

## Premises Improvement Scheme Application Form

Dear applicant,

Premises Improvement Grants will be assessed by the Discover Dunblane executive team and you will be notified of the decision within 28 days from the date your application is received.

If we can be of assistance completing the application form, please email:

[info@discoverdunblane.co.uk](mailto:info@discoverdunblane.co.uk)

BACKGROUND INFORMATION	
Name of Applicant:	
Contact telephone:	
Contact email:	
Address of Property for which grant is sought:	

PROPOSED WORK	
Summary of proposed work or purchase for grant. Please continue on a separate sheet if necessary.	
<p><b>Quotation:</b></p> <p><i>Please include a copy of at least two quotations. Where possible please use a local company.</i></p>	<p>Please provide an indication of the total cost of proposed work (use the lowest quotation) and the amount of funding sought.</p> <p><b>Total Cost:</b> £ _____ (excluding VAT)</p> <p><b>Amount of grant sought:</b> £ _____ (max £500 or 50% of costs)</p>

Once your application is complete, please scan and email to Tom Casey:  
[tom@discoverdunblane.co.uk](mailto:tom@discoverdunblane.co.uk) and copy to [info@discoverdunblane.co.uk](mailto:info@discoverdunblane.co.uk) or post to:-

Tom Casey  
Discover Dunblane  
7 Douglas Place  
Dunblane  
FK15 9FE

## Premises Improvement Scheme Application Form

### Terms & Conditions *(Please sign at the bottom)*

1. The grant will be up to a maximum of £500 (excluding VAT) or 50% of eligible expenditure, whichever is the lower.
2. Improvements undertaken are consistent with the content provided in the 'Guide to maintaining character and individuality to Dunblane shop fronts'.
3. The offer of grant by Discover Dunblane and formal acceptance letter from the applicant will form the basis of the agreement between Discover Dunblane and the applicant.
4. Any offer of grant is open for acceptance for a period of 14 days from the date it is made and the full amount of grant must be drawn down by the applicant within 3 months of the date of Grant, unless otherwise agreed in writing by Discover Dunblane.
5. Any agreed works will not start before the offer of grant has been formally accepted by the applicant.
6. All necessary consents must be obtained by the Applicant before commencement of the agreed works. N.B. Planning permission is required for any alteration that 'materially affects the external appearance of a building, including canopies/awnings and external security features (and painting within Conservation areas)'. Listed building consent may also be required in the Conservation area or for original 19<sup>th</sup> or 20<sup>th</sup> century shop frontages.
7. It is the responsibility of the Applicant to ensure that work is completed to his/her satisfaction. Discover Dunblane will not be liable for any faults or complaints.
8. The grant will be paid only on the production of a receipted invoice detailing the eligible expenditure to the satisfaction of Discover Dunblane. VAT will not form part of any eligible expenditure.
9. If the scheme is oversubscribed then preference will be given to applications where the work is to the exterior of the premises and where local Dunblane based suppliers are utilised.
10. Press releases including photographs may be used by Discover Dunblane to publicise the improvement works, without the specific agreement of the applicant. Any publicity or press release by the applicant must name Discover Dunblane as a co-funder of the works.
11. If the Applicant is in breach of any of the terms of the grant, at the sole discretion of Discover Dunblane, the grant will not be paid and any grant already paid must be repaid by the Applicant in full to Discover Dunblane.
12. At the request of Discover Dunblane, the Applicant must take part in research to enable evaluation of the scheme to be carried out.

**Please sign below to confirm your acceptance of the Terms & Conditions of the Discover Dunblane BID Premises Improvement Scheme:-**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### Declaration & Signature

#### CHECKLIST

- Consent of owner received
- Confirmation of VAT status
- Drawings and specification of the work
- Description of work is sufficiently clear for the Board to compare to our 'Guide'.
- Quotations from at least 2 competitive tenders (preferably Dunblane based firms)
- Photograph of the current business frontage / façade - this can be provided by the BID
- Planning consent / evidence of pre-application discussion (if applicable)
- Application form signed / dated on required pages
- I confirm that the quotations enclosed are bona fide competitive quotes.
- I confirm that I have read, understood and comply with the terms and conditions of the Discover Dunblane BID Premises Improvement Scheme.
- I confirm that the information provided in this form is true and accurate to the best of my knowledge. I understand that to make a materially misleading statement at any time during the application process could render the application invalid or the applicant liable to return any paid grant
- I accept that all grants are awarded at the discretion of Discover Dunblane and will be subject to the terms and conditions.

#### DECLARATION

- I confirm that the quotations enclosed are bona fide competitive quotes
- I confirm that the information provided in this form is true and accurate to the best of my knowledge. I understand that to make a materially misleading statement at any time during the application process could render the application invalid or the applicant liable to return any paid grant
- I accept that all grants are awarded at the discretion of Discover Dunblane and will be subject to the terms and conditions.

<b>Signature of Applicant:</b>	
<b>Date of Application:</b>	