# Accessibility and shop front improvement grant

Before you start, you must:

* read the [guidance document](https://beta-edit.southglos.gov.uk/wp-content/uploads/Accessibility-and-shop-front-improvement-grant-guidance.pdf) in full to check the eligibility criteria and other key information
* make sure your project is fully planned, and any relevant permissions are in place (if applicable)

You must complete all sections:

1. Eligibility
2. Additional evidence checklist
3. Applicant details
4. Business type
5. Project details and benefits
6. Expenditure
7. Timescales and risks
8. Declaration

## Eligibility

### **Answer YES, NO or N/A (not applicable):**

Are you a freehold owner, or do you have permission from the owner to make proposed improvements?

Have you ever been subject to formal insolvency proceedings? E.g. bankruptcy, IVA or other credit arrangements in respect of arrears of loans?

Does your business meet the criteria of an SME (small to medium enterprise with less than 250 staff and less than £42m turnover?

Are you able to reclaim VAT on any of the works? Please note we will not pay grant on any VAT that is recoverable.

Does your project align with the Design Principles in guidance document and the Shop Design and Advertising Guidance?

Does your project improve accessibility into your business?

Do you have a business bank account?

Can your project be completed and invoices be submitted by 13 March 2026?

## Additional evidence checklist

### **Answer YES, NO or N/A (not applicable):**

Have you provided evidence of any necessary permissions, e.g. owner, planning, advertising etc, if applicable?

Have you included evidence that you have a minimum 2 years left on your lease, if applicable?

Have you provided 2 written quotes for the works with this application?

Have you included details of any aid/subsidy you have received in the last 3 years (state aid)?

Have you included photo(s) of the existing shop front?

Have you included drawings and designs for the works?

Have you included bank statements from your business account dated within the last 3 months, clearly showing the sort code, account number and transactions?

Have you included confirmation of trading figures for the last 2 financial years?

## Applicant details

Applicant name:

Name of business:

Address of business/property:

Email address:

Telephone number:

Website and social media account information:

Please state your interest in the business, for example - owner occupier, tenant, freeholder:

Summary about your business and services you provide:

How long has your business been operating on a South Gloucestershire high street area:

Have you received previous funding from the council?

### **Bank details**

Bank name:

Account name:

Account number:

Sort code:

Company registration number (if applicable):

Business rates account number:

## Business type

From the list below please specify your type of business:

Sole trader

Partnership

Limited company

Social enterprise

Charitable business/registered charity

Limited liability partnership (LLP)

## Project details and benefits

Provide a description of the proposed improvements. Include the following information:

* an outline of the works
* how the works align with the requirements in the [guidance document](https://beta-edit.southglos.gov.uk/wp-content/uploads/Accessibility-and-shop-front-improvement-grant-guidance.pdf) and the [Shopfronts and advertisements SPD.pdf](https://beta-edit.southglos.gov.uk/wp-content/uploads/Shopfronts-and-Advertisements-SPD-1.pdf)

Tell us about the need for this grant and the positive difference the funding will make to your business and customers. Include how the improvements will fit in with neighbouring shops, improve the attractiveness of the high street and improve accessibility into and within your premises:

How will you make sure the works are good value for money?

## Project expenditure

Provide a full breakdown of your project's costs. All prices should be inclusive of VAT. Include everything you need for the project, even if you are not asking us to fund it. Check the [guidance document](https://beta-edit.southglos.gov.uk/wp-content/uploads/Accessibility-and-shop-front-improvement-grant-guidance.pdf) for items that are eligible or not eligible.   
*Add additional lines if necessary*

|  |  |
| --- | --- |
| **Item or work** | **Total cost** |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **£** |
| **Amount requested from the grant** | **£** |

## Project timescales and risks

Provide details of key milestones for your project. Include estimated start and completion dates.

|  |  |
| --- | --- |
| **Milestone** | **Estimated completion date** |
|  |  |
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## Declaration

**Please read carefully and confirm the following:**

I hereby declare that the information I have provided is correct to the best of my knowledge and belief, that I am not in insolvency, I have not been adjudicated bankrupt, nor made any composition with my creditors or that no civil court judgement exists against me. I understand that any false information given could result in repayment of grant monies paid to me in full immediately. I consent to the council carrying out checks to prevent fraud or misuse of this grant.

I confirm that I am not involved in any way or connected with any activity that is not suitable to be supported from public funds. I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and proof will be supplied to confirm the amount spent. I understand the grant is discretionary.

I understand that if my application is successful, I may have to wait up to 7 working days for the initial payment from the formal grant agreement being signed.   
  
I confirm I will keep invoices and records of spend to send to the council after the works have been completed. I understand that any invoices not received will be unable to be paid through the grant.   
  
I confirm that I understand that the second 50% of the grant awarded to successful applicants is made in arrears after the works have been completed. I confirm that I have access to funds from other sources to purchase my requested items during that time.  
  
I hereby confirm that the information on this form is correct to the best of my knowledge and belief.  
  
I understand that it is a criminal offence to make a statement or representation that I know to be false.  
  
I confirm that the grant requested would fall within the subsidy allowance for this period and not exceed the threshold to enable the council and organisation to record and demonstrate that they are within the minimal financial exemption.   
  
I understand that recovery action may be taken if the recipient of a grant is subsequently found to be ineligible.  
  
I confirm that no works subject to this grant have started or been completed.

I understand that South Gloucestershire Council is under a duty to protect public funds it administers and may verify the information provided on this form with other departments, government agencies and other local authorities for the prevention and detection of fraud.

**Signed:**

**Print name:**

**Date:**

South Gloucestershire Council reserves the right to decline applications that we determine do not meet with our objectives. Decisions are made at our discretion and are final. There is no appeals process.

**Email your completed form to** [**highstreets@southglos.gov.uk**](mailto:highstreets@southglos.gov.uk)

Data Protection Act Personal data supplied will be held in confidence under the terms of the Data Protection Act. South Gloucestershire Council will use and manage the personal information supplied on this form for the purposes of keeping applicants informed about progress with their application. All personal data about applicants is treated in accordance with the Data Protection Act 1998 and will not be disclosed to any third party outside of the council unless we are required to do so by law.

This project is funded by the UK Government through the UK Shared Prosperity Fund which is administered by West of England Combined Mayoral Authority.

