

Newport Now Shop Front Improvement Grant Scheme – Guidance Notes

You can apply if your business:

- Is a member of the Newport Now Business Improvement District and is up to date with its BID levy payments. This includes owners of vacant units.

You can apply for a grant for:

- Improvements to the physical appearance of the front of your business premises such as redecoration in suitable colours, renewed signage (fixed to the building), outside lighting, awnings, new windows/doors, disabled access etc.
- A maximum of £800 excluding VAT (£1,000 including VAT). The total grant payable will not exceed 75% of the total costs for the works carried out.

You cannot apply for:

- Indoor / non-visible improvements.
- Funding for work already completed or already underway.
- Routine maintenance.
- Residential frontage above businesses.
- External security shutters.
- A-Board signage

Before applying you should check:

- That you have the owner's permission to undertake the work.
- Whether you require planning permission for the proposed work. Permission will be required for most works (including the installation of canopies/awnings), although minor improvement or alteration works may not require permission.
- Whether you require advertisement consent if you are proposing to change your signage.

You are strongly advised to ask for guidance from Newport City Council's Planning Department on 01633 656656 or email planning@newport.gov.uk.

Assessing your application:

Your application will be assessed against the following criteria:

- Evidence of need (current condition of property).
- Standard of work and design.
- Visual impact.

We will provide you with a decision within 14 days of the next available BID Board meeting. Payment of the grant will be made on completion of the work and within 14 days of the submission of your invoice to Newport Now. Works must be carried out within 6 months of the grant award.

N.B. Please note that any planning requirements and permissions must be sought prior to the grant being awarded and the works being carried out. This is the responsibility of the applicant and not Newport Now.

Newport Now Shopfront Improvement Grant Application Form



Your Business / Trading Name	
Contact Name and position in business	
Address of property which you would like to improve	
Correspondence address (if different from above)	
Telephone number	
Email	
What is the nature of the business?	
How many people does the business employ?	

Your status (please tick one)	<input type="checkbox"/> Owner
	<input type="checkbox"/> Tenant

Your proposal: give details of the proposed improvements e.g. drawings, colours, signage proofs.

Explain how your proposal will improve the premises for potential customers:

Quotations	You must obtain a minimum of 2 written quotations for the proposed works. Copies must be attached to your application.
Preferred quotation	Please state your preferred quotation and give the reasons if it is not the lowest quotation.
Total cost of project	Net £ VAT £ Total £ Are you VAT registered? Yes / No N.B. Grant is only paid on VAT if it is not reclaimable by the applicant.

Newport Now Shop Front Improvement Grant Declaration / Conditions

- I certify that to the best of my knowledge the information contained in this application is true and accurate and will adhere to the following terms and conditions:
- I understand that making this application does not entitle me to a grant as a right.
- I will not commence or commit any expenditure before receiving approval of the grant.
- I confirm that the quotations submitted are bona fide competitive quotes.
- I understand that Newport Now does not accept liability for work carried out under the 'Newport Now Shop Front Improvement Grant' scheme.
- I will provide Newport Now with colour photographs of the completed work and I understand that they will be kept on record and used for future publicity.
- I understand that to make a misleading statement in relation to this application could make the application invalid or may mean I have to repay the grant to Newport Now.

Signed		Print Name	
Position within the company		Date	

Completed application should be returned by email to:

kevin@kevinwardmedia.com

For Office Use Only

Grant application approved?	Yes / No
Amount approved	£
Signed	Date
Print Name	