

Please return your completed application form and any supporting documents to: Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk. IP28 7EY

Shop Front Improvement Scheme Grant Application Form

Please contact your Local Authority, Economic Development Department, for any help or advice needed before completing this form. Fill in all parts of the form, or write 'not applicable' if a question is not relevant to your project. If you use all the space provided for any question(s), please continue on a separate sheet.

Part 1 INFORMATION ABOUT YOUR COMPANY

1.a. Your company's name

1.b. Your company's address

Address

County

Full Postcode Phone

Contact number during office hours (if different from above)

Fax e-mail

1.c. Name of the main contact

1.d. Contact's position in the company

1.e Address for correspondence if this is different from the details given in 1.b.

Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>		
Full postcode	<input type="text"/>	Phone	<input type="text"/>
Fax	<input type="text"/>	e-mail	<input type="text"/>

1.f Is your company VAT-registered or a VAT exempt organisation?

If your group is VAT-registered can you reclaim VAT on this project?

If 'yes', please give your VAT number.

1.g Name and contact details of the person in your company who is responsible for receiving cheques and financial matters

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>		
Full postcode	<input type="text"/>	Phone	<input type="text"/>
Fax	<input type="text"/>	e-mail	<input type="text"/>

2.c Project timetable

2.d. Is there anything special about your premises that you need to tell us about? (i.e. Listed building)

Part 3

MEASURING THE OUTCOMES OF YOUR PROJECT

3.a. What are the possible expenses that your project could incur?

3.b. How will the improvements to your shop be carried out?

Part 4

COSTING AND FUNDING YOUR PROJECT

4.a Please give details of the predicted costs for your project. Use the most appropriate heading, and separate the costs you want to apply for.

		Column A	Column B		
No.	Cost Heading	Total cost including VAT	VAT if it will be reclaimed	Amount applied for from FHDC	Amount to be contributed by other sources
1	Repair, conservation and building work				
2	Professional fees, consultancy and expert advice				
3	Cost of paints				
4	Other costs (please give details)				
	Total				

4.b What are your other sources of funding (if applicable)?

Funding Source	Details of funding	Amount £	Confirmed Yes or No

If funding is not confirmed, will the project go ahead without these funds being raised?

YES /NO

4.c Is your company in the process of applying for funds for other projects?

YES /NO

If 'Yes' please give details.

Part 5

DECLARATION

I confirm, on behalf of _____ (organisation)
That I am authorised to sign this declaration and that the proposal falls within the powers of the organisation. I believe the information to be correct. If this application is successful, the organisation will use the grant only for the purpose agreed with Forest Heath District Council.

Signature	<input type="text"/>	Date	<input type="text"/>
Name (in CAPITAL LETTERS)	<input type="text"/>		
Position in company	<input type="text"/>		

Data Protection

Any personal information provided on this application form will be used by us to process your application. We will use the information for statistical purposes and may provide copies of your application to organisations who work with us to assess applications and to monitor and support projects. We will not use your personal information for any other purpose without your prior consent.