

Abingdon Town Council

Joint Environmental Trust (JET)

Shop Front Grant

Section A - Notes for Applicants

Applications for grant aid must be made on the form supplied for that purpose. It should normally be accompanied by the following documents:

- *Where necessary a schedule and/or specification of the proposed works, together with drawings and photographs showing the site in its present state.*
- *At least two estimates of the total cost of the work. Although one estimate would be accepted if the work is being carried out by the owner/proprietor.*
- *More than two estimates may be required where the work is very extensive or of a specialised nature.*

1 Schemes should be of benefit to the general public and therefore, if not on publicly owned land, they should be readily visible from a public place, road or footpath.

2 Grants can be made to voluntary organisations and local authorities as well as private owners, but it is unlikely that they will be offered to private commercial concerns with large resources

3 Comprehensive restoration for removal of inappropriate shop front and its replacement by a traditional shop front, or the comprehensive restoration of an existing historic shop front. Grants will normally be limited to 33% of the total costs of the eligible works up to a maximum of £1,500 whichever is the lesser. For minor works for removal of unsightly features such as advertisements or blinds, or the painting of the shop front in traditional colours, grants would normally be limited to 50% of the total cost up to a maximum of £500.

4 The grant is usually paid when the work has been completed. A shop front grant cannot be offered where the work has begun (or completed) before a completed application form has been received, and the building has been inspected by an officer of the council.

5 Applications for grant aid will only be considered if the appropriate application has been completed to the satisfaction of the clerk.

Section B - Conditions Attached to Grant Offers

1 Officers of the Trust may inspect the site while the work is in progress, and entry to the site will be required both at the preliminary stage and at later stages.

2 Work should not start until the applicant has been notified in writing of the offer of a grant. Where repairs are urgently needed to preserve the structure of a building and a delay is likely before the council considers the application, it may be possible to authorise the commencement of work without prejudice to the council's subsequent decision.

3 When, in the opinion of the council, the scope of the work justifies it, the applicant may be required to employ professional advice to prepare plans and supervise the work while it is in progress. Provision can be made for the grant to cover a proportion of professional fees.

4 Approved grants become payable on the completion of the work, provided that the council is satisfied that the standard of work complies with that specified in the application. The council must be kept informed if, for any reason, it becomes necessary to alter the specification either before or during the course of the work, and must agree to such alterations.

5 In approving any works for payment of grant the council does not accept any liability arising from any deficiency in design, workmanship, materials or from any other cause.

6 Where appropriate, applicants must ensure that the requirements of statutory undertakers and local authorities are met and complied with. It will be a condition of any successful grant application that all necessary permissions are sought before the works begin.

7 Where appropriate, the council may require an applicant to agree to erect a small plaque bearing the council's name to commemorate the contribution.

8 The grant will be committed for a period of one year from the date below. If the grant is not claimed within this period, it will be assumed that it is no longer required. In exceptional circumstances the grant may be extended. A request should be made to Abingdon Town Council's Grants Sub-Committee stating the reasons, and the proposed period (the maximum period allowed for an extension is one year). The request should be sent three months prior to the grant's expiry date below.

THE COUNCIL RESERVES THE RIGHT TO WITHHOLD PAYMENT OF GRANT IN FULL OR IN PART IN THE EVENT OF ANY OF THE ABOVE MENTIONED CONDITIONS NOT BEING COMPLIED WITH.

Name of applicant or organisation.....

has/have been granted the sum of £ on.....(date)

Grant expiry date

Signed Position

Date agreed by the Finance & General Purpose Committee