**COVID-19 Recovery Shop Frontage Revitalisation Scheme**

**Expression of Interest Form**

**Do you need assistance to enhance your premises and to make it Covid 19 safe?**

**Could your premises do with a facelift to stimulate business?**

If so, the COVID-19 Recovery Revitalisation Scheme may be able to help you with small 100% grants to improve shop frontages and interior facilities across in Newry city, the main towns, villages and settlements in the Newry, Mourne and Down District Council area. The maximum level of grant aid will be determined upon receipt of the completed expressions of interest.

As part of the government COVID-19 Recovery plan for businesses impacted by COVID-19 the Department for the Communities (DFC) and The Department of Agriculture, Environment and Rural Affairs (DAERA) has made funding available to councils to implement a COVID-19 Recovery Revitalisation Scheme. Funding for the enhancement of shop fronts and the implementation of measures necessary to comply with social distancing guidelines is now available. This scheme will be available to the business and property owners located in recognised settlements across the district including Newry city, towns and villages.

Grants will be available to improve building frontages and overall attractiveness of the area, to promote it as a place for shoppers and visitors and to ensure the business is COVID-19 safe. This will be achieved through offering selective grant assistance to relevant owners and/or tenants.

**Eligible improvements may include works such as:**

* Painting
* Pop-up shops
* PA System
* Contactless payments
* Self Service facilities
* Power washing
* Floral Displays
* Screening of vacant sites
* Etc
* Shop front repairs / enhancements
* Provision of awnings, wind breakers and gazebos
* Signage
* Sanitizer stations
* Permanent/Mobile screens

**NB:** The above list is indicative only and other items will be considered. All applications will be assessed on merit.

The Council will be under considerable pressure to spend the Recovery funding before 31 March 2021. We are therefore issuing the below Expression of Interest Form now, so businesses can indicate if they wish to participate in this programme, and to ensure that businesses are ready to proceed.

**Grant Amount**

The grant rate will be paid at 100% against total eligible costs, up to a maximum grant to be determined Please note, for VAT registered businesses, the grant rate will be based on the net cost. For non - VAT registered businesses the grant rate will be based on the gross cost. Grant rates may be amended upon receipt of all expressions of interest.

**Planning/Building Control Permission**

Planning/building control permission may be required depending on work proposed. Where planning/building control approval is required this will need to be applied for. It is the applicant’s responsibility to determine if planning approval, or any other statutory approvals are required. Planning and building control fees are eligible for grant aid.

Newry, Mourne and Down District Council will appoint a quantity surveyor to supervise the process and to ensure that all quotations for work demonstrate value for money.

**Deadline for Return**

All Expression of Interest forms must be received by **12noon** on **Friday 28 August 2020** via the email or postal address below.

Ciara Toman

Enterprise, Employment & Regeneration

Newry, Mourne and Down District Council

Downshire Civic Centre, Downshire Estate

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At this stage all we require is an estimate of the cost of your proposed scheme. A completed full application form and quotations will be required later.

**ND:** The Expression of Interest form must be received by the deadline to progress to full application. If an Expression of Interest form has not been submitted, a full application will not be accepted later.

**Please do not commence any works at this stage as grants will only be approved upon submission of a completed full application form. Works must not commence until a letter of offer has been received and signed.**

**Next Stage (for information purposes only)**

**Application**

Following funding allocation confirmation applicants will be required to complete a more detailed application form. The focus of this form will be to gather the below information:

* A more detailed description and specification of the exact nature of the proposed works.
* If proposals are for a new shop frontage or substantial alterations, plans and/or detailed drawings will be required which must show clearly at an appropriate scale what is proposed.
* Proof of ownership of the property or a copy of signed lease agreement. Where the building is under a lease agreement, evidence of the landlord’s permission to carry out work will be required
* In cases where planning approval is in place, a copy of the Planning Approval Document will be required. Without the appropriate planning permission your application will not be considered.
* Proof of all other necessary approvals will be required eg building control. It will be the responsibility of the applicant to ensure all relevant permissions are in place.

**Quotations**

In advance of works commencing it will be the responsibility of the applicant/business to obtain the relevant number of quotations for the works approved. The number of quotations will depend on the value of the works, as detailed below:

* For works up to £5,000, three written quotations are required.

The grant payable will be based on the lowest quotation for the eligible works detailed in the agreed specification. Competitive quotations from bona fide reputable contractors will be required. All quotations will need to be signed, dated on headed paper. Quotations must be dated within three months of works commencing.

**Payment of Grant**

Please note that where a grant is awarded, it will be the applicant’s responsibility to pay the contractor(s) for the full cost of the works. Evidence of payment will then be presented as part of a grant claim to Council, for the grant aid awarded to be paid retrospectively.

**COVD-19 Recovery Revitalisation Scheme Expression of Interest Form**

**Please note that no work may commence prior to receiving written approval from the Council. All works applied for must be completed by 31 March 2021.**

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| **1.1: Applicants Details:** |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number:** |  **Mobile:** |
| **Email address:**  |  |
| **1.2: Address of property for which grant is sought:** |
| **Business Name:**  |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number:** |  |
| **1.3: Are you the property owner or the tenant of the property?**  |
| **Property Owner:** | **Yes/No** |
| **Tenant:**  | **Yes/No** |

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| **1.4: Please give a full description of work to be carried out with price estimate:** |
| **Proposed items for consideration** (continue on a separate sheet if required) | **Estimate Cost £** |
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|  |  |
| **TOTAL:** |  |

|  |  |
| --- | --- |
| **1.5: Estimated length of time required for undertaking works:** |  |
| **1.6: Is your Business VAT Registered?**  | **Yes/No** **VAT Number** |
| **1.7 Is your Business registered as a charity?** | **Yes/No** |
| **1.8 Do you require planning permission** |  |
| **1.9 Do you require building control approval**  |  |
| **2.0 Signature:** |  |
| **Name Print:** |  | **Date:** |  |