

## Vibrant Wiltshire Vacant Commercial Units Fund Grant Application Form

**Please do not complete this form until you have read the Guidance Notes.**

The grant is intended to support the take up of vacant commercial units in the eligible areas of Town Centres across Wiltshire. It is not intended to be the main source of funding for the business venture.

If you would like help with the guidance notes or to complete this form please email:

[Vibrant.Wiltshire@wiltshire.gov.uk](mailto:Vibrant.Wiltshire@wiltshire.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.

Your application includes this written form and the Investment Budget spreadsheet which shows your planned expenditure. You will also need to provide some documentation about the premises, its ownership and permissions. All grants will be conditional on securing appropriate permissions.

Once you are ready, you need to email this completed form and the Investment Budget spreadsheet and all supporting documentation to:

[Vibrant.Wiltshire@wiltshire.gov.uk](mailto:Vibrant.Wiltshire@wiltshire.gov.uk)

marked as VW application with your name or business name.

Once your complete application is received, Wiltshire Council will assess the proposal and award grant or reject the application.

Section 1. Applicant details	
Q1. Your Name	
Q2. Occupation	
Q3. Your Business Address (where you can be contacted)	
Q4. Telephone number	
Q5. Email address	
Q6. Please declare the nature of any interests you have with Wiltshire Council, or write 'none' if applicable	
Q6. Please tell us about any person you have a close familial or business connection with and who works at, or is a Member of Wiltshire Council, or write 'none' if applicable.	

## Section 2. Your business or organisation details

<p>Q1. Name of business</p> <p>(This should be the business which is making the investment in premises and is applying for the grant).</p> <p>If you are a sole trader making the investment in your own name, please give your full name, and any <i>trading</i> as name you use.</p>	
<p>Q2. Business website / social media</p>	
<p>Q3. Please tell us about the business that is making the investment.</p> <p>What is its trade and sector?</p> <p>Who are its customers?</p> <p>Who is in control of the business? Are you an independent business?</p>	
<p>Q4(a) What is the legal status of the business?</p> <p>(eg., registered company, LLP, CIO, CIC, Charity, sole trader/ sole proprietor)</p>	
<p>Q4(b) Please provide the Companies House, Charities Commission or other registration number for the business</p>	
<p>Q4(c) VAT registration number</p> <p>(If not registered for VAT, please state here)</p>	
<p>Q5. Date business established?</p> <p>(If not yet established please tell us about the plan for your new business)</p>	
<p>Q6. You need to show that your business is financially stable by submitting your accounts.</p> <p>Please confirm you have submitted the most recent financial accounts including a profit and loss (turnover) for the most recent trading period. Please include any financial projections for future trade.</p>	

<p>(If you started trading less than 12 months ago, please state your total turnover to date. If you are pre-income, please state when you will commence trading)</p>		
<p>Q7. Is the business in difficulty? Is it subject to any insolvency or bankruptcy proceedings? Is it subject to a striking off order, or being dissolved?</p> <p>(eg, bankruptcy, IVA, or other credit arrangements in respect of arrears on loans)</p>		
<p>Q8. Please list below any grants or reliefs your business has received from public sources, such as COVID-19 business grants or Business Rate relief in the previous 3 years.</p> <p>(Do not include any furlough funding, Bounce Bank loans or other repayable finance received.)</p>		
<b>Section 3. Your property investment</b>		
<p>Q1. Please give the exact address of the property to be improved</p>		
<p>Q2. Who owns the property?</p>		
<p>Q3. Please give the business rates reference (non-domestic rates) for the property to be improved</p> <p>(If you are not liable for the business rates, it is likely the landlord or property owner will be and will have a copy of the bill)</p>		
<p>Q4. Are you a leaseholder or a landlord of the premises?</p> <p>What are the terms of the lease – ie; its duration?</p> <p><b>If you are a leaseholder, please provide a copy of the existing lease showing at least the term of occupation at the property, and the signatures of the parties to the agreement.</b></p>		
<p>5. Which of the eligibility categories applies to your investment?</p>	<p>(a) A new business in the town centre with lease or heads of terms on lease</p>	

<p>Please mark X in all relevant boxes</p>	<p>(b) Current business relocating within a town centre with lease or heads of terms on lease</p>	
	<p>(c) Other (please describe here)</p>	
<p>Q6. Please tell us about your proposal to invest in your property.</p> <p>Q6.2 Describe the activity you want to undertake and what you require funding for.</p> <p>Q6.3 Can you please list each individual item and provide an estimated cost?</p>		
<p>Q7. Who will be responsible for managing the investment?</p>		
<p>Q8. How much space will be improved? (Approximate square foot / square metres)</p>		
<p>Q9. Do you have signed agreement of all parties affected by the proposal? Please provide details about the agreement, and if there is no agreement, please detail the steps you will take to obtain an agreement.</p> <p>If you are a landlord or owner of the premises, what is the plan for any tenants or occupants of the premises?</p> <p><b>If you are a leaseholder, please provide documentary evidence showing permission from landlord or property owner of the premises for the improvements.</b></p>		
<p>Q10. Does the proposal require planning permission?</p>		

<p><b>If yes, please give details and your planning portal reference and the status of your application.</b></p> <p>If you do not have full planning consent for the proposal and need to have it in place, please indicate the steps you will take to obtain consent and an approximate timetable.</p>	
<p>Q11. If you will be selling food and drink, is the premises registered with Wiltshire Council?</p> <p><b>If yes, please give your reference.</b></p> <p>If no, please provide comment on your plan to obtain to licenses and any steps taken already, or mark not applicable.</p>	
<p>Q12. When will you start the improvements?</p> <p>How long would the works take?</p> <p>When will the works be complete?</p> <p>(If your application is successful you will need to confirm a full timetable of works for your grant contract).</p>	
<b>Section 4. Financing your property investment</b>	
<p>Q2. What is the amount of grant requested?</p>	
<p>Q3. Amount of investment from your own sources? ('match funds')</p>	£
<p>Q4. How accurate are the figures given above?</p> <p>Do you have a specification for the improvement works?</p> <p>Have you costed up the investment with quotes?</p>	£
<p>Q5. Please tell us about the sources of investment will use for the property.</p> <p>Are the funds secured? If not, when will the funds be available?</p> <p>(Proof may be required)</p>	

## Section 5. Project benefits

Q1. What type of retailing and / or consumer services and experiences will be on offer from this premises following the improvements?

Q2. Tell us what your organisation does. What services do you plan to offer from your new property?  
*Please answer this question in as much detail as you like. As a guide we expect to see between 2-5 paragraphs*

Q3. 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 answer this question in as much detail as you like. As a guide we expect to see 2-4 paragraphs.*

Q4. How will your use of the new property make the town centre a better place for our residents to live?  
  
Please answer this question in as much detail as you like. As a guide we expect to see 2-4 paragraphs

Q5. How many new paid jobs do you plan create?  
  
Please indicate how many full-time and part-time positions you will create.  
  
Are any of these jobs temporary?  
  
Are any current jobs under threat from redundancy?

## Section 6. Supporting Information Checklist

To make a decision on your proposal to the scheme we require the following supporting information to be sent to us with this application.

All sections below are mandatory. If your proposal is incomplete or the application does not contain sufficient information, we will not be able complete our assessment of your application.

If you are sending us a completed application without the information requested below, please clearly explain in the email you send us with your application about why it is not

included. Please give us an estimate of how long it will take for you to supply the requested information.

<b>Please provide the following information with your application</b>		<i>Please Mark as Appropriate</i>
1	Fully completed, dated, and signed Application Form ( <i>this form</i> )	YES / NO
2	Where applicable, a copy of your lease or rental agreement with start and end date and the signatures of all parties <i>(We will not accept documents without key dates or signatures)</i>	YES / NO / NA
3	Written confirmation from your landlord that they consent to your proposed changes to the property <i>(This may be included in the terms of your lease or rental agreement)</i>	YES / NO / NA
4	Fully completed Investment Budget Spreadsheet	YES / NO
5	You have copies of any written quotes stored on your files and available on request <i>(Do not submit the quotes unless it is requested)</i>	YES / NO
6	You have provided your most recent financial accounts including a profit and loss (turnover) for the most recent trading period, plus you have included a financial projection for future trade.	YES / NO
7	In support of your application, please include a small number of photographs showing the interior and exterior parts of property that will be improved. This should show the condition of the premises to be improved. Alternatively, or in addition, please support your application with any plans that show the space that will be improved. If this information is available online as part of a planning application or consent, please indicate.	YES / NO / SEE PLANNING APPLICATION

### **Section 7. Declaration**

Wiltshire Council reserves the right to decline applications that it determines do not meet with the purpose and aims of the scheme. Decisions are made at the Council's discretion.

Works must be undertaken by a competent contractor / reputable company.

Grant awards will be paid in arrears, in interim payments if necessary. Actual invoices of works completed and proof of payment will need to be provided with sufficient details for the Council to verify and pay the grant.

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

- The information I have given in this application and supporting documentation is factually accurate is my intention for how the grant money will be spent and how my proposal meets the scheme's eligibility guidelines.

- I hereby declare that the information 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 have declared any interest that I have with Wiltshire Council, and the name of staff or members I have close connections with at the Council, have been provided.
- I understand the grant is discretionary and intended to support the take up of vacant commercial units in the town centre .
- I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and evidence will be required in form a of claim for the amount invested and so the grant can be paid in arrears.
- I agree to the use of my personal data in line with Wiltshire Council's privacy notice:

<https://www.wiltshire.gov.uk/article/1585/Privacy-notice>

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	