**Humber High Street Challenge Fund**

Grant Application Form

If you require assistance with completing your application please contact your Local Coordinator:

Lindsay Drummond, Project Officer

🕿 01472 32 4602

🖂 Lindsay.Drummond@nelincs.gov.uk

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

**Guidance**

The accompanying Humber High Street Challenge Fund guidance document provides additional detail that will assist you in completing this grant application form.

**Supporting documents**

In addition to completing this form, you will be required to submit additional supporting documents as part of your application. A checklist of the information required can be found under Section I of this document. If you are uncertain which documents are required to support your proposals, please contact your local coordinator for further assistance.

**Application process**

Following the submission of your application and the required documentation, your proposals will be assessed by the Project Delivery Team (grants up to and equal to £20k) or the Project Board (grants over £20k). To ensure a prompt response within the anticipated 4 - 6 week window, the scheme uses a rolling approvals process. If your application is successful, you will be issued with a grant offer letter.

**Grant terms and conditions**

The full terms and conditions of the grant are available on the project website which can be accessed using the web address provided above. A paper copy of the document can be obtained by contacting your local coordinator using the contact details provided above. Applicants should note that any works commenced prior the offer letter being signed by both the grantor and the grantee will not be eligible for funding from the Humber High Street Challenge Fund.

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# Section A: Applicant details

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| A1 | Business name:  *Overwrite text with response* |

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| A2 | Full name of primary contact:  *Overwrite text with response* |

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| A3 | Job title/Position (e.g. Director, Property Manager etc.):  *Overwrite text with response* |

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| A4 | Address for correspondence:  *Overwrite text with response*  Postcode: *Overwrite text with response* |

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| A5 | Telephone number:  *Overwrite text with response* |

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| A6 | Email address:  *Overwrite text with response* |

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| A7 | Please indicate which of the following categories applies to your business:   |  |  |  |  | | --- | --- | --- | --- | | Private Limited Company |  | Partnership (ordinary business) |  | | Public Limited Company |  | Partnership (Limited Liability) |  | | Sole trader |  | Social Enterprise |  | | Charity |  | Charity No: *Overwrite text with response* | | | Other (please state): | *Overwrite text with response* | | | |  |  | | | |
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| A8 | Is the business registered with Companies House?  Yes\*  No  \*If yes, please provide your company number: *Overwrite text with response* |

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| A9 | Is the business VAT registered?  Yes\*  No  \*If yes, please provide your VAT registration number: *Overwrite text with response* |

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| A10 | Please briefly describe the nature of your business/proposed business at the target property (e.g. craft beer and food):  *Overwrite text with response* |

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| A12 | Please state how many people are employed in your business at present:   |  |  | | --- | --- | | **Category** | **Number** | | Directors/ Principals: Full time | *Overwrite text with response* | | Directors/ Principals: Part time | *Overwrite text with response* | | Employees: Full time | *Overwrite text with response* | | Employees: Part time | *Overwrite text with response* | | Apprentices | *Overwrite text with response* | | Traineeships | *Overwrite text with response* | | **Total number of employees** | ***Overwrite text with response*** | |

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| 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:   |  |  | | --- | --- | | **Name** | **Position within organisation** | | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | |

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| A14 | Please state the address of the business if it differs to that outlined in section A4 of this form:  *Overwrite text with response*  Postcode: *Overwrite text with response* |

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# Section B: Details of the target for investment

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| B1 | What type of grant are you applying for (select all that apply):   1. Grant for building frontage improvements 2. Grant to bring unused floorspace back into use |
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| B2 | Address of target property to receive grant funding:  *Overwrite text with response*  Postcode: *Overwrite text with response* |

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| B3 | Is the target property a listed building?  Yes  No |

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| B4 | Please provide a brief description of the target property:  *Overwrite text with response* |

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| B5 | Is the target property currently vacant?  Yes  No\*    \*If no, please briefly describe its current use:  *Overwrite text with response* |

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| B6 | In terms of the target property will you/the business be the:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Owner-occupier |  | Private Landlord |  | Tenant |  | |

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| B7 | Do you own the freehold for the target property?  Yes  No |

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| B8 | Additional details for leasehold properties only:   1. Please state the remaining term of the lease: Overwrite text with response years 2. Do you have the building owners permission to  Yes  No   undertake the project?   1. Please provide the contact details for the building owner:   Name of building owner:  *Overwrite text with response*  Address for correspondence:  *Overwrite text with response*  Postcode: *Overwrite text with response*  Telephone number: *Overwrite text with response*  Email address: *Overwrite text with response* |

# Section C: Building frontage improvements

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| C1 | Please provide a description of the proposed building frontage improvement works, providing as much detail as possible:  *Overwrite text with response* |
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| C2 | Please provide details of professional advisors to be used to deliver your proposals if you are successful with your grant application:   |  |  |  | | --- | --- | --- | | **Name** | **Organisation** | **Telephone/ email** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |

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| C3 | Please outline the anticipated cost of the building frontage improvement proposals:   |  |  |  |  | | --- | --- | --- | --- | | **Item/ line** | **£ Cost** | **£ VAT** | **£ Total** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | Total cost | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |
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| C4 | Please state the total amount of funding you are seeking for building frontage proposals:  £ *Overwrite text with response*  Representing *Overwrite text with response* % of the total project cost. |
|  | NB State Aid rules and the financial viability of the business will determine the amount of grant to be awarded; this will be assessed by the Project Delivery Team. |

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| 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:  *Overwrite text with response* |

# Section D: Bringing unused floorspace back into use

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| D1 | Please provide a description of the proposed works to bring unused floorspace back into use, providing as much detail as possible:  *Overwrite text with response* |
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| D2 | Please detail the total amount of floorspace that is anticipated to be brought back into use under the proposals:   |  |  | | --- | --- | | **Level (Ground floor, first floor etc.)** | **Floorspace** | | *Overwrite text with response* | *Overwrite text with response* m2 | | *Overwrite text with response* | *Overwrite text with response* m2 | | *Overwrite text with response* | *Overwrite text with response* m2 | |
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| D3 | Please provide details of professional advisors to be used to deliver your proposals if you are successful with your grant application:   |  |  |  | | --- | --- | --- | | **Name** | **Organisation** | **Telephone/ email** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |

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| D4 | Please outline the anticipated cost of the proposals to bring unused floorspace back into use:   |  |  |  |  | | --- | --- | --- | --- | | **Item/ line** | **£ Cost** | **£ VAT** | **£ Total** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | Total cost | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |
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| D5 | Please state the total amount of funding you are seeking for the proposals to bring unused floorspace back into use:  £ *Overwrite text with response*  Representing *Overwrite text with response* % of the total project cost. |
|  | NB State Aid rules and the financial viability of the business will determine the amount of grant to be awarded; this will be assessed by the Project Delivery Team. |

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| 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:  *Overwrite text with response* |

# *Section E: Not applicable to Grimsby Kasbah*

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| *Section E is not applicable to Grimsby Kasbah and has been omitted from this application form* | |
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# Section F: Project timetable and outputs of proposals

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| F1 | If your grant application is successful, please indicate when you anticipate starting and finishing the grant funded works:   |  |  |  | | --- | --- | --- | | **Work** | **Start date** | **End date** | | Building frontage improvements | *dd/mm/yyyy* | *dd/mm/yyyy* | | Bringing unused floorspace back into use | *dd/mm/yyyy* | *dd/mm/yyyy* | |
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| F2 | Please indicate where there will be a change of use in the target building after the proposals have been delivered:   |  |  |  | | --- | --- | --- | | **Area** | **Usage before** | **Usage after** | | Basement | *Overwrite text with response* | *Overwrite text with response* | | First floor | *Overwrite text with response* | *Overwrite text with response* | | Second floor | *Overwrite text with response* | *Overwrite text with response* | | Third floor | *Overwrite text with response* | *Overwrite text with response* | | Outside area | *Overwrite text with response* | *Overwrite text with response* | | Other:  *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |
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| F3 | Where the proposals will deliver new housing units, please indicate the number of units by anticipated Council tax band:   |  |  | | --- | --- | | **Council Tax Band** | **Number of units** | | Band A | *Overwrite text with response* | | Band B | *Overwrite text with response* | | Other:  *Overwrite text with response* | *Overwrite text with response* | |
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| F4 | Please briefly outline whether the proposals will create any new jobs:  **Permanent jobs**   |  |  |  |  | | --- | --- | --- | --- | | **Job title** | **Full time/ part time** | **Salary range** | **Duties** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* |   **Temporary jobs**   |  |  |  |  | | --- | --- | --- | --- | | **Job title** | **Full time/ part time** | **Salary range** | **Duties** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |

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| F5 | Please briefly outline whether the proposals will include any training opportunities:  Apprenticeships: *Overwrite text with response*  Traineeships: *Overwrite text with response*  Training sessions: *Overwrite text with response* |

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| F6 | Please outline how you will reduce the negative environmental impact of delivering your proposals:  *Overwrite text with response* |

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| F7 | Please provide details of any business support specialists who have provided advice on the viability of the proposals outlined in sections D and E, and the outputs stated in section G:   |  |  |  | | --- | --- | --- | | **Name** | **Organisation** | **Telephone/ email** | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | | *Overwrite text with response* | *Overwrite text with response* | *Overwrite text with response* | |

# Section G: Regulatory consideration

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| G1 | Please indicate whether the proposals listed in sections C and D require:  Full planning permission (including change of use)  Change of use  Advertising consent  Listed building consent  Building regulation (building control) approval |

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

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| G3 | If planning permission applications are still pending, please state who you have discussed your proposals with in the Council’s Planning team:   |  |  | | --- | --- | | **Name** | **Telephone/ email** | | *Overwrite text with response* | *Overwrite text with response* | |

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| 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:   |  |  | | --- | --- | | **Name** | **Telephone/ email** | | *Overwrite text with response* | *Overwrite text with response* | |

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

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| G6 | Have you received any other financial support through  Yes  No  grants or loans from North East Lincolnshire Council or  any other public body within the past three years? |

# Section H: Declaration

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| H1 | I confirm the building is insured for its full reinstatement  Yes  No  value and that insurance will remain in place throughout  the duration of the proposed works and following their  completion. |

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| H2 | I confirm that a management and maintenance plan  Yes  No  is in place to cover a period of 10 years following the  completion of the proposed project. |

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| H3 | I confirm that I will fully acknowledge the funding  Yes  No  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. |

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| H4 | I declare that all the information supplied is accurate and that information has not been deliberately withheld. I understand that any misleading or inaccurate statements (whether deliberate of accidental) given at any stage during the application process may render the application invalid and may result in the withdrawal of any grant that is awarded.   |  |  | | --- | --- | |  | **Applicant** | | Signed | *Overwrite text with response* | | Name | *Overwrite text with response* | | Date | *Overwrite text with response* | | Position | *Overwrite text with response* | |

# Section I: Supporting documentation

Please make sure that you supply the following documentation with your application form. Further advice on what format the information should be provided in, and any relevant exemptions related to specific types of grant funding proposals, can be found within the supporting guidance document.

We will not able to process your application until all of the required documentation has been submitted.

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| --- | --- | --- |
|  | **Documents** | **Enclosed** |
| 1 | Copy of your current business plan |  |
| 2 | Copy of your most recent accounts |  |
| 3 | A cash flow forecast statement for the proposals |  |
| 4 | Evidence of private match funding |  |
| 5 | Detailed plans of the works proposed including   * Drawings, plans and sections * Schedule of works * Contractor specifications * Delivery milestones |  |
| 6 | Photographs of the building, including details of historic features to be restored |  |
| 7 | A summary and copies of written quotes/ tenders from contractors |  |
| 8 | Contractor references |  |
| 9 | Copy of insurance certificate |  |
| 10 | Copy of management and maintenance plan |  |
| 11 | State Aid declaration form |  |
| 12 | Declaration Form |  |

You must also provide the following documents, if applicable, with your application.

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Enclosed** |
| 13 | Copy of property title |  |
| 14 | Copy of lease or rental agreement |  |
| 15 | Confirmation of support from the property owner |  |
| 16 | Copy of constitution or equivalent |  |
| 17 | Copy of planning permission decision notices |  |