

Sustainable High Street Scheme Shop and Business Improvement Fund Guidelines



Introduction

Redcar and Cleveland Borough Council is rolling out a package of support in Redcar and Cleveland to assist local businesses in being more sustainable for the future.

Key Information

Advice and guidance will be available through the Council's Business Growth Team to support planning your business and making it more sustainable for the future.

A grant scheme will be rolled out to support improvements to your business premises. Total Council funding towards your project must not be greater than £2,500 or 50% of the total pre-agreed project costs.

To qualify for support, your business must be located in Redcar & Cleveland.

Although a range of grants are available under the High Street Support Scheme, funding per property cannot exceed £10,000. Grants must be approved prior to works commencing.

Eligible Works for grant (not exhaustive)

- New windows and doors
- New shop frontage
- Roofing works (Inc. internal ceilings)
- New / replacement external signage
- Heating (new installation, not repairs)
- Upgrading flooring
- Electrical (new works, not repairs)
- Specialist fixed equipment purchase and installation (e.g. fixed flue)
- Fixed joinery works (new items, fit-out for new business)

Proposed Programme (subject to change or demand for funding)

Launch of grant scheme	May 2018
Deadline for applications	31 October 2020
Deadline for evidence of completed works and paid invoices / receipts to be received by the Council.	31 January 2021
All grants to be paid out	1 March 2021

Process – Next steps

1. Please read these guidelines and if you think you may be eligible fill out an Expression of Interest (EOI) form (enclosed)
2. Discuss your requirements with a member of the Place Investment and Development Team on 01642 444494 or email placeinvestment@redcar-cleveland.gov.uk. This will confirm if you are eligible to apply for the scheme. If you are, you will be sent out an application form and VAT declaration form to complete.
3. You will be referred to a member of Redcar & Cleveland Borough Council's Business Growth Team who will assist you with your application and provide advice and guidance on your project. The Business Growth Team can be contacted on 01642 444383.
4. For the grants scheme, as the applicant you are required to obtain three quotes for the agreed works. The quotes must show a full breakdown of costs for the proposed works and be exclusive of VAT. All quotes must be from companies based within the Tees Valley where possible and include the company's full address.
5. Send in your three quotes plus the completed application and VAT declaration forms to the Council using the contact details on the application form.
6. Your proposal will be considered for approval by our panel and you will be contacted if you are successful or not.
7. It is the responsibility of the applicant to obtain any permission required prior to works commencing (e.g. planning, landowner, building regulations, etc.)
8. An agreement will be prepared setting out the works to be carried out and the agreed contribution from RCBC.
9. The applicant is then responsible for appointing the agreed contractor to carry out the works and paying in full once the works are complete.
10. The contribution from RCBC will be paid directly to the applicant when the works are satisfactorily completed and evidence of payment is provided to the Council via a copy of a paid invoice. Works will be subject to a final inspection visit by a council representative to ensure projects have been carried out in accordance with quotes.
11. Before and after photos and the completion of an output verification form will be required.
12. An A6 vinyl must be displayed within the window of your premises for a period of 12 months, stating that the works have been part funded by Redcar & Cleveland Borough Council's Sustainable High Street Scheme.

ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED BEFORE SUBMITTING.