

Epsom & Ewell Civic Investment Fund (CIF) Grant Scheme Application Form

The information to be filled out in this form is to be used for the purpose of processing an application for the CIF grant scheme and assessing the suitability of the proposed project. For more information about the scheme and how to complete this application, please read the Guidance Notes.

1) Business/Organisation Name:

2) Applicant's Name:

3) Telephone / Fax / E-mail:

4) Where did you find out about CIF?

5) Address for correspondence:

6) Type of application:

Empty shop improvement

Shop front improvements

Other empty shop initiative

7) Address of Property /Description of area being improved:

8) Type of business

Current purpose (e.g. baker, estate agent)

New purpose (if changing use)

9) If you are seeking improvements to a property do you

- Own the premises?

- Rent the premises?*

- Lease the premises?*

- When will the lease/freehold run out?

- Other? (Please explain below)

* **You** will need to include landlord's written consent for improvements or change in use of empty shop

10) a) Do you pay business rates on this property?

Yes / No

b) Are your payments up-to-date?

Yes / No

(If there are any outstanding monies this could prejudice your application being accepted – as part of the application process we will check your business rate account).

11) Do you have Planning Permission/ Advertisement Consent for Signage changes/ Change of Use Permission /Building Control Regulations to undertake this work?

Yes / No / Pending/ Not applicable

If yes, please quote references:

12) Description of proposal, benefits and how it meets Epsom & Ewell's Vision and priorities:

Please continue on separate A4 sheet if necessary and attach to this form

13) List all drawings; plan numbers; project documents etc. forming part of the application as appropriate:

Please include all drawings, plans and project documents and attach to this form

14) What is the total cost of the project? Please summarise costs under the following headings:

Total Improvement costs (excluding professional fees)	
Professional Fees (exclude from above)	
Total	

Please attach official quotes as appropriate to the work to be carried out. Please refer to guidance notes.

15) How much is being sought from CIF?

Contribution from others

Contribution made by the applicant / business / organisation

Reserves

Are you seeking funding from other parties?

Name of other organization you are seeking funding from.

16) Does any person connected with this application have any relationship with any Councillor or officer of Epsom & Ewell Borough Council? Yes / No

If yes, please supply details below:

17) Supporting information – please refer to the guidance notes and include as appropriate with your application:

- Business or project plan Yes / No
- Cash Flow and Profitability Forecast Yes / No
- Bank Loan Agreement / Statement Yes / No
- Last Two Years' Audited Accounts Yes / No / Not applicable
- Bank Reference Form Yes / No
- Planning / Building Control Document Yes / No / Not applicable
- Lease / Freehold Document Yes / No
- Licence / Certificate Yes / No / Pending
- Permission from Landlord to carry out works Yes/ No / Pending

We may require further documents or information, depending on your particular circumstances. If that is the case, we will let you know by telephone or in writing as soon as possible. Please note that we may check your payment history as part of the application process.

18) Consultation

Have you consulted/ informed any other parties about your proposal?

- Other Local Business or Business Group
- Councillors
- Other

19) Declaration

When you have completed the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Epsom & Ewell Borough Council agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Epsom & Ewell Borough Council's support in all initiatives/ literature and permanent fixtures.

I agree to inform the CIF Officer if I receive funding towards this project from other organisations and failure to do so may affect my application.

Privacy Notice: By signing this form the applicant agrees to Epsom & Ewell checking business rate accounts, licensing and planning history; the information on the form being stored in the Epsom & Ewell Civic Investment Fund's manual filing system and summarised in the Council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes and to increase awareness about the Epsom & Ewell Civic Investment Fund. Personal Information will not be disclosed without the prior agreement of those concerned, unless required by law.

Signed

Date