

| **Coleraine Revitalise Scheme** **2021-2023** |
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| Applicant Information |
| Title/Name: |
| Address for contact – this can be your home or business: |
| Phone(s): | E-mail: |  |
| Premises Information  |
| Name of Business currently operating from this premises: |
| Business Address: |
| Phone(s): | E-mail: |  |
| Any other information you would wish to include regarding this building: |  |
| Your application will be assessed by a Steering Group consisting of Council Planning, Technical and Project Officers. Considerations will be overseen by Elected Members, nominated business owners from the project area and Department for Communities staff (DfC). Assessment of applications will be based on the criteria in the guidance notes, which you are asked to refer to and read carefully.Applications should be submitted as soon as possible **and no later than Monday 4th July 2022**. Acceptance of applications will roll forward until the budget threshold limit has been reached. However, preference may be given to applications which indicate an early start / end date for the proposed works.Proposed start date of the works: Proposed end date of the works:  |
| * I am the tenant of the building and have sought permission from the owner/agent
* I am the owner of the building
* I am the Agent of the owner or tenant of the building
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| TOTAL COSTS, VAT AND MATCHING FUNDING |
| The **total** cost of eligible works to the property, excluding VAT is:[No quotations above the value of £9,999.99 can be accepted] |  |
| VAT (if applicable): |  |
| I request the following amount of grant aid from the Revitalise Scheme:[Maximum grant will not exceed £5,000 nett] |  |
| I am providing the following funding from my own / other resources:[The minimum requirement is 10% of eligible costs] |  |

I have included the quotations as requested [ ]

I have included / will apply for any permissions required [ ]

I have included evidence of Public and (where applicable) Employee Liability Insurance documents [ ]

I, (FULL NAME) …………………………………………………………

the lessee [ ]

the owner [ ]

the agent [ ]

of the property hereby approve this application for a grant towards the costs of the works described. I hereby agree to comply with the conditions of grant as set out in the guidance notes, which I have read and understood.

**VAT Declaration**

The applicant business is VAT registered

and can recover VAT on this Scheme [ ]

The applicant business is not VAT registered

and cannot recover VAT on this scheme [ ]

Signature of applicant …………………………….………………………………………

Position ………………………………………………………………………………………..

Date ………………………………………..

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| Proposed schedule of work |
| In this section, itemise the work you want to do to your premises. Please refer to the guidance notes for examples of eligible works. * Please itemise each part of the work you propose to do and ensure that these are reflected on all quotations supplied.
* If you are painting your building please ensure that type(s) of paint and number of coats are noted and detail the area of the building for which the costs apply.
* If you are applying for signage, please include the materials, details and dimensions of signage you are considering. If possible obtain a mock-up of the design from your preferred signage contractor.
* If applying for replacement windows / doors, please provide details of materials / dimensions and any changes to the materials / dimensions of your existing windows and doors.
* When assessing the quotations the Council Quantity Surveyor may seek more clarification to assess value for money. Please note that your application cannot be progressed to a consideration of your request for funding without the necessary clarifications he has requested.
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| **Proposed work, including materials / labour required** | **Cost (if you have not yet established firm costs, approximate costs would be helpful)** |
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**Please continue on another sheet if necessary**