



## Shop front and high street improvement grant application form

Prior to completing this application form, please read the shop front and high street grant scheme webpage at [crawley.gov.uk/shopfrontgrants](http://crawley.gov.uk/shopfrontgrants) and the notes within each section of this form. If you are unsure of the information required, contact [Economic.Development@crawley.gov.uk](mailto:Economic.Development@crawley.gov.uk) for further support.

All the information contained in this form will be treated as confidential by Crawley Borough Council, but information will need to be shared across council services for the due diligence checks and evaluation process. If your information needs to be shared with other external partners, we will seek your permission before any information is shared.

Applicants should complete all sections in this form and provide all of the required supporting information. Supporting information can be provided as attached documents, images or web links. Incomplete applications will not be accepted or considered.

### Section 1- About your business

Business name	
Business address	
<i>Please confirm your business is located within the boundary of Crawley Borough Council</i> <a href="https://www.gov.uk/find-local-council">(<a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a>)</a>	
Contact name	
Position in business	
Telephone	
Email	
Website	
Business registration (please detail as relevant) <ul style="list-style-type: none"> <li>• Companies House registration number</li> <li>• HMRC company tax reference</li> <li>• HMRC (self-employed) personal tax reference</li> <li>• pre-registered start up</li> </ul>	
Business Rates registration reference	
Business representatives (please list all) <ul style="list-style-type: none"> <li>• company directors</li> <li>• company shareholders</li> <li>• partners</li> </ul>	
Council Tax reference(s) or address(es) for all business representatives who are residents of Crawley	

Business status <ul style="list-style-type: none"> <li>• new start</li> <li>• 1-3 years</li> <li>• established</li> </ul>	
Number of employees (please list number of) <ul style="list-style-type: none"> <li>• full time</li> <li>• part time</li> <li>• apprentices</li> </ul>	
Business sector	
Please provide a brief outline of the business and its main operations or services	

## Section 2 – Supporting documentation and information

The supporting documentation and information required in this section is listed in the table below. Information can be provided as attached documents, images or web links. Incomplete applications will not be accepted or considered.

Evidence required	Evidence provided – please list or describe
Business bank account statement <i>or</i> Current account bank statement  <i>Must include business / applicant name and account details as given in the application form. This is to verify the account holder.</i>	
Copy of last submitted accounts <i>or</i> Copy of last submitted tax return (SATR)  <i>For pre-registered start-ups, alternative documentation e.g. copy of Council Tax records</i>	
Copy of quotations / evidence of costs for the entirety of the total proposal value from preferred suppliers	
Proof of address – bank account statement, utility bill, rent statement etc.	
Proof of holding a minimum 5-year lease for the business premises	

## Planning considerations

If your business premises is located within a designated Conservation Area, you may need to apply for planning permission.

For further information and guidance visit [crawley.gov.uk/conservationareas](http://crawley.gov.uk/conservationareas).

If your proposal includes **new shop frontage or signage**, you may need to apply for planning permission.

The Planning Portal has general information and guidance for businesses.

For further information on whether you need planning permission, visit [crawley.gov.uk/planningpermission](http://crawley.gov.uk/planningpermission).

*I have checked the planning requirements related to this project proposal and, if applicable, have sought further advice from the Local Planning Authority.*

\*Yes / No

*(\*delete as applicable)*

### Section 3 – About the proposal

Please outline the specifics of your proposed project, for example current condition of the shop front, how you would like to improve the shop front, what is required to do so, how much would this cost and how this will benefit the business such as in terms of turnover growth, sales growth and the creation of new jobs.

Applications that will result in the delivery of environmental benefits (for example a reduction in carbon emissions or visual improvements to the business environment) or general health and well-being benefits, will be afforded extra weighting during the evaluation process.

Project proposal summary (maximum 500 words) – please provide a clear explanation as to the business need for your project, the extent of your project's positive impact on the streetscape and surrounding business environment and why your project is value for money (cost versus benefits).

Any additional research or data analysis carried out to justify your project application and a summary of the research results (maximum 200 words)

Timescales for delivery of your project (maximum 200 words)

Expected outcomes and benefits from your shop front improvements (maximum 200 words)

## Section 4 – About the finances

<b>A) Total grant value applied for (maximum £5,000)</b>	
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<b>Proposal cost outline (please itemise a breakdown of costs for materials, equipment, etc.)</b>

<b>Latest profitability statement of the business (income and cost)</b>

<b>Latest cash flow position of the business</b>

<b>Have you applied for other grant funding for this proposal – what was the outcome?</b>	
<b>Have you received any other public funding subsidy* in the last three years? If so, how much in total?</b>	

\*please refer to the webpage for further information on subsidy control.

Supporting information or documentation required in the section:

- copy of quotations for the total proposal value from preferred suppliers

If the application is successful, the grant will be paid via bank transfer. Please provide the business bank details below.

<b>Sort code</b>	
<b>Account number</b>	
<b>Account name</b>	

## Section 5 – Certification

I declare that the information I have given on this form is correct and complete.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I understand that you may use any information I have provided in connection with this and any other grant claim that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies like banks and other organisations for the prevention or detection of fraud, if the law allows this.

I understand that terms and conditions will apply with a successful application.

Signed	Date

How did you hear about the shop front and high street improvement grant programme?

### Application timescales and submission

This is a rolling programme, available until the grants funding is exhausted. Applications can be submitted at any time. Submitted applications will be checked for due diligence and evaluated on a monthly basis. Incomplete applications will not be accepted for evaluation. The final decision for the awarding of grants, will be made by the shop front and high street improvement grant panel. Further information may be required in order to process the application.

A grant impact and feedback survey will be issued and require completion by businesses who have been awarded a shop front and high street improvement grant. awarded businesses may be invited and required to participate in PR activity to promote the scheme.

Please return by email to [economic.development@crawley.gov.uk](mailto:economic.development@crawley.gov.uk) or by post to

Economic Development  
Crawley Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

For further information visit [crawley.gov.uk/businessgrants](http://crawley.gov.uk/businessgrants).