# Empty Property Grant Scheme for Bedminster Town Centre Area

## Application Form

|  |  |
| --- | --- |
| Applicant(s) |  |
| 1. Name(s) |  |
| 1. Date of birth |  |
| 1. Home address |  |
| 1. Mobile |  |
| 1. Email |  |
| 1. How long have you lived at your present address? |  |
| Business | This section for business occupiers only, not landlords |
| 1. Proposed name |  |
| 1. Proposed business opening date |  |
| 1. Brief description of the proposed business |  |
| 1. How will your business add value to the existing offer? |  |
| 1. ​How many full time and how may part jobs will be created in year 1, how many in year 2 and how many in year 3? |  |
| Grant |  |
| 1. Amount of grant requested £ |  |
| 1. Total business investment (excluding grant) £ |  |
| 1. Main source of business investment (proof will be required) |  |
| 1. Bank borrowing £ |  |
| 1. Friends and family £ |  |
| 1. Personal savings £ |  |
| 1. Other grants £ |  |
| 1. Other (Please Specify) £ |  |
| 1. Please explain why you need this grant support |  |
| 1. Please explain what the grant will be spent on |  |
| 1. Have you ever been subject to formal insolvency proceedings – e.g. bankruptcy, IVA or other credit arrangements in respect of arrears on loans? |  |
| 1. Have you applied for a grant support to the council before? |  |
| Current Situation |  |
| 1. Are you an existing business in Bristol? |  |
| 1. If yes please provide details (name, address, length of time trading, legal status) |  |
| Permissions |  |
| 1. Vacant unit address requiring grant support |  |
| 1. Possession – do you own or have an agreement to occupy the premises for at least 3 years? | Yes or no |
| 1. Planning – is planning permission required. Have you consulted the council? Please provide details and current status. |  |
| 1. Have all relevant regulatory bodies been consulted and licenses received – this may include planning, environmental health and building control? | Yes or no |
| Eligibility |  |
| 1. Do you satisfy all of the criteria and conditions of the scheme (see accompanying form) | Yes or no |
| 1. Publicity – do you agree to permit publicising details of the grant as part of promotional activity for the scheme | Yes or no |
| Declaration | Bedminster Business Improvement District reserves the right to decline applications that they determine do not meet with the objectives of the scheme. The grant is intended to support the viability/incentivise the take up of vacant units or other vacant commercial space in East Street, Cannon Street and Bedminster Parade. It is not intended to be the main source of funding for the business venture.  Along with this application form a business plan (not for landlord applications) and the supporting information as listed on the checklist below must be provided. Within the business plan it must clearly state how the grant money will be spent and fall within the eligibility guidelines. Works must be undertaken by a competent contractor/reputable company. Actual invoices of works done shall be provided with sufficient details for us to verify the grant claim. Any grant award will be paid in stages this will be discussed and agreed with the applicant and included in the grant award letter.  Please complete and sign below to confirm you have read and understood: I hereby declare that the information provided is correct to the best of my knowledge and belief, that I have not been adjudicated bankrupt, nor made any composition with my creditors or that no judgement exists against me. I understand that any false information given could result in repayment of grant monies paid to me in full immediately.  I confirm that I am not involved in any way or connected with any activity that is not suitable to be supported from public funds. I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and proof will be supplied to confirm the amount spent. I understand the grant is discretionary and intended to support the viability /incentivise the take up of vacant units; and should not be regarded as automatic in any circumstances. |
| Name |  |
| Signature[[1]](#footnote-1) |  |
| Date |  |

|  |  |
| --- | --- |
| Check list – have you included in your application: | Yes or No: |
| Application form fully completed (this form) |  |
| Business plan including cashflow & profit and loss forecasts (not for landlords) |  |
| A schedule of proposed works including two quotes for any work over £500 |  |
| Planning/licensing/environmental health consents etc details |  |

## What next?

Please return your completed application form & supporting documents by email to: George Grace at [business@bedminster.org.uk](mailto:business@bedminster.org.uk) (0780 1790645)

Your application will be reviewed and you may be invited to attend a meeting with one or more members of a panel of representatives from Bedminster Business Improvement District and Bristol City Council. We aim to respond quickly to all applications. The BID’s decision is final and the funding is awarded at its discretion working with the city council.

If an application is made subject to planning (or other) permission we may make an in-principle offer of funding. Full details of the conditions that apply to the grant will be set out in the grant offer letter. We reserve the right to change the terms and nature of this grant scheme at any time without notice.

1. Please insert an image (mobile phone will suffice in the box or below) [↑](#footnote-ref-1)