



Elmbridge
Borough Council
... bridging the communities ...

Application Number (Office Use only)

Elmbridge Civic Improvement Fund (ECIF) Grant Scheme Application Form

The information to be filled out in this form is to be used for the purpose of processing an application for the ECIF grant scheme and assessing the suitability of the proposed project. For more information about the scheme and how to complete this application, please read the Guidance Notes.

1) Business/Organisation Name:

2) Applicant's Name:

3) Telephone / Fax / E-mail:

4) Where did you find out about ECIF?

5) Address for correspondence:

6) Type of application:

- Shop front improvements
- Street scene and street furniture improvements
- Empty shop improvement
- Marketing & Promotion
- Learning skills or training
- Community improvement projects

If you are seeking improvements to a property, please complete Q7, Q8, Q9 and Q10, otherwise go to Q11

7) Address of Property being improved (if applicable):

8) If you are seeking improvements to a property do you

- Own the premises?
- Rent the premises?*
- Lease the premises?*
- When will the lease/freehold run out?
- Other? (Please explain below)

* You will need to include landlord's written consent for improvements or change in use of empty shop

- 9) A) Do you pay business rates on this property?** Yes / No
- b) Are your payments up-to-date?** Yes / No

(If there are any outstanding monies this could prejudice your application being accepted - as part of the application process we will check your business rate account).

10) Do you have Planning Permission/Building Control Regulations to undertake this work?
Yes / No / Pending/ Not applicable

If yes, please quote reference:

11) Description of proposal, benefits and how it meets Elmbridge's Vision and priorities:

Please continue on separate A4 sheet if necessary and attach to this form

12) List all drawings; plan numbers; project documents etc. forming part of the application as appropriate:

Please include all drawings, plans and project documents and attach to this form

13) Shop Front or Empty Shop improvements only:

What is the total cost of the project? Please summarise costs under the following headings:

Shop front /empty shop improvement costs	
Overheads	
Professional Fees	
Stock/Working Capital	
Total	

Please attach budgets/quotes as appropriate to work being carried out. Please refer to guidance notes.

14) How much is being sought from ECIF? £

Are there any contributions from third parties? £

Contribution made by the applicant / business / organisation £

Reserves £

Are you seeking funding from other parties? £

Name of other organisation you are seeking funding from.

15) Does any person connected with this application have any relationship with any Councillor or Officer of Elmbridge Borough Council? Yes / No

If yes, please supply details below:

16) Supporting information – please refer to the guidance notes and include as appropriate with your application:

- Business or project plan Yes / No
- Cash Flow and Profitability Forecast Yes / No
- Bank Loan Agreement / Statement Yes / No
- Last Two Years' Audited Accounts Yes / No / Not applicable
- Planning / Building Control Documents Yes / No / Not applicable
- Lease / Freehold Document Yes / No
- Licence / Certificate Yes / No / Pending
- Permission from Landlord to carry out works Yes/ No / Pending

We may require further documents or information, depending on your particular circumstances. If that is the case, we will let you know by telephone or in writing as soon as possible. Please note that we may check your payment history as part of the application process.

17) Consultation

Have you consulted/ informed any other parties about your proposal?

- Other Local Business or Business Group
- Councillors
- Other

18) Declaration

When you have completed the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Borough Council agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/ literature and permanent fixtures.

I agree to inform the ECIF co-ordinator if I receive funding towards this project from other organisations and failure to do so may affect my application.

Privacy Notice: By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Civic Improvement Fund's manual filing system and summarised in the Council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes and to increase awareness about the Elmbridge Civic Improvement Fund. Personal Information will not be disclosed without the prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <http://www.elmbridge.gov.uk/privacy-and-cookies/>

Signed

Date