CONFIRM THAT YOU HAVE INCLUDED TWO COPIES OF THE FOLLOWING INFORMATION WITH THIS APPLICATION (ONLY ONE COPY OF PHOTOGRAPHS /DRAWINGS IS REQUIRED)	DETAILED PROPOSAL/SPECIFICATION OF WORK			
	TENDER REPORT AND/OR COPIES OF (AT LEAST) 3 COMPETITIVE TENDERS/ESTIMATE FOR THE WORKS			
	ELEMENTAL COST REPORT HIGHLIGHTING ELIGIBLE & NON ELIGIBLE WORKS			
	ITEMISED BREAKDOWN OF FULL PROJECT COSTS			
	PROJECT INCOME & EXPENDITURE PROFILE SHOWING PROGRAMME OF WORKS TO BE CARRIED OUT ON A MONTHLY BASIS			
	PHOTOGRAPHS / DRAWINGS (MINIMUM OF 3 GOOD QUALITY IMAGES/PRINTS)			
	EVIDENCE OF PROJECT INCOME E.G. BANK STATEMENT CONFIRMING OWNERS' CONTRIBUTION, CURRENT GRANT OFFERS			
	COPY OF CURRENT PROPERTY VALUATION (IF AVAILABLE)			
	POST COMPLETION PROPERTY VALUATION (IF AVAILABLE)			
	COPY OF TITLES/LEASE OF THE PROPERTY OR OTHER EVIDENCE OF OWNERSHIP			
	COPY OF INSURANCE DETAILS FOR THE PROJECT			
22. DECLARATION	<p>ALL INFORMATION GIVEN ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUTHFUL AND ACCURATE AND THAT NO INFORMATION HAS BEEN DELIBERATELY WITHHELD. I UNDERSTAND THAT TO MAKE A MATERIALLY MISLEADING STATEMENT AT ANY TIME DURING THE APPLICATION PROCESS COULD RENDER THE APPLICATION INVALID AND THE APPLICANT LIABLE TO RETURN ANY GRANT ALREADY PAID.</p> <p>I THE APPLICANT ACCEPT THAT ALL GRANTS ARE DISCRETIONARY AND WILL BE SUBJECT TO THE TERMS AND CONDITIONS OF A LEGAL AGREEMENT.</p>			
23. SIGNATURE	SIGNED		DATE	
<p>ONE SIGNED HARD COPY OF THIS FORM MUST BE RETURNED BY POST</p> <p>Please note that data provided on this form will be used in line with our Privacy Statement.</p> <p>RETURN ADDRESS Govan Cross Townscape Heritage Initiative/Conservation Area Regeneration Scheme, Orkney Street Enterprise Centre, 18 Orkney Street, Govan, Glasgow, G51 2BX EMAIL bryony.robinson@glasgow.gov.uk</p> <p>* ONLY APPLICABLE TO HES CARS GRANT FUNDING OVER £25,000, OR COMBINED GCC/HLF THI FUNDING OF OVER £50,000.</p>				
FOR OFFICIAL USE	DATE RECEIVED		REF NO	