**Humber High Street Challenge Fund**

Grant Application Form Guidance

**Purpose of this guidance**

This guidance document provides additional assistance to help you provide the right level of detail in your Grant Application Form. The provision of accurate and comprehensive information is essential to avoid delays in processing your proposals.

The document mirrors the sequencing of questions in the grant application form to allow for easy cross referencing.

If you have any queries about the information contained within this guidance document, please contact local coordinator using the details below:

Lindsay Drummond, Project Officer

🕿 01472 32 4602

🖂 Lindsay.Drummond@nelincs.gov.uk

🖰 [www.investnel.co.uk/kasbah](http://www.investnel.co.uk/kasbah)

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# Background to the Humber High Street Challenge Fund

1. **Administration of the scheme**

The Humber High Street Challenge Fund is administered by Hull City Council on behalf of the participating local authorities in the Humber sub region.

The Humber High Street Challenge Fund provides match funding for projects undertaken by businesses and property owners that will deliver regeneration within the high street/ town centre areas shown in the table below:

|  |  |
| --- | --- |
| **Local authority** | **Priority high street/ town centre target area** |
| Hull City Council | Whitefriargate, Hull |
| East Riding of Yorkshire Council | Goole Town Centre |
| North Lincolnshire Council | Scunthorpe Town Centre |
| North East Lincolnshire Council | Kasbah Area, Grimsby |

1. **Purpose of the scheme**

The key aim of the Humber High Street Challenge Fund is to reverse market failure in the Kasbah area of Grimsby by providing grant funding for projects that deliver work, or a combination of works, as outlined in the table below:

|  |  |  |
| --- | --- | --- |
| **Works eligible to receive grant funding** | **Maximum % of total cost of work that a grant can cover** | **Minimum % of private match required** |
| Building frontage improvement works | 50% | 50% |
| Conversion of unused floorspace into new commercial space | 50% | 50% |

Grants will contribute towards the total overall cost of eligible works. It is a requirement of the scheme that grant applicants are able provide match funding in line with the contributions outlined above. The following worked example shows how the Humber High Street Challenge Fund could assist with a proposal to provide a new commercial unit offer in the Kasbah area:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work to be undertake** | **Cost of Works** | **Grant Contribution** | **Private match Contribution** |
| New shop frontage for unit | £30k | £15k (50%) | £15k (50%) |
| Internal fit out costs of unit | £40k | £20k (50%) | £20k (50%) |
| **Totals** | **£70k** | **£35k** | **£35k** |

1. **How will my proposals be assessed:**

All proposals submitted to the scheme will be evaluated using the following criteria:

1. The ability of the proposals to achieve regeneration by enhancing the visual amenity of the Kasbah and establishing new offers
2. The quality of the proposals in terms of the type of building/ fit out materials to be used and the type of end use that the proposals will deliver or support
3. The affordability of the proposals in terms of the applicant demonstrating a clear need for funding and the impact that this will have on delivering the project
4. The viability/ sustainability of proposals in terms of the quality of business planning, long term viability and the ability of proposals to accommodate further adaptation in the future
5. The value for money that the proposals represent in terms of the jobs created/ safeguarded and the amount of floorspace to be brought back into use for the level of grant awarded
6. **Which organisations have provided the grant funding to regenerate the Kasbah?**

The Humber Local Economic Partnership (LEP), and North East Lincolnshire Council are working together and have committed funds to provide grant assistance under the Humber High Street Challenge Fund.

The funding allocated by the LEP comes from the Humber’s Local Growth Fund allocation, secured from Government as part of their commitment to the Northern Powerhouse

# Section A: Applicant details

**A1** Business name:

Please provide the name of your business

**A2** Full name of primary contact:

Please provide your full name as it appears on your passport or driving licence

**A3** Job title / Position (e.g. Director, Property Manager etc.):

Please provide the job title / position of the primary contact

**A4** Address for correspondence:

We will post all written correspondence to the address provided here. Please provide the full postal address, including postcode, of the most suitable place (office/ workplace/ home) for us to send correspondence to.

**A5** Telephone number

Please provide a telephone number on which we will be able to reach you to discuss any matters relating to your application during office hours (9am to 5pm).

**A6** Email address

Please provide a private email address which we can use to correspond with you regarding your application. This can be either a business or a personal email address.

**A7** Please indicate which of the following categories applies to your business:

If your business operations span a range of categories, please tick all categories listed that apply.

**A8** Is the business registered with Companies House?

We require this information as part of our financial and legal due diligence. Please refer to the companies house website for further guidance: <https://www.gov.uk/government/organisations/companies-house>

**A9** Is the business VAT registered?

There is no requirement for your business to be VAT registered to be eligible for a grant. We ask this question in order to manage the finances of the grant scheme so that we can budget for the payment of VAT in relation to your project if necessary.

**A10** Please briefly describe the nature of your business / proposed business at the target property:

Please provide a few sentences that cover:

* Current business operations
* How the business has developed/ changed over time

**A11** Please state when the business started, or if this is a new business, when it intends to start operations:

We will cross reference this information with Companies House where applicable and will use this information to assess the overall risk of awarding a grant to the business.

**A12** Please state how many people are employed in your business at present:

Please match your employees to the categories specified in the table as closely as you can. For the purposes of the application form, a full time job is one that involves a 30 hour standard working week or longer.

**A13** Please confirm the authorised signatory/ signatories for the project and their position(s) within the organisation if this differs from the applicant as named in Section A2 of this form:

The applicant named in Section A2 of the form may be filling out the application and acting as the main contact on behalf of another person within the organisation (e.g. a Personal Assistant completing work for a Director). To progress your application, we will need to know the authorised signatory/ signatories for the receipt of a grant to the business if your application is successful.

**A14** Please state the address of the business if it differs to that outlined in section A4 of this form:

The address provided in Section A4 of the form may be the most appropriate address to ensure effective receipt of day to day correspondence relating to the grant scheme. To progress your application, we will need to know the full address of the business, including the postcode.

**Section A Additional Information**

Please note that Hull City Council may conduct a credit check and a check on council tax and business rates arrears as part of our assessment of your application.

# 

# Section B: Details of the target for investment

**B1** What type of grant are you applying for (select all that apply):

Please indicate which types of grants you are applying for. You may select as many or as few of the grants listed as required to deliver your proposals.

Any grants that are awarded to you will be done so via a single grant letter. The details are required for information only in order to help Hull City Council to correctly calculate outcomes reports for the Humber LEP.

**B2** Address of target property to receive grant funding:

To progress your application, we will need to know the full address, including postcode, of the target property that is to receive grant funding under the proposals you are putting forward.

**B3** Is the target property a listed building?

Please indicate if the target property is listed, if your building is listed, both external and internal alterations may require Listed Building Consent. If you are unsure of the status of the target building, you can check to see if it is listed on the Historic England website: https://historicengland.org.uk/listing/the-list/

**B4** Please provide a brief description of the target property:

Please briefly outline the target property. For example ‘three-storey, brick-built, mid terrace building constructed in the 1950s’.

**B5** Is the target property currently vacant? If no, please briefly describe its current use:

Please indicate if the target property is vacant. Where some or all of the target property is in use please describe its current use. For example: ‘Shop on ground floor, vacant offices on first floor’.

Please note that if you are planning to change the way in which the target building is used, this may require planning permission. Further information on Change of Use regulations is can be accessed via the planning portal: <http://www.planningportal.gov.uk/permission/commonprojects/changeofuse>

**B6** In terms of the target property will you / the business be the owner-occupier, private landlord, or tenant?

Please indicate if you / the business will be the owner-occupier or the private landlord or tenant of the target property.

**B7** Do you own the freehold for the target property?

Please indicate if you own the freehold for the target property. If you do not own the freehold for the target property, you may still be eligible for a grant if you hold a lease on the target property.

**B8** Additional details for leasehold properties only:

**Only complete this section of the application form if you hold a lease on the target property.**

To be eligible for a grant, you must own the freehold of the target property or a lease on the target property. If you hold a lease, please indicate:

a) The remaining term of the lease in years

b) Whether you have the owner’s permission to undertake the project

c) The contact details for the building owner

d) If you intend to make a joint application with the building’s owner.

The information above is required as we may ask you to make a joint application with your landlord for some types of works. If you make a joint application your landlord must also sign the application form and agree to be bound by the grant conditions if a grant is awarded. Please contact your local coordinator for further advise.

# Section C: Building frontage improvements

**Please note that the Humber High Street Challenge Fund can only fund the costs of work that take place after the grant has been awarded. It cannot fund any work that has started before the grant offer letter has been signed by the applicant and countersigned by Hull City Council.**

**C1** Please provide a description of the proposed building frontage improvement works, providing as much detail as possible:

Please provide as much detail as possible. Eligible improvements include the following external works to target buildings:

Restoration, repair and reinstatement of existing external architectural features including:

* Traditional shop frontages (including canopies)
* High quality shop signage
* Windows
* Porches and doorways
* Stone and brickwork
* Roofs, fascias, gutters and rainwater goods

Costs associated with preliminaries (scaffolding etc.) for eligible works detailed above can be grant funded under the scheme.

You are advised to contact North East Lincolnshire Council’s Planning Department to discuss your proposals as soon as possible to ensure that what you are planning is appropriate for the target building and the Conservation Area. Planning officers will also be able to advise whether you will need to apply for formal consents before the work can be carried out, including planning permission for a Change of Use.

🖂 planning@nelincs.gov.uk

🕿 01472 326 289 (option 1)

🖰 <https://www.nelincs.gov.uk/planning-and-development/planning-applications/>

**C2** Please provide details of professional advisors to be used to deliver your proposals if you are successful with your grant application:

If the total project costs for building frontage improvement works are over £50,000 you must appoint a competent professional with the relevant specialist knowledge and experience to plan and oversee the works through to completion. The competent professional should be a member of one of the following professional bodies (or equivalents):

* Architect (RIBA)
* Building Surveyor (RICS)
* Architectural Technician (CIAT)

The appointment of professionals must demonstrate value for money – please see section C3 for further details regarding costs.

Please note that whether you appoint a competent professional or not, you must ensure that any works comply fully with the current Construction (Design and Management) regulations. For further information please visit:

<https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/about-cdm/>

**C3** Please outline the anticipated cost of the building frontage improvement proposals:

Costs must be clearly itemised before VAT. Where applicable, VAT costs must be entered separately in the appropriate column. Recoverable VAT is not eligible for grant funding. Details of exemptions for conversion works are available at:

<https://www.gov.uk/guidance/buildings-and-construction-vat-notice-708/>

Other VAT notices advise on different exemptions. If this is likely to apply to your project you are advised to contact HMRC to discuss the project or to employ a VAT advisor.

The costs provided in the table must be based upon comparable quotes, or tenders, depending on the value of the works you are proposing to undertake.

As the grants awarded under the Humber High Street Challenge Fund are classed as public expenditure, applicants must ensure that goods and services are procured in a manner that satisfy public procurement requirements. All applicants will be required to follow the procedures outlined below when obtaining the itemised costs required to populate the table in section C3 of the application form:

|  |  |  |
| --- | --- | --- |
| **Value of Contract** | **Procedure** | **Advertising Requirement** |
| Up to £24,999 | Seek three written quotes from suppliers/ contractors | Not Applicable |
| Over £25,000 up to EU threshold | Create a short tender document to advertise the opportunity which sets out:   * Details of the commission and how to apply for the opportunity * The information that must be supplied by parties interested in the opportunity * How bidding parties will be evaluated in terms of the quality of their proposals and the price quoted * Deadline for responding to the opportunity   A template tender document is available from the Project Delivery Team which applicants can populate with details of their commission | Advertise the opportunity on the grant recipient’s/ other appropriate website for a minimum of 10 days |
| Over EU threshold | Follow EU procedure  Please contact the Project Delivery Team for guidance |  |

**C4** Please state the total amount of funding you are seeking for building frontage improvement proposals:

Please show the total amount of funding requested under the grant scheme and what this represents as a percentage of the total project cost.

The scheme will only fund non-recoverable VAT.

The assessment of your proposals will be based upon the total funding request and the criteria listed in section 3 of the Background Information section of this document.

The remaining project costs beyond the grant request will need to be paid by you as the applicant as private match funding. You will also need to fund any costs associated with works required to deliver the scheme which are not eligible for grant funding (e.g. retail stock for the completed unit, design and construction of a business website etc.)

**C5** Please outline why you require the grant and what will happen if you do not receive assistance from the Humber High Street Challenge Fund:

Please use this space on to explain why you need grant assistance to deliver the proposals in the application form. Grant awards will be made to projects that are most in need of funding. Applications that cannot show a need for an award will have a low priority for grants.

Applicants may wish to consider the following:

* Will the grant enable your proposals to start sooner or grow more quickly?
* Will the grant let you do more, do it better or do it more quickly?
* Will the grant allow you to employ additional people than you would be able to otherwise?

# Section D: Bringing unused floorspace back into use

**Please note that the Humber High Street Challenge Fund can only fund the costs of work that take place after the grant has been awarded. It cannot fund any work that has started before the grant offer letter has been signed by the applicant and countersigned by Hull City Council.**

**D1** Please provide a description of the proposed works to bring unused floorspace back into use, providing as much detail as possible:

Please provide as much detail as possible. The scheme aims to fund works that will ensure that unused floorspace is brought back into sustainable use and may fund the introduction, removal, repair, replacement or restoration of architectural features. This can include works to:

* Flooring and ceilings
* Structural and partition walls
* Electrical wiring/lighting and audio/visual infrastructure
* Plumbing and gas fitting
* ICT infrastructure
* Decorative plasterwork, such as cornices
* Decorative fittings, including dados, panelling, etc.
* Doors and windows, including architraves
* Support new end uses, including retail and leisure offer fit outs

If there are no planned future uses for the building once works has been completed, it is unlikely that your application will be successful.

You are advised to contact North East Lincolnshire Council’s Planning Department to discuss your proposals as soon as possible to ensure that what you are planning is appropriate for the target building and the Conservation Area. Planning officers will also be able to advise whether you will need to apply for formal consents before the work can be carried out, including planning permission for a Change of Use.

🖂 planning@nelincs.gov.uk

🕿 01472 326 289 (option 1)

🖰 <https://www.nelincs.gov.uk/planning-and-development/planning-applications/>

**D2** Please detail the total amount of floorspace that is anticipated to be brought back into use under the proposals:

Please detail in square meters (m2 ) the amount of floorspace that will be brought back into permanent use on each floor of the building. For example, Ground Floor 30 m2, First Floor 25 m2 etc.

**D3** Please provide details of professional advisors to be used to deliver your proposals if you are successful with your grant application:

If the total project costs for bringing unused floorspace back into use are over £50,000 you must appoint a competent professional with the relevant specialist knowledge and experience to plan and oversee the works through to completion. The competent professional should be a member of one of the following professional bodies (or equivalents):

* Architect (RIBA)
* Building Surveyor (RICS)
* Architectural Technician (CIAT)

The appointment of professionals must demonstrate value for money – please see section D4 for further details regarding costs.

Please note that whether you appoint a competent professional or not, you must ensure that any works comply fully with the current Construction (Design and Management) regulations. For further information please visit:

<https://www.citb.co.uk/about-citb/partnerships-and-initiatives/construction-design-and-management-cdm-regulations/about-cdm/>

**D4** Please outline the anticipated cost of the proposals to bring unused floorspace back into use:

Costs must be clearly itemised before VAT. Where applicable, VAT costs must be entered separately in the appropriate column. Recoverable VAT is not eligible for grant funding. Details of exemptions for conversion works are available at:

<https://www.gov.uk/guidance/buildings-and-construction-vat-notice-708/>

Other VAT notices advise on different exemptions. If this is likely to apply to your project you are advised to contact HMRC to discuss the project or to employ a VAT advisor.

The costs provided in the table must be based upon comparable quotes, or tenders, depending on the value of the works you are proposing to undertake.

As the grants awarded under the Humber High Street Challenge Fund are classed as public expenditure, applicants must ensure that goods and services are procured in a manner that satisfy public procurement requirements. All applicants will be required to follow the procedures outlined below when obtaining the itemised costs required to populate the table in section D4 of the application form:

|  |  |  |
| --- | --- | --- |
| **Value of Contract** | **Procedure** | **Advertising Requirement** |
| Up to £24,999 | Seek three written quotes from suppliers/ contractors | Not Applicable |
| Over £25,000 up to EU threshold | Create a short tender document to advertise the opportunity which sets out:   * Details of the commission and how to apply for the opportunity * The information that must be supplied by parties interested in the opportunity * How bidding parties will be evaluated in terms of the quality of their proposals and the price quoted * Deadline for responding to the opportunity   A template tender document is available from the Project Delivery Team which applicants can populate with details of their commission | Advertise the opportunity on the grant recipient’s/ other appropriate website for a minimum of 10 days |
| Over EU threshold | Follow EU procedure  Please contact the Project Delivery Team for guidance |  |

**D5** Please state the total amount of funding you are seeking for the proposals to bring unused floorspace back into use:

Please show the total amount of funding requested under the grant scheme and what this represents as a percentage of the total project cost.

The scheme will only fund non-recoverable VAT.

The assessment of your proposals will be based upon the total funding request and the criteria listed in section 3 of the Background Information section of this document.

The remaining project costs beyond the grant request will need to be paid by you as the applicant as private match funding. You will also need to fund any costs associated with works required to deliver the scheme which are not eligible for grant funding (e.g. retail stock for the completed unit, design and construction of a business website etc.)

**D6** Please outline why you require the grant and what will happen if you do not receive assistance from the Humber High Street Challenge Fund:

Please use this space on to explain why you need grant assistance to deliver the proposals in the application form. Grant awards will be made to projects that are most in need of funding. Applications that cannot show a need for an award will have a low priority for grants.

Applicants may wish to consider the following:

* Will the grant enable your proposals to start sooner or grow more quickly?
* Will the grant let you do more, do it better or do it more quickly?
* Will the grant allow you to employ additional people than you would be able to otherwise?

# Section E: Not applicable to Grimsby Kasbah

This section is not applicable to Grimsby Kasbah and has been omitted from the application form.

# Section F: Project timetable and outputs of proposals

**F1** If your grant application is successful, please indicate when you anticipate starting and finishing the grant funded works:

Please provide the estimated start and end dates for each relevant workstream of the project. Works must start on site within 3 months of the grant offer unless otherwise agreed in advance in writing by Hull City Council.

You must complete the works within the stated time period unless Hull City Council agrees in writing to extend this period.

**F2** Please indicate where there will be a change of use in the target building after the proposals have been delivered:

If there will be a change of use in the target building after the proposals have been delivered, please provide brief details for each floor showing the use before the works and the intended use after the works. For example, the ground floor use may have originally a vacant shop, but following delivery of the project, will become an artisan bakery.

**F3** Where the proposals will deliver new housing units, please indicate the number of units by anticipated Council tax band:

If proposals are to deliver new housing units please state the number of new units by anticipated Council tax band.

Further guidance on North East Lincolnshire Council tax bands can be found here:

<https://www.nelincs.gov.uk/council-tax/current-council-tax-charges/>

**F4** Please briefly outline whether the proposals will create any new jobs:

Applications that create new jobs are more likely to score highly and receive high priority for awards.New jobs should not have existed with the employer before the project started.

Please refer to the definitions below to assist in filling out the information in the table

* Permanent job: life expectancy of at least one year
* Temporary job: life expectancy of less than one year
* Full time job: 30 hours per week or more
* Part time job: less than 30 hours per week
* Salary range: under £20,000 p/a

£20,001 to £25,000 p/a

£25,001 to 35,000 p/a

£35,001 to 45,000 p/a

over £45,000 p/a

* Duties: brief description, for example, administration, retail assistant etc.

**F5** Please briefly outline whether the proposals will include any training opportunities:

The Humber High Street Challenge Fund scheme is keen to support training and engagement opportunities. If you intend to create any training opportunities as part of your scheme please provide as much detail as you can on the application form.

This can include creating opportunities for people to work on the scheme via apprenticeships or traineeships, hosting training sessions for people to learn skills associated with your line of business or hosting site visits from groups of students or local residents to learn more about your business and the project to bring the target building back into use.

**F6** Please outline how you will reduce the negative environmental impact of delivering your proposals:

In line with the Humber LEP’s ambition to reduce the Humber’s net CO2 emissions to zero by 2040, the Humber High Street Challenge Fund seeks to reduce negative environmental impacts of regeneration work wherever possible.

Please provide a short summary of how you will consider the following environmental issues within your proposals:

* Integration of energy efficiency measures into designs to bring buildings back into use
* The use of natural rather than synthetic insulation materials
* The use of locally sourced traditional products and building materials
* The use of recycled constructional materials
* The use of natural oil or water based paints, varnishes and other finishes as opposed to petrochemical or solvent based products
* The implementation of a site waste management plan

**F7** Please provide details of any business support specialists who have provided advice on the viability of the proposals outlined in sections C and D, and the outputs stated in section F:

Please provide the details of any business support services or advisors who you have consulted with regards to your proposals including name, organisation and telephone / email.

The application assessment process will consider the overall viability of the proposals submitted. Evidence that the business support specialists have provided advice and reviewed the proposed project to ensure that it commensurate with the resources and capacity of the business will lead to the attainment of a higher score. For further details on local business support services, please visit:

<https://www.humbergrowthhub.org/>

# Section G: Regulatory consideration

**G1** Please indicate whether the proposals listed in sections C and D require any statutory consents or building regulation approval:

If the proposed works require any statutory consents such as Planning Permission, Change of Use, Advertising Consent or Listed Building Consent and Advertisement Consent) you should gain these in advance of submitting your application form.

More information about how to apply for planning permission is available from:

🖂 planning@nelincs.gov.uk

🕿 01472 326 289 (option 1)

🖰 <https://www.nelincs.gov.uk/planning-and-development/planning-applications/>

Building Regulation Approval may be required for works such as replacement of windows and doors, alterations to roofs and chimneys and the creation of new drainage for buildings. If you are uncertain whether the work you are proposing requires Building Regulation Consent you should contact Building Control services at North East Lincolnshire Council:

🖂 [bc@nelincs.gov.uk](mailto:bc@nelincs.gov.uk)

🕿 01472 326 289 (option 2)

🖰 <https://www.nelincs.gov.uk/planning-and-development/building-control/>

**G2** If planning permission applications have already been made, please state the relevant application reference numbers below:

Please provide full reference numbers for planning applications already made to enable the Project Delivery Team to log these details.

**G3** If planning permission applications are still pending, please state who you have discussed your proposals with in the Council’s Planning Team.

Please provide the name and contact details of the Planning Officer dealing with the application to enable the Project Delivery Team to make contact with the appropriate member of staff.

**G4** If the proposals listed in sections C and D are related to the accommodation or expansion of a commercial food business (including drink only sales), please state who you have discussed your proposals with in the Council’s Food Safety / Public Protection team:

If your proposals are related to a commercial food business, it is imperative that proposed designs and equipment are compliant with environment health requirements. If you are setting up a new food business, help and advice can be found at: https://www.nelincs.gov.uk/environment-and-community-safety/environmental-health/food-hygiene-and-safety/register-a-food-business/

It is a requirement of the application process to demonstrate that you have discussed your proposals with North East Lincolnshire Council’s Environmental Health Team by providing the name and telephone / email of the relevant officer.

North East Lincolnshire Council’s Environmental Health Team can be contacted on:

🕿 01472 326 299 or 🖂 environmental.health@nelincs.gov.uk

**G5** Please provide details of any other loans or grants you have applied for or received for this project, stating any time-limitations for these where appropriate.

If you have had any grant offers, awards or loans for the building from other sources, you must provide details of these here. Terms and conditions of other offers, awards or loans must be considered by the Project Delivery Team when assessing your application for a grant under the Humber High Street Challenge scheme.

**G6** Have you received any other financial support through grants or loans from North East Lincolnshire Council or any other public body within the past three years?

Please indicate whether you have received any other financial support though grants or loans from North East Lincolnshire Council or any other public body (including Government grants, Lottery funding, Historic England grants etc.).

As part of the HHSCF application you will be required, as a minimum, to complete the State Aid Declaration Form.

Further information on State Aid can be accessed on the Government website:

<https://www.gov.uk/guidance/state-aid>

Please note that you may be required to provide further financial information to the Project Delivery Team to enable a state aid assessment. However, please note that it is the responsibility of the applicant to obtain state aid guidance to ensure that the grant request is fully compliant with state aid legislation.

# Section H: Declaration

**H1** I confirm the building is insured for its full reinstatement value and that insurance will remain in place throughout the duration of the proposed works and following their completion.

Please check only one box. All funded properties must be insured for their full reinstatement value whilst the works are being carried out, and after their completion. In the case that the property is accidently damaged during the works, this ensures that any grant money that has already been spent is protected. Usually the insurance should be held in the name of the property owner. You must inform your insurance company that you are intending to undertake work to the property and ensure that this is covered by the policy.

In the case of buildings that are completely vacant for the duration of the works, it may be acceptable for the insurance to be held by the principal contractor, as long as this is transferred to the owner on completion without a break in cover. In such cases, the Project Delivery Team should be contacted to discuss requirements in further detail.

**H2** I confirm that a management and maintenance plan is in place to cover a period of 10 years following the completion of the proposed project.

Please check only one box. For some works, before a grant is agreed, we will ask for a management and maintenance plan to be in place to show how the funded works will be kept in a good condition for at least the next 10 years. This will be a condition of the grant, and is intended to ensure that the grants have a lasting and long-term positive impact on The Kasbah area.

As a minimum, a management and maintenance plan might include an annual inspection of external features, including roofs, gutters, windows and doors, and carrying out remedial action (such as clearing out blocked gutters, replacing dislodged roof tiles and repainting damaged or decaying paintwork) where needed.

**H3** I confirm that I will fully acknowledge the funding provided under the Humber High Street Challenge Fund within any publicity and agree to display a small plaque (provided free of charge) at the property which has received grant investment.

The plaque will reference the Humber High Street Challenge Fund scheme and include logos of the funding parties outlined within the Background Information section of this document. Plaques will be discreet and will not adversely impact on the character of the buildings which have received investment under the scheme.

**H4** Declaration

The grant applicant must sign the declaration. If the applicant is a Company, Charitable Trust, Community organisation, etc., a representative of the organisation must sign the declaration.

Please ensure that the name, date and position fields are also completed within the table.

# Section I: Supporting documentation checklist

The application form must be completed and returned with the additional supporting information/ documents detailed in the table below. In some cases not all additional information will be required, depending on the type of grant applied for, and the value and extent of the work.

After reading the guidance, if you remain uncertain which supporting information you need to supply with your application form, please contact your local coordinator.

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| **Ref No** | **Document** | **Guidance** |
| 1 | Copy of your current business plan | A business plan must accompany all applications. |
| 2 | Copy of your most recent accounts | If you told us that you are a private company, sole trader or charity under section B1 of the application form, you must supply a copy of your most recent audited accounts. |
| 3 | A cash flow forecast statement for the proposals | All applications must include a cash flow forecast statement that reflects project costs detailed within sections C, and D of the application form. The cash flow should show the figures from each one of these relevant sections on a separate line. |
| 4 | Evidence of private match funding | All applications must provide evidence that the private match funding (the cost of the project that is not covered by the grant funding) is available and accessible. This can take the form of a bank statement or a screenshot of your online banking portal. If private match is being provided via a loan facility, a copy of the loan agreement must be supplied. |
| 5 | Detailed plans of the works proposed including   * Drawings, plans and sections * Schedule of works * Contractor specifications * Delivery milestones | All applications which concern a request for funding under sections C or D of the application form must also provide the following in addition to the description of works:   * Drawings, plans, elevations and cross sections at an appropriate scale showing the proposals to be delivered * A schedule detailing the works to be undertaken in order to deliver the proposals * A contractor specification for the proposed works * A work programme outlining a project timetable and delivery milestones |
| 6 | Photographs of the building, including details of historic features to be restored | All applications which concern a request for funding under sections C or D of the application form must provide photographs of the building. Please paste photographs into a single word/ pdf document to accompany your application form submission. |
| 7 | A summary and copies of written quotes/ tenders from contractors | All funding requests must provide evidence that costs within sections C3, and D4 of the application form have been sought in line with the necessary requirements for quotes or tenders. For further guidance on how to seek cost information in line with the Council’s procurement requirements see sections C3, and D4 in this document. |
| 8 | Contractor references | All applications which concern a request for funding under sections C or D of the application form will require two references for the contractor that provides the best value for money. The contractor will be able to nominate appropriate referees from whom you can seek a reference. |
| 9 | Copy of insurance certificate | All applications which concern a request for funding under sections C or D of the application form require a copy of the insurance certificate for the building. For further information, see the guidance in section H1 of this document. |
| 10 | Copy of management and maintenance plan | All applications which concern a request for funding under sections C or D of the application form require a copy of a maintenance and management plan. For further information, see the guidance in section H2 of this document. |
| 11 | State Aid declaration form | You will need to complete a State Aid declaration form which can be obtained from the Project Delivery Team.  As part of the HHSCF application you will be required, as a minimum, to complete the State Aid Declaration Form.  Further information on State Aid can be accessed on the Government website:  <https://www.gov.uk/guidance/state-aid> |
| 12 | Declaration Form | You will need to complete a Declaration Form. |
| 13 | Copy of property title | If you told us that you own the freehold for the target property under section B7 of the application form, and the property was either purchased after 1992, or purchased before 1992 and the sale has since been registered with the Land Registry, you will need to provide a copy of your Certificate of Title.  If you do not have a Certificate of Title, Hull City Council can conduct a land registry search on the property to confirm ownership. |
| 14 | Copy of lease or rental agreement | If you told us that you lease or rent the property under section B8 of the application form, you will need to provide a copy of the lease or rental agreement that is currently in place |
| 15 | Confirmation of support from the property owner | If you told us that you lease or rent the property under section B8 of the application form, you will need to provide confirmation of support from the property owner. This can take the form of an email from the property owners or a letter that has been signed and dated by the property owner. |

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| **Ref No** | **Document** | **Guidance** |
| 16 | Copy of constitution or equivalent | If you told us that you are a limited company, sole trader, partnership, social enterprise or charity under section A7 of the application form, you must supply a copy of your constitution or equivalent. |
| 17 | Copy of planning permission decision notices | If you listed planning permission application reference numbers under section G2 of the application form, you must supply a copy of the relevant planning permission notification letters. |

**Please return your completed application along with the required documents to:**

🖂 **humberhighstreetchallenge@hullcc.gov.uk**