

Guisborough Commercial Grant Scheme



Guidelines

Introduction

Redcar and Cleveland Borough Council is rolling out a package of support to property owners/businesses in Guisborough, to improve the look and feel of the area and bring buildings back in line with heritage standards.

Key Information

Advice and guidance throughout the application process will be available through the Council's Place Development & Investment Team and Conservation Officer.

A grant scheme will be rolled out to support design and improvements works to your premises. Levels of grant contribution vary and will be discussed with you at expression of interest.

To qualify for support, your business must be located in Guisborough.

The maximum amount payable for any property is £30,000 depending on the work proposed. Grants must be approved prior to works commencing. No funding can be agreed retrospectively.

An applicant contribution towards the work will be required as below:

- Works with a total cost of £0 - £9,999 – 15% applicant contribution
- Works with a total cost of £10K to £19,999 – 10% applicant contribution
- Works with a total cost of £20K upwards - 5% applicant contribution

*please note, required work will be defined by the application panel in line with the Conservation Area Management Plan.

Eligible Works for grant (not exhaustive) – External Works Only

- Full shop facades (including windows and doors)
- External upper floor renovations (including windows)
- External façade decoration
- Removal of shutters or uplift work if shutters cannot be removed.

Applications **must** be in support of designs proposed by Redcar & Cleveland Borough Council.

Process – Next steps

1. Please read these guidelines and if you think you may be eligible follow the application process.
2. A member of the Place Investment and Development Team will discuss the proposed works to your property and any potential cost to yourself and send you an Expression of Interest Form. This will confirm if you are eligible to apply for the scheme and that you are in agreement with the proposed works. If you are, you will be sent out an application form to complete.
3. On receipt of your Expression of Interest, our heritage expert will draw up a more detailed design for your property and this will be sent to you.
4. 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 in accordance with the proposed designs may delay your application.
5. Send in your three quotes plus the completed application form 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. Planning permission for any proposed changes will be applied for by the designer. It is the responsibility of the applicant to obtain any other permissions required prior to works commencing (e.g. Land owner, landlord, 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 submitting the invoice to Redcar & Cleveland Borough Council once the works are complete.
10. The contribution from RCBC will be paid directly to the applicant when the works are satisfactorily completed in accordance with the design provided and an invoice for the work is submitted. Works will be subject to a final inspection visit by a council representative to ensure projects have been carried out as agreed.
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.**