

TOWN CENTRE SHOP FRONT ENHANCEMENT

GRANT SCHEME CRITERIA



THE SCHEME

The Council has allocated funding for the purpose of making grants towards the cost of improving commercial buildings within our market-town centres (Crediton, Cullompton and Tiverton). These notes are for the guidance of applicants seeking such assistance under the scheme.

1 Eligible Buildings and Applicants

- 1.1 Buildings eligible for grant assistance from the Council are commercial buildings that are situated within Town Centre within the area on the attached map(s).
- 1.2 Applicants may be either the freehold owner or lessee; shorthold tenants may also apply. Tenants of District Council-owned premises are eligible for grant assistance only where the proposed work is not the responsibility of Mid Devon District Council as landlord.
- 1.3 Small or micro businesses are eligible and all charities and social enterprises. Retail, cafés, restaurants, pubs, financial/professional services, tourism and leisure are eligible. Other cases will be considered on their merits.
- 1.4 As long as individual buildings meet the eligibility criteria, there are no rules limiting a) the number of buildings owned by a single landlord within the town or b) the number of buildings within a street or area of the town centre to receive a grant. Every application for a separate shop-front unit will be looked at on its own merits.
- 1.5 This is a limited pot of funding, therefore to ensure the funding helps as many distinct shopfront units as possible, applications for repeat funding within 3 years of a previous shopfront grant award by the same business for the same unit are unlikely to be successful.

2 Eligible Works

- 2.1 The Shopfront Enhancement Grant Scheme is a limited scheme for the enhancement and regeneration of Mid Devon's Market-Town Centres. It focuses on painting, decorating, fascia repairs and signage improvements, guttering and lighting improvements etc with the end aim of enhancing the appearance of the town centre.
- 2.2 The small grant scheme will normally cover painting, minor repairs or signage.
- 2.3 Applications from upper-floor/basement business occupants can be allowed. However, repairs for shopfronts must be for anything that faces the street as long as it has a street-level repair need and relates to the commercial usage of the building.
- 2.4 Retrospective applications for work already started or completed are not eligible for funding under this Scheme.
- 2.5 The decision as to whether any works proposed are eligible for grant shall be at the sole discretion of Mid Devon District Council.

3 Amount of Grant

- 3.1 The scheme will offer grants of 50% of the total eligible estimate, up to a maximum grant of £2,500 per property.

3.2 Total project costs must not include VAT that is recoverable. Statutory fees (eg Planning Application fees) are not eligible costs for funding (although can be included in total project costs).

4 Application for Grant

4.1 The application for grants must be completed online via the Council's website <https://www.middevon.gov.uk/do-it-online/miscellaneous/shop-front-facelift-scheme/>. Upon submission, a unique application reference number will be provided on screen.

4.2 The following supporting papers are required to complete the application. Please email the following, quoting the submission reference, to: businessgrants@middevon.gov.uk:

- (a) A schedule of the proposed work.
- (b) Itemised estimates/quotes (see 4.3 below).
- (c) Recent detailed photographs of the building/item to be repaired.
- (d) Plans showing the proposals (where appropriate).
- (e) Copy of any required planning permission, listed building consent or advertisement consent (where appropriate).

4.3 Applicants should demonstrate endeavours to achieve best value with itemised quotes. The minimum expectation is as follows:

Value (with a single supplier)	Requirement
£0 - £2,499	Direct Award (one quote is required)
£2,500 - £24,999	Three quotes minimum
£25,000 +	Tender process

The quotes must be provided in writing and itemised to show individual costs for each item of work, making due allowance in the form of realistic provisional sums for dealing with hidden anticipated defects. Any figure for VAT should also be shown separately.

5 Decision on the Application

5.1 Mid Devon District Council shall not be bound by any commitment entered into by an applicant prior to the notification of a decision on their application.

5.2 The Town Centres of Crediton, Cullompton and Tiverton are all within Conservation Areas. As such, all applications for shopfront enhancements will be run past a Conservation

Officer for feedback as part of the approval process. No application for grant will be determined until such time as any necessary permission, approval or consent required under the Town and Country Planning Acts and/or any approval under the Building Regulations has been obtained.

5.3 Upon receipt of applications (with full supporting paperwork including any consents/permissions required), applicants should receive a funding decision within 28 days of submission. Notwithstanding the fact that an application for grant is made correctly and in respect of an eligible building, the District Council shall not be under any obligation to make a grant and any decision to make a grant shall be entirely at the discretion of the District Council.

5.4 Successful applicants will receive a Grant Approval: this is tentative offer based on quotes provided. Final grant awards will be confirmed based on receipt of invoices for completed work (see section 6 below).

6 The Work

6.1 All grant awards are conditional subject to the work being carried out to a satisfactory level. The work should be undertaken by the applicant strictly in accordance with the schedule of works as approved by the District Council, including any conditions attached thereto, within the period specified by the Council.

6.2 The Officers of the Council shall have the right, at all reasonable hours, to inspect any work which has been approved for grant assistance both during the time that work is being carried out and after it has been completed.

6.3 The contractor must ensure that all work is carried out in accordance with the requirement of current Health & Safety legislation.

6.4 Work must be completed within 12 months of the Grant Approval.

7 Payment of Grant

7.1 The grant will not become payable until the work has been completed to the satisfaction of the District Council.

7.2 Soon after completion of the eligible work, the applicant must return a Completion of Works Certificate with copies of contractor(s)'s invoices and photographs of the completed work (see 5.4 above).

TOWN CENTRE SHOP FRONT ENHANCEMENT

GRANT SCHEME GUIDANCE



Aims of the scheme

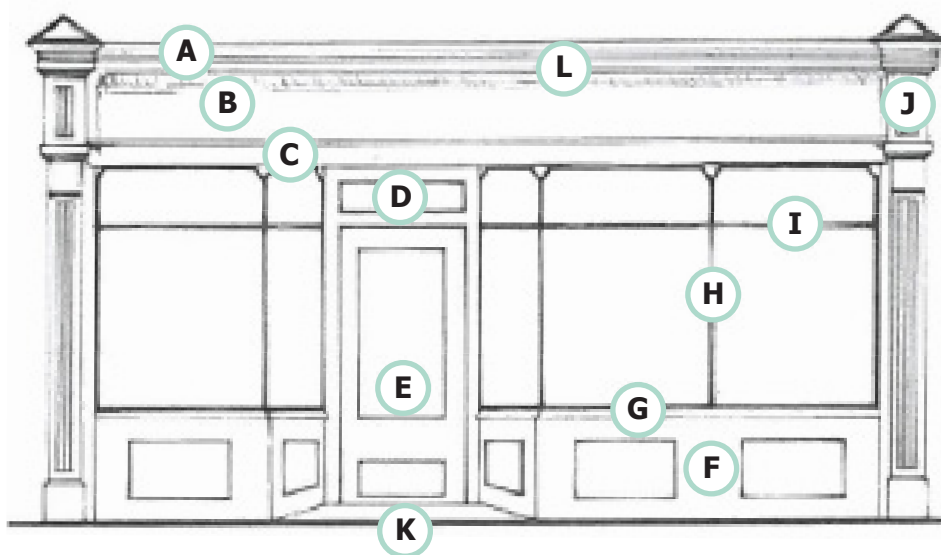
To encourage shop owners to upgrade, repair and refurbish shopfronts in Mid Devon's Market-Town Centres in order to emphasise both the individuality of the business premises and, where appropriate, the historic character of the town centre.

Eligible works

Whilst only a few complete historic shopfronts remain in Mid Devon, there are many that retain a range of traditional features. Where original features exist, the scheme seeks to reveal these where hidden behind later works, get appropriate repairs carried out, to get the refurbished and repaired frontages painted and to get good quality traditional signage installed.

Where modern shopfronts exist in historic buildings, total replacement with a more appropriate design would also be eligible for grant aid.

See drawing below for elements making up a typical shopfront



- A** Cornice
- B** Fascia
- C** Blind Box
- D** Fanlight
- E** Panelled Door
- F** Stallriser
- G** Cill
- H** Mullion
- I** Transom
- J** Pilaster and Corbels
- K** Tiled Recess
- L** Blind Box

Stallrisers

These are usually masonry either rendered or with a decorative finish including natural stone, tiles or timber panels and will depend upon the age and style of the shopfront. Appropriate repair or reinstatement would be eligible for grant aid.

Windows and doors

Traditional windows may be framed in timber or ornate cast iron with transoms and mullions to match. Glass is normally clear but may incorporate stained glass panels above the transoms. Doors will normally be timber with a glazed panel and reflect the proportions of the stallriser to window with a fanlight above in line with any transom.

Repair of existing traditional elements and replacement of later inappropriate alterations would be eligible for grant aid.

Tiled entrances

Mosaics of coloured tiles and other decorative use of tiles is a particular feature of recessed shop entrances in the town. Most are in good condition but where repair or refurbishment is needed grant may be available as part of works to the shop front. Where there is a shop with a recessed entrance that does not currently have tiling, incorporation of a tile mosaic in the local style could be incorporated and be eligible for grant aid.

Pilasters and corbels

These features are normally timber with decorative detailing such as fluting. The base of pilasters often suffer rot due to surface water and blocked gutters or broken downpipes. Grant aid would be available for repair or like-for-like replacement of these traditional features.

Fascias

The fascia board should be in scale with and respect the other architectural features of the shopfront. The grant scheme is intended to encourage removal of later fascias that are of inappropriate modern materials and / or fail to reflect the existing traditional detailing, and to restore fascia details in harmony with the features and proportions of the shopfront.

Blinds and canopies

Where historic box blinds or roller canopies exist, their retention and refurbishment will be assisted by provision of grant aid. This would be available for new fabric, overhaul of mechanisms and the box or housing for the blind. Consideration may also be given to installation of new blinds where these would replace inappropriate modern blinds.

Signage including brackets for hanging signs

Good quality signs can make an important contribution to the vitality of shopping areas. Signwriting on painted timber fascias, or application



of suitable style individual letters to the fascia would be included as eligible works. In the case of hanging signs the use of existing historic metal brackets may attract grant aid for repairs. New hanging signs can be conventional 2 sided handpainted timber or could be three dimensional objects to reflect the type of business. Other types of good quality hanging signs may also attract grant aid.

Other

Other enhancement works to the shopfront, where not reinstating historic features, but improving the appearance whilst being sympathetic to the Conservation Area status may also be considered for grant aid.

All proposed works will be run past a Conservation Officer for feedback, which will be shared with applicants.

**For enquiries about the Scheme,
contact the Project Officer via:
businessgrants@middevon.gov.uk**