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**Nottingham City Council UKSPF**

**Shop Front Improvement and Vacant Premises Grant**

Expression of Interest Form

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| **For office use** | |
| Reference No. |  |
| Date application received |  |
| Date of appraisal |  |
| Name of appraiser |  |

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| What are you requesting a grant for (select only one option) | |
| Shop front improvement (maximum grant £5,000) |  |  |
| Vacant premises improvement (maximum grant £10,000) |  |  |

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| **Section 1 – Business details** | |
| Business name |  |
| Contact name |  |
| Business address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| Business website (if any) |  |
| Nature of business (including sector) |  |
| Legal status of the business |  |
| SIC code (if known) |  |
| Business registration number, charity number or Unique Tax Reference |  |
| Business rates account |  |
| VAT registration number (if applicable) |  |
| Number of employees |  |
| Date of incorporation DD/MM/YYYY |  |
| Trading start date (if different to incorporation date) DD/MM/YYYY |  |

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| **Eligibility** | |
| Does your enterprise have more than 250 FTE (full time equivalent) employees? | Yes  No |
| Is your enterprise more than 25% owned by a company, which itself is not an SME? | Yes  No |
| Does your annual turnover exceed £10 million? | Yes  No |

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| **Section 2 – Property details** | |
| Address of premises for which you are applying for the grant (if different to section 1) |  |
| Applicant’s interest in the property | Freeholder  Leaseholder |

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| **Section 3 – Your project** | | |
| The grant should be used to support retail businesses where there will be a significant visual improvement to the property. | | |
| Please provide a brief description of your project  (maximum 100 words) |  | |
| **List of proposed works and their costs.**  Please provide estimated or actual costs for the proposed work. Quotes from suppliers are not required at this stage, but will be at full application stage. | | **Cost (excluding VAT)** |
| 1. | |  |
| 2. | |  |
| 3 | |  |
| 4. | |  |
| 5. | |  |
| 6. | |  |
| **Subtotal** | |  |
| **VAT** | |  |
| **Total** | |  |
| Grant amount requested excluding VAT (grant support is 50% of total cost to a maximum of £5,000 for shop front improvements and £10,000 for vacant property improvements) | |  |

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| **Section 4 - Declarations** | |
| * I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge. * I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contacts to the suppliers who have quoted for the work. * I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Department for Levelling Up, Housing & Communities, and Nottingham City Council. * I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Nottingham City Council. * I understand that if Nottingham City Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme * I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime. * I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business. * I confirm that the information provided in this application is a true and accurate description of the intended use of the grant. | |
| **Data protection** | |
| The Shop Front Improvement and Vacant Premises Grant scheme is funded through the UK Shared Prosperity Fund (UKSPF) administered by the Department of Levelling Up, Housing and Communities (DLUHC). Within it Nottingham City Council, process personal data and has an obligation upon request to share it with DLUHC. In order to deliver the project the project manager may also share it with other departments across Nottingham City Council.  The High Street Small Business Grants project has contractual obligations to collect the data included within this form to record outputs and outcomes, and undertake a project evaluation, so that DLUHC can monitor and evaluate the UKCRF programme.  For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:   * DLUHC – who determines the purposes and criteria for processing * The Lead Authority, Nottingham City Council   See the Privacy Notice on the Nottingham City Council UKSPF webpage for more information (www.nottinghamcity.gov.uk/ukspf). | |
| **Name** |  |
| **Signature** |  |
| **Position in business** |  |
| **Date** |  |

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| **Section 5 – Next steps** |
| Please email this Expression of Interest form to David Kelly at <ukspfgrants@nottinghamcity.gov.uk> |