

**OBAN BUSINESS FRONTAGE IMPROVEMENT SCHEME 2019
APPLICATION FORM**

All documents submitted with your application will be handled in strictest confidence.



PLEASE NOTE: There is a strict annual budget for this scheme. Applications on first come first served basis annually.

1.	Your business/trading name	A business bank account should be available (if the application is successful, payment will be made by BACS transfer).
2.	Contact name Position in business	
2.a.	Address of Property which you would like to improve	
2.b.	Correspondence address (if different from 2.a.)	
	Tel.: Mobile: Website: Email:	
3.	Your status: please tick which applies to you:	
	Owner	<input type="checkbox"/> Please provide Evidence of title (e.g. title deeds/cover letter)
	Tenant	Please provide: <input type="checkbox"/> Owner consent (e.g. letter/email) <input type="checkbox"/> Copy of formal lease
4.	Year Business started trading	
5.	Number of Employees	Full time part time (this is for our monitoring purposes)
6.	Your Proposal: Give details of the proposed improvements, e.g. colours, drawings, signage proof.	

	<p>Photographs (as jpg) of current condition of property must be provided; These may be used on our website.</p> <p>Design/ drawings where appropriate;</p> <p>Explain how the appearance of your business premises will be improved for potential customers</p>	
7.	<p>QUOTATIONS</p> <ul style="list-style-type: none"> • Please provide if possible three written tenders for each element of the work if possible • Copies of original tenders should be attached (on contractor's headed notepaper). • Awards will be based on lowest quote 	<p>Work element 1: (e.g. painting)</p> <p>a. £</p> <p>b. £</p> <p>c. £</p> <p>Work element 2: (e.g. joinery)</p> <p>a. £</p> <p>b. £</p> <p>c. £</p> <p>Work element 1: (e.g. signage design)</p> <p>a. £</p> <p>b. £</p> <p>c. £</p>
	<p>Total of proposed works</p>	<p>TOTAL OF PROPOSED QUOTATIONS NET VAT</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Total</p> <p>Are you VAT registered? YES / NO</p> <p>Grant is only paid on VAT if it is <i>not reclaimable</i> by the applicant.</p>

	<p>DECLARATION/ CONDITIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> I certify that to the best of my knowledge the information contained in this application is true and accurate and will adhere to the following terms and conditions: <input type="checkbox"/> I understand that making this application does not entitle me to a grant as a right; <input type="checkbox"/> I will not commence or commit any expenditure before receiving approval of the grant; <input type="checkbox"/> I confirm that the quotations are bona fide competitive quotes; <input type="checkbox"/> I will provide BID4OBAN Ltd with digital colour photos of the frontage, both before and after the work has been completed. I understand that they will be kept on record and used for future publicity. <input type="checkbox"/> I understand that to make any misleading statement in relation to this application could make the application invalid or may mean I have to repay the grant to BID4OBAN Ltd. 	
	<p>SIGNATURE</p> <p>Date:</p>	
	<p>CHECKLIST FOR APPLICANT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of title or a formal lease <input type="checkbox"/> Consent of owner (if applicable) <input type="checkbox"/> Confirmation of VAT status <input type="checkbox"/> Drawings and specification of the work <input type="checkbox"/> Quotations for 3 competitive tenders <input type="checkbox"/> Photograph of the current business frontage/façade <input type="checkbox"/> Planning consent/ evidence of pre-application discussion (if required) <input type="checkbox"/> Application form signed/date on final page.

OUR DECISION

- Recommendations for the approval of applications are made to the full BID 4 Oban Ltd Board of Directors following assessment by the BID Manager.
- BID 4 Oban’s ability to fund applications is dependent on the financial resources available to BID 4 Oban Ltd at any time.