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| **OBAN BUSINESS IMPROVEMENT GRANT 2024**  **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.**

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| 1. | **Your business/trading name** |  |
| 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** | * Please provide Evidence of title (e.g. title deeds/cover letter) |
|  | **Tenant** | Please provide:   * Owner consent (e.g. letter/email) * 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.**  **Photographs (as jpg) of current condition of property must be provided; These may be used on our website.**  **Design/ drawings where appropriate;**  **Explain how the appearance of your business premises will be improved for potential customers** |  |
| 7. | **QUOTATIONS**   * 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). | Work element 1: (e.g. painting)  a. £  b. £  c. £  Work element 2: (e.g. joinery)  a. £  b. £  c. £  Work element 1: (e.g. signage design)  a. £  b. £  c £ |
|  | **Total of proposed works. Grant is capped at 75% of cost up to a maximum of £1200** | **TOTAL OF PROPOSED QUOTATIONS** NET  VAT \_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_  Are you VAT registered? YES / NO  Grant is only paid on VAT if it is *not reclaimable* by the applicant. |
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|  | **DECLARATION/ CONDITIONS**   * 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: * I understand that making this application does not entitle me to a grant as a right; * I will not commence or commit any expenditure before receiving approval of the grant; * I confirm that the quotations are bona fide competitive quotes; * 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. * No payments will be made until all works are completed and photographs are provided. * Payment will be made when BID4Oban receives the funding claim from A&B Council. * 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. | |
|  | **SIGNATURE**  **Date:** |  |
|  | **CHECKLIST FOR APPLICANT** | * Evidence of title or a formal lease * Consent of owner (if applicable) * Confirmation of VAT status * Drawings and specification of the work * Quotations for 3 competitive tenders if possible * Photograph of the current business frontage/façade * Planning consent/ evidence of pre-application discussion (if required) * 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.

*BID4Oban Limited, 43 Stevenson Street, OBAN, PA34 5NA*

*Company No. SC435469 telephone: 01631 569915*