



Guidelines

Introduction

Redcar and Cleveland Borough Council is rolling out a package of support to retailers and businesses looking to set up in Redcar and Cleveland for shop fitting and other capital works required.

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 the fit out of your new premises. Total Council funding towards your project must not be greater than **£10,000 or 80% of the total pre-agreed project costs.**

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

The maximum amount payable for any property under the High Street Support Scheme is £10,000. Grants must be approved prior to works commencing. No funding can be agreed retrospectively.

Eligible Works for grant (not exhaustive)

- New windows and doors
- New guttering and downpipes
- New shop frontage
- Roofing works (Inc. internal ceilings)
- New 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 – fixed furniture equipment)

Applications **must** be supported by a business plan and forecast cash flow.

Process – Next steps

1. Please read these guidelines and if you think you may be eligible follow the application process.
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, work with partner organisations to access further assistance 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. . Failure to supply 3 quotes for works may delay your application.
5. Send in your three quotes plus the completed application form, business plan and forecast cash flow 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. Please note that turnaround on grant applications can be up to 6 weeks.
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.

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