

# East Lothian Council and Haddington & District Community Council

## Haddington Shopfront Improvement Grant Scheme 2024

### Grant Application Form

This is a grant application form to seek funding to support a shopfront improvement project in Haddington ONLY. Please read the guidance notes before submitting this form. Once you have completed this application form please email it to the Economic Development Regeneration Team at East Lothian Council - [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)

#### **Purpose of the funding**

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda, providing all areas of the UK with an allocation of funding to invest in domestic priorities and targeting funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.

This aligns with the Levelling Up White Paper stated missions, particularly "By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing."

East Lothian Council is making a proportion of its UKSPF funding allocation available through grant funding for projects and has worked in collaboration with Haddington & District Community Council to develop the **Haddington Shopfront Improvement Grant Scheme 2024**.

The supported projects must be able to demonstrate the wider aims and potential benefits that will be provided to the businesses and organisations within Haddington town centre and the wider community.

The **Haddington Shopfront Improvement Grant Scheme 2024** will invite applications from retail properties in Haddington town centre ONLY in a single funding round to assist with the delivery of capital project costs related to shopfront repairs and improvements. It is anticipated that the fund will open for applications in other settlements in 2024/25, 2025/26 and 2026/27.

Further information about the **Haddington Shopfront Improvement Grant Scheme 2024** is available from the Council's website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

## Key conditions of the funding

- The **Haddington Shopfront Improvement Grant Scheme 2024** is a collaborative project developed by Haddington & District Community Council and East Lothian Council. The scheme will be administered generally, and grant payments made, by East Lothian Council.
- All project work funded by the **Haddington Shopfront Improvement Grant Scheme 2024** must be completed, and ALL grant claims made, by 30<sup>th</sup> September 2024.
- Any funding awarded is for capital expenditure only and all eligible costs must exclude reclaimable Value Added Tax.
- The Grantee will notify East Lothian Council, as the grant administrator, as soon as possible if an underspend is anticipated.
- If the Grantee does not use the grant in the financial year 2024/25, unused grant is to be repaid to East Lothian Council unless otherwise agreed in writing.
- No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- The Grantee shall keep Haddington & District Community Council and East Lothian Council informed of the use of their grant through the submission of an end of project evaluation. East Lothian Council, as the grant administrator, will issue a template for these returns to successful applicants.
- The Grantee shall, where reasonably practicable, acknowledge in all publicity material relating to the funded project, the contribution of Haddington & District Community Council, East Lothian Council and the UKSPF funding in a manner to be agreed in advance.

It is recommended that you read the full **Haddington Shopfront Improvement Grant Scheme 2024** Guidance Notes before proceeding with your application.

For Official Use Only			
<b>Date Received</b>		<b>Reference No.</b>	
<b>Lead Officer</b>		<b>Assessment Score</b>	

## Section A – Business / Organisation Details

1	Legal Name of Applicant			
2	Trading Name of Applicant	<i>If different from above</i>		
3	Registered Address			
	Postcode			
4	Correspondence Address	<i>If different from above</i>		
	Postcode			
6	Is the Applicant a registered Charity or SCIO? Charity / SCIO Number	YES / NO - <i>Delete as appropriate</i>  <i>If applicable</i>		
7	Date business established.	Month	Year	
8	Number of Employees			
9	Is the Applicant employed by, representative of, elected member of, or related to an employee of, East Lothian Council?	YES / NO - <i>Delete as appropriate</i> Provide Details: <i>If applicable</i>		
10	VAT Registered	YES / NO	VAT Reg. No.	<i>If applicable</i>
11	Digital / Social Media	<i>Provide details of digital / social media links – Website, Twitter, Facebook, Instagram etc.</i>		
Project Contact Details		Primary Contact		Secondary Contact
12	Name	<i>First Name, Surname</i>		<i>If Applicable</i>
13	Business / Organisation Position	<i>Director, Sole Trader, Chairperson, Secretary, Treasurer etc.</i>		
14	e-mail Address			
15	Phone Number	<i>Landline or mobile</i>		



25	Professional Advisor <i>Architect / Surveyor etc.</i>	YES / NO - <i>Delete as appropriate</i> Provide Details: <i>If applicable</i>	
26	Details of formal consents for the project <i>(With dates and reference numbers where applicable)</i>	Listed Building Consent: YES / NO Ref. No: Date: Planning Permission: YES / NO Ref. No: Date: Building Warrant: YES / NO Ref. No: Date: Other: <i>Please provide details</i>	
38	Interest in property	<input type="checkbox"/> Property Owner – <i>Please provide proof of property title.</i> <input type="checkbox"/> Lease Holder – <i>Please provide proof of property lease.</i> <input type="checkbox"/> Other – <i>Please provide details</i>	
39	Property Insurance	YES / NO - <i>Please provide proof of property insurance</i>	
40	Owner Consent Enclosed	YES / NO <i>If the applicant is not the owner, written consent from the owner(s) must be submitted</i>	
41	Project Programme / Timescale	Proposed Start Date	
		Proposed Completion Date	
	Other key timescales / dates	<i>Please add any other relevant timescales which may affect delivery of the project.</i>	

## Section C – Finance

<p>Summary of Competitive Quotes for the Project</p> <p><i>A minimum of 2 quotes are required. If it has not been possible to obtain competitive quotes, please explain why.</i></p>	Work Element – <i>Joinery, Decoration etc.</i>	Cost (£)
	Quote 1 – <i>Insert Name</i>	£
	Quote 2 – <i>Insert Name</i>	£
	<b>Lowest Quote</b>	£
	Work Element – <i>Joinery, Decoration etc.</i>	Cost (£)
	Quote 1 – <i>Insert Name</i>	£
	Quote 2 – <i>Insert Name</i>	£
	<b>Lowest Quote</b>	£
	<b>Total Lowest Quote(s)</b>	£

43	Total Project Costs	A – Total Lowest Quote(s)	£	
		B – Professional Fees <i>If applicable</i>	£	
		C – Statutory Fees <i>If applicable</i>	£	
		D – Other Costs <i>If applicable</i>	£	
		<b>Total = A + B + C + D</b>	<b>£</b>	
44	Other Funding Sources <i>Please confirm any other funding sources for the works including own funds</i>  <i>Please confirm funding status</i> <i>A = Approved; P = Pending</i>	Funding Source	Amount (£)	Status
			£	A / P
			£	A / P
			£	A / P
		<b>Total</b>	<b>£</b>	

45	Shopfront Improvement Grant Scheme Grant Request	£
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**Please Note: The MAXIMUM Haddington Shopfront Improvement Grant Scheme Grant Request is £3,000**

46	Business / Organisation Bank Details	Business / Organisation Account Name	
		Bank / Build Soc. Name	
		Bank / Build Soc. Address	
		Postcode	
		Sort Code (6 digits)	
		Account Number (8 digits)	
		Building Soc. Roll No. (If applicable)	

## Section D – Privacy Notice

### Section 1: Our Contact Details

Your personal information is being collected by:

Economic Development – Regeneration  
East Lothian Council  
John Muir House  
Haddington, EH41 3HA

Email: [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)

Telephone: 01620 827827

Data Controller  
East Lothian Council  
John Muir House  
Haddington, EH41 3HA

Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)

Telephone: 01620 827827

### Section 2: Why We Need Your Personal Information

We use your personal information to process, assess, and manage your application for grant funding. East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds.

For more information, please visit:

[https://www.eastlothian.gov.uk/info/210598/access\\_to\\_information/12340/privacy\\_and\\_cookies/1](https://www.eastlothian.gov.uk/info/210598/access_to_information/12340/privacy_and_cookies/1)

### Section 3: Legal Information

In order for us to collect and use your information, we have to have a 'legal basis' for doing so. The legal basis for processing your personal information is you have given us consent to process your information.

The kinds of personal information we are collecting include:

- Name
- Address
- Names of people who share your address
- Property ownership / lease details
- Financial information

### Section 4: Sharing and Transfer

We will be sharing your information with the following:

- Other services within East Lothian Council
- UK Government Ministers

Your personal information will not be transferred outside of the UK.

### Section 5: How long will we keep your personal information?

We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council's Retention Schedule, please visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk) and search for 'Retention Schedule'.

### Section 6: Your Rights

You have the right:

1. to be informed about how your information will be used.
2. to access your personal information. Normally this is done by placing a 'Subject Access Request' with the Council. For more information on placing Subject Access Requests, please visit:  
[www.eastlothian.gov.uk/info/210598/access\\_to\\_information/12300/access\\_to\\_information/1](http://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1)

3. to ask us to correct inaccurate or incomplete information.
4. In certain circumstances, to have your personal information erased.
5. In certain circumstances, to ask us to limit the ways we use or share your information.
6. In certain circumstances, to ask us to move, copy or transfer your information to another organisation in an electronic format.
7. In certain circumstances, to object to the ways we process your information.
8. In circumstances where your data is processed automatically, without human intervention, to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at [www.ico.org.uk](http://www.ico.org.uk)

#### Section 7: Complaints

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council's Data Protection Officer using the contact details at the start of this Privacy Notice.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

You can contact the ICO by post at:

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113 / 01625 545 745

#### Section 8: Consent

Below we will ask for your consent in order to process your personal information. You have the right to withdraw this consent in whole or in part at any time by contacting the Council Service listed at the start of this Privacy Notice.

When you contact us, we will explain the consequences of withdrawing consent. If you choose to continue, we will stop using your personal information for the purpose(s) stated on this Privacy Notice.

#### Section 9: Information about other people

If you have provided anyone else's personal information, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to process, assess, and manage your application for grant funding.



## Section E - Declaration

I confirm that:

- I am authorised by my business / organisation to apply for grant funding from the Haddington Shopfront Improvement Grant Scheme 2024;
- To the best of my knowledge and belief, all information given above and enclosed with this application is complete and correct and no information has been withheld;
- I understand that more information may be requested at any stage of the application process;
- I have read and understood the Privacy Notice and agree that East Lothian Council can collect, store, manage, and transfer my personal information for the purposes described;
- I understand this application does not entitle me to grant aid and that I will receive no financial assistance for works or services carried out prior to approval of any grant;
- If successful, my business / organisation will provide a report of the project together with evidence of spend / commitment of funds no later than 30<sup>th</sup> September 2024;
- My business/organisation has a bank account;
- My business/organisation will cooperate with the development of possible promotional and learning materials including the use of photography and video filming.

<b>Signature</b>	<i>An electronic or scanned signature is acceptable. See Guidance Notes</i>	<b>Date</b>	
<b>Print Name</b>			
<b>Position</b>	<i>This must be a Business Owner, Director, office bearer or equivalent</i>		
<b>Organisation</b>			

**Haddington & District Community Council and East Lothian Council reserve the right to update or revise this application form and any associated guidance notes without prior notice.**

**(Current Revision - March 2024)**

**For further information or assistance with your application please contact:**

Economic Development – Regeneration Team  
John Muir House – Brewery Park - Haddington – EH41 3HA  
Telephone: 01620 827 827 Email: [regeneration@eastlothian.gov.uk](mailto:regeneration@eastlothian.gov.uk)

## Section F – Supporting Documents Checklist

The following checklist is provided to assist with the submission of supporting documentation for the Shopfront Improvement Grant Scheme application.

Please tick all documents which have been included to support the application.

Documentation	Enclosed
List of Directors / Trustees	<input type="checkbox"/>
Business Plan	<input type="checkbox"/>
VAT Number <i>(if VAT Registered)</i>	<input type="checkbox"/>
Formal Contractor Quotes	<input type="checkbox"/>
Drawings and / or Specification for the works	<input type="checkbox"/>
Photograph of current shopfront / facade	<input type="checkbox"/>
Confirmation of Public Liability Insurance / Buildings Insurance	<input type="checkbox"/>
Evidence of Need <i>(ie. Surveys)</i>	<input type="checkbox"/>
Proof of Property Ownership / Lease <i>(Title Deeds / Valid Lease)</i>	<input type="checkbox"/>
Landlord's permission in writing to carry out work <i>(If Applicable)</i>	<input type="checkbox"/>
Evidence of the project Not requiring Statutory Approvals	<input type="checkbox"/>
Planning Permission / Listed Building Consent <i>(If Applicable)</i>	<input type="checkbox"/>
Building Warrant / Completion Certificate <i>(If Applicable)</i>	<input type="checkbox"/>
Events licence or other licence required according to activity <i>(If Applicable)</i>	<input type="checkbox"/>
Other Documentation <i>(Please provide details below)</i>	<input type="checkbox"/>