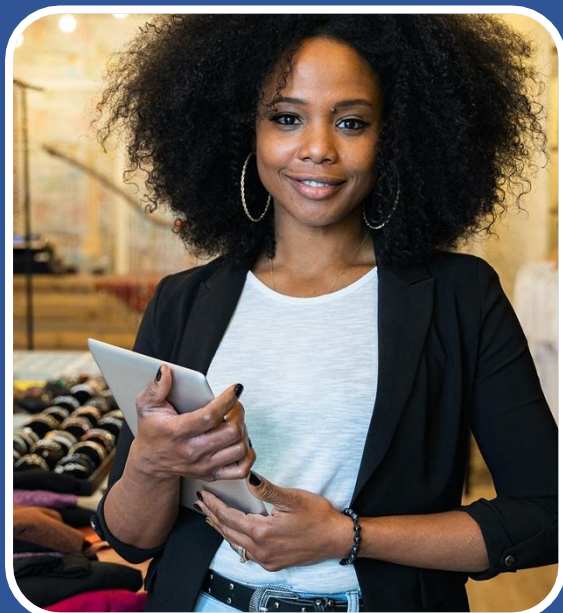


Bristol City Centre and High Streets Vacant Commercial Property Grant

Application Form for grant funding



Vacant Commercial Property Grant Application Form

Please do not complete this form until you have read and understood the [Guidance Notes](#).

If you would like help to understand the guidance notes or to complete this form please email: business@bristol.gov.uk. We welcome applications from people of all levels of ability. We are committed to supporting all applicants through the application and award process.

You must [complete our Equality Monitoring Form](#) before completing this Application Form.

We will need to confirm that this has been received before we start reviewing your application. The form will not be seen by the Grant Decision Panel until after a decision on your application is reached.

To be considered for grant funding full applications, pictures of the inside and outside of the property, evidence of match funding and dated lease, signed by all parties must be received by 11.59pm, Monday 30 September 2024.

This form has a total of eight (8) sections. You must complete them in full. All questions are mandatory. Please type this form if you are able. There is no need for a handwritten signature. You must return this form in a Microsoft compatible format (Word or PDF). We are unable to open Apple/Mac files.

Section 1. Applicant details	
Q1. Personal Name	
Q2. Job title or position	
Q3. Personal Address	
Q4. Telephone number	
Q5. Email address	
Q6. Organisation name	
Q7. Organisation website (If you have one)	
Q8. Current Business Address (if you have one)	
Q9. Will you continue to trade from your current business address once you take on the new property? If so, do you have plans to stop trading from your current business address in the foreseeable future?	
Q9. Legal status of organisation (e.g., Ltd. / LLP / CIC / Charity / Sole Trader)	
Q10. Turnover for the last 12 months (If you started trading less than 12 months ago, please state your total turnover to date)	£0 is an acceptable response if you have not yet commenced trading

Q11. On what date was your organisation established? <i>(if not yet established please use today's date)</i>	DD/MM/YYYY <i>Amend as appropriate</i>	Q12. Are you VAT registered? <i>(This is not a requirement to receive funding but affects the costs you can claim for items)</i>	YES/NO <i>Delete as appropriate</i>
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Section 2. Vacant property details

Q1. Address of vacant property you have secured a lease on or plan to secure a lease on <i>Please ensure the property is within an eligible area using our Bristol high streets and local centre boundaries online tool.</i>			
Q2. Do you have a lease or rental agreement signed by all parties? <i>If yes, please state the start and end dates of the agreement.</i>		Q3. On what date do you plan to start trading from the property?	DD/MM/YY <i>Amend as appropriate</i>
Q4. Have you obtained all the licences and permissions you need to trade? <i>You can find a full list of these on our licences and permits webpage</i>	YES/NO <i>Delete as appropriate</i>	Q5. Do any of the works you intend to carry out require planning permission?	YES/NO <i>Delete as appropriate</i>

Section 3. Financial details

Q1. Amount of grant funding requested. <i>Please read section 4 of the guidance notes for full details on the amount of funding you can request</i>	£	Q2. Outside of this funding how much additional money will you invest in the property?	£
Q3. Please list any grants or funding your organisation has received in the previous 36 months. <i>'None' is an acceptable answer to this question. This Grant Scheme is subject to State Subsidy Legislation.</i>			
Q4. Have you ever been subject to formal insolvency proceedings? <i>Such as bankruptcy, IVA, or other credit arrangements in respect of arrears on loans</i>	YES/NO <i>Delete as appropriate</i>		

Section 4. Employment details

Q1. Please indicate below the overall number of **paid** Full-Time (FT) and Part Time (PT) positions your organization **currently** employs.

Overall number of Full-Time positions (FT = 30 hours a week or more)	
Overall number of Part-Time positions (PT=29 hours a week or less)	

Q2. Please list all the paid employees you **currently** have working for your organization. Two example rows of how this table should be filled out are highlighted in green below. Please enter your response below these example rows. *You can add extra rows to the table if needed.*

[illegible]

Q3. Please indicate below the overall number of **paid** Full-Time (FT) and Part Time (PT) positions your organization will employ **after you start trading** at the new property?

Overall number of Full-Time positions (FT = 30 hours a week or more)	
Overall number of Part-Time positions (PT=29 hours a week or less)	

Q4. Please list all the **new** paid jobs you will create as a direct result of moving into your new property. Two example rows of how this table should be filled out are highlighted in green below. Please enter your response below these example rows. *You can add extra rows to the table if needed.*

[illegible]

Q5. Is your organisation currently an accredited Living Wage Employer? <i>For more information on becoming a Living Wage Employer see Living Wage Foundation</i>	YES/NO <i>Delete as appropriate</i>	Q6. Would you like to find out more about becoming a Living Wage Employer?	YES/NO <i>Delete as appropriate</i>
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Section 5. Purpose and social & environmental impacts of your organisation

This grant is awarded based on merit to organisations who have a clear purpose, offer something different, create jobs for local people, and who understand the climate emergency and are taking steps toward a more positive impact on the environment.

Q1. Tell us what your organisation does. What services do you plan to offer from your new property?
Please provide as much detail as possible. As a guide we expect to see between 2-5 paragraphs

Q2. How are your products and services different to what is currently available in the local area of your new property? How does your organisation diversify this area?
Please provide as much detail as possible. As a guide we expect to see 2-4 paragraphs.

Q3. How will your use of the new property make Bristol a better place for our residents to live?
Please provide as much detail as possible. As a guide we expect to see 2-4 paragraphs

Q4. How have you responded to the climate emergency? What commitments has your organisation made to sustainability and the environment? What changes do you intend to make in the future?
Please provide as much detail as possible. As a guide we expect to see 1-3 paragraphs.

Q5. Why do you need this funding? How could it support you to start trading from your new property?
Please provide as much detail as possible. As a guide we expect to see between 2-4 paragraphs.

Section 6. Requested items to be funded

Please use the table below to tell us what you would spend this funding on.

See section 4 of the [guidance notes](#) for full information about how much funding you can apply for and what it can be spent on. If you need advice on whether an item can be funded through this grant, please email business@bristol.gov.uk

Each individual item must be clearly described on a separate line. We are not able to approve general descriptions such as 'internal works', 'parts and labour', 'general shop fittings', or 'tools'.

You must provide your estimated costs in £GBP. If your application is successful any invoice you send us in another currency will be paid at the exchange rate as correct on the date of the invoice.

This grant cannot be used for any works already started or any equipment already purchased. You must wait for a formal Grant Offer Letter from the council before starting any works or purchasing any equipment you are claiming this funding for.

Item No.	Item description <i>Clearly describe structural works and materials. Clearly explain the function of equipment. You can add extra rows to the table if needed.</i>	Cost
01		
02		
03		
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17		
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19		
20		
Total cost of all items		£
Total amount of grant funding requested		£

Section 7. Supporting Information Checklist

Please send us the information requested in the table below. We are not able to make an offer of grant funding until we have received all required supporting information.

You must ensure all files you send us are Microsoft compatible (PDF, Word, JPEG, or PNG). They must be named clearly so it is obvious what information they contain.

If you are not including all of the below information with your application, please clearly explain in your initial email what is missing and why.

Have you provided the necessary supporting information with your application?		Delete as appropriate
1.	Fully completed Equality Monitoring Form <i>Understanding how accessible our business support services are is important to ensure we make our programmes more effective and inclusive. For this reason, the Equality Monitoring form is mandatory and a condition of being considered for grant funding. This is not seen by members of the grant decision panel until after we have reached a decision on your application.</i> <i>(If requesting an Offer in Principle this information IS required)</i>	YES/NO
2.	Fully completed, dated, and signed Application Form (<i>this form</i>). <i>All questions are mandatory.</i> <i>(If requesting an Offer in Principle this information IS required)</i>	YES/NO
3.	Proof you can match the funding you are requesting by 20% <i>A financial statement showing you have access to the necessary funds. For Sole traders this can be in a personal name. For businesses, charities and CIC's this must be in the name of the organisation.</i> <i>(If requesting an Offer in Principle this information IS required)</i>	YES/NO
4.	Complete lease or rental agreement with start and end date, signed by all parties <i>we cannot accept partial documents or those missing signatures or dates. We will review the document and must be satisfied that the terms give you full use of the property and do not affect your ability to trade in the way you have told us you will. We reserve the right to reject applications if the terms of lease or rental are judged by us to be unacceptable.</i> <i>(If requesting an Offer in Principle this information IS NOT required, however you do need to have identified a property that you are intending to lease)</i>	YES/NO
5.	Interior and exterior photographs showing the scale of the property <i>Please ensure you provide enough to show us the scale of each room or space in the unit and how the frontage appears on the high street</i> <i>(If requesting an Offer in Principle this information IS NOT required)</i>	YES/NO

Section 8. Declaration

Bristol City Council reserves the right to decline applications that we determine do not meet with our objectives. Decisions are made at our discretion and are final. There is no appeals process.

This grant is intended to support the viability of your organisation in starting to trade from a new property. It is not intended to be the main source of funding for your new venture.

You must clearly state within this application and supporting documents how this grant money will be spent and how your proposal meets the council's objectives and eligibility criteria.

Works must be undertaken by a competent contractor on behalf of a reputable company. Invoices you provide us for works must be sufficiently detailed for us to verify the grant claim.

Any grant award will be paid in arrears, in staged payments. This will be discussed and agreed with applicants and the schedule will be included in the grant award letter for successful applicants.

Please complete and sign the below declaration to confirm you have read and understood:

I hereby declare that the information I have provided is correct to the best of my knowledge and belief, that I am not in insolvency, I have not been adjudicated bankrupt, nor made any composition with my creditors or that no civil court judgement exists against me. I understand that any false information given could result in repayment of grant monies paid to me in full immediately.

I confirm that I am not involved in any way or connected with any activity that is not suitable to be supported from public funds. I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and proof will be supplied to confirm the amount spent. I understand the grant is discretionary and intended to support an organisation's viability to take on a vacant unit and is not approved automatically in any circumstances.

I confirm that I understand payments to successful applicants are made in arrears, and that I have access to funds from other sources to purchase my requested items. I understand that if my application is successful, I will be required to wait up to six weeks to receive payments for my invoices.

I agree to the use of my personal data in line with Bristol City Council's privacy notice:

<https://www.bristol.gov.uk/about-our-website/privacy>

The council produce a fortnightly business newsletter to provide relevant and timely information to businesses in Bristol. The newsletter covers a broad range of topics that you may find useful.		Would you like to receive the newsletter? Yes/NO <i>Delete as appropriate</i>
Name		
Signature <i>(typing instead of a wet ink signature is acceptable)</i>		
Date	DD/MM/YY <i>amend as appropriate</i>	

VCPG Application Pack- 14/03/2024