

# UKSPF Shop Front Improvement Grant

# Application Form

## Before you begin

* Please read the funding criteria and guidance notes before completing this form at [www.rushmoor.gov.uk/shopfrontgrants](http://www.rushmoor.gov.uk/shopfrontgrants)
* Ensure your project is fully planned, all relevant permissions/licences are in place (if applicable) and that your project can be completed by 31 March 2026.

## Please note

* You cannot apply for work that is already underway or has been completed.
* Complete all sections of the form to ensure your application is eligible (text boxes are expandable).
* Applications will open from **Monday 7 July**, and will be reviewed on a first come first served basis until **Friday 28 November 2025** or until all funds have been allocated.

Completed forms and supporting documents should be emailed to [towncentremanager@rushmoor.gov.uk](mailto:towncentremanager@rushmoor.gov.uk)

## Privacy notice

The details collected in this form will be used to process your grant application.

You can read the council’s full Privacy Policy at [www.rushmoor.gov.uk/privacypolicy](http://www.rushmoor.gov.uk/privacypolicy)

## Checklist

Before you start, please complete this checklist and if you answer ‘yes’ to all the questions, you can continue the application form.

|  |  |  |
| --- | --- | --- |
| **Check list** | **Yes** | **No** |
| Are you a freehold owner, or do you have permission from the owner to make the proposed improvements? (please provide evidence of permission from the owner if applicable) |  |  |
| Will your project improve the appearance of one of the areas listed in Part 2.3 of the guidance notes? |  |  |
| Able to provide two written quotes for the works with this application? |  |  |
| Can you afford to fund at least 50% of the proposed work? |  |  |
| Do you have a business bank account? |  |  |
| Can the project be completed by 31 March 2026? |  |  |

## Business details

|  |  |  |
| --- | --- | --- |
| Name of business |  | |
| How long has your business been operating? |  | |
| Business address |  | |
| Website/social media accounts |  | |
| About your business  *Briefly tell us about your business and the products/services you sell* |  | |
| Does your business have direct links with RBC? |  | |
| Have you received previous funding from the council? |  | |
| Organisations bank details | Bank name: | |
| Account no: | Sort code: |

## Contact details

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email address |  |
| Daytime telephone number |  |

## Project details

|  |  |
| --- | --- |
| **Project description**  Provide a brief description of the shop front improvements being undertaken including:   * An outline of the proposed works. * Reference to whether doors, windows or entrances will change. * Describe changes to the façade including details of features you wish to add or remove. * Details of colours and styles to be used. * How the work will be undertaken and how will you minimise disruption to yours and neighbouring businesses   *Max 1000 Words, up to 5 photos or images* |  |

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| --- | --- | --- |
| Project start and end date | Start: | End: |
| Tell us about the difference the project will make to your shop front and how this will benefit your business. |  | |
| How will the work funded by the shop front improvement grant fit in with neighbouring shops in the town centre and help increase attractiveness and footfall? |  | |
| Please include evidence of at least two quotes or prices sourced for goods, works and services. How have you ensured value for money? |  | |
| What evidence will you provide to show how the shop front improvement grant has made a difference?  *e.g. a before/after survey/ questionnaire/photos* |  | |
| Do you require any permissions to be in place to make this project happen, and have you obtained them?  *Please provide proof of permission* |  | |

## Project expenditure

*Please 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. Give the total cost of each activity or item in column A, and put how much you want from the Shop Front Improvement Grant in column B. It is acceptable to put £0 in column B.

If the grant request is to fund all your project costs the figures in columns A and B will be the same.

|  |  |  |
| --- | --- | --- |
| **Activity or Item**  *Please list the cost of each activity or item separately* | **A**  **Total cost** | **B**  **Amount requested from Shop Front Improvement Grant** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Total project expenditure** | **£** | **£** |

## Match funding

|  |  |
| --- | --- |
| **Source of funding**  *Provide details of any other sources of funding obtained for this project* | **Amount** |
|  |  |

## Project Timescales and Risks

|  |  |
| --- | --- |
| **Please list the key milestones in the delivery of your project. Include estimated start and completion dates** | |
| **Milestone** | **Estimated target date** |
|  |  |
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| --- | --- |
| **What are the key risks in delivering your project and how will you mitigate these?** | |
| **Risk** | **Mitigation proposed** |
|  |  |
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## Documents to include with the application

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| --- | --- |
| **Please tick to confirm that you have attached all the following documentation as your application will not be considered without these documents.** | |
| At least **two** written quotes for items you want to buy or for work you will be doing. |  |
| Permission letter from landlord (if tenant) and the application countersigned by the owner of the property |  |

## Declaration (on behalf of the organisation or group)

|  |  |
| --- | --- |
| **Please tick to confirm that you agree to the following:** | |
| I am authorised to make this application on behalf of the organisation and that the information submitted is true and complete |  |
| I will make Rushmoor Borough Council aware of any potential changes to the works as soon as we become aware of them |  |
| I have read the guidance notes for applicants and will comply with the terms and conditions of the scheme |  |
| I understand that should the application be successful any grant money received from the UKSPF Fund will only be used for the purposes specified in this application, and Rushmoor Borough Council reserves the right to reclaim any grant not used for the purposes stated on this form |  |
| The organisation does not need permissions for any item or its use, installation, or storage; or has provided all necessary permissions |  |
| I will complete and return a feedback form along with supporting photos or video footage within the agreed time frame |  |
| Acknowledgement will be given to Rushmoor UKSPF Shop Front Improvement Grant support in any publicity, printed or website material, and I give permission for press and media coverage by Rushmoor Borough Council in relation to this project. |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |