

**Discover Dunblane BID  
Premises Improvement Scheme (PRIMS)  
Application Form**



Dear applicant,

PRIMS grants are open to BID member businesses who have actively traded and operated in the Dunblane BID area for a minimum of 12 months or more.

Grants will be assessed by the Discover Dunblane board 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 do not hesitate to email: [info@discoverdunblane.co.uk](mailto:info@discoverdunblane.co.uk) or call: 07474 343 994

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

Once your application is complete, please scan and email to the BID chairperson: [chair@discoverdunblane.co.uk](mailto:chair@discoverdunblane.co.uk) and copy to [info@discoverdunblane.co.uk](mailto:info@discoverdunblane.co.uk) or post to:-

**To: Chair  
Discover Dunblane  
7 Douglas Place  
Dunblane  
FK15 9FE**

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**Checklist, Declaration & Signature**

<b>CHECKLIST</b>	
<p><input type="checkbox"/> Confirmation that business has been actively trading for at least 12 months</p> <p><input type="checkbox"/> Consent of building owner received</p> <p><input type="checkbox"/> Confirmation of VAT status</p> <p><input type="checkbox"/> Drawings and specification of the work</p> <p><input type="checkbox"/> Description of work is sufficiently clear for the Board to compare to our 'Guide'.</p> <p><input type="checkbox"/> Quotations from at least 2 competitive tenders (preferably Dunblane based firms)</p> <p><input type="checkbox"/> Photograph of the current business frontage / façade - this can be provided by the BID</p> <p><input type="checkbox"/> Planning consent / evidence of pre-application discussion (if applicable)</p> <p><input type="checkbox"/> Application form signed /dated on required pages</p> <p><input type="checkbox"/> I confirm that the quotations enclosed are bona fide competitive quotes.</p> <p><input type="checkbox"/> I confirm that I have read, understood and comply with the terms and conditions of the Discover Dunblane BID Premises Improvement Scheme.</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> I accept that all grants are awarded at the discretion of Discover Dunblane and will be subject to the terms and conditions.</p>	
<b>DECLARATION</b>	
<ul style="list-style-type: none"> <li>• I confirm that the quotations enclosed are bona fide competitive quotes</li> <li>• 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</li> <li>• I accept that all grants are awarded at the discretion of Discover Dunblane and will be subject to the terms and conditions.</li> </ul>	
<b>Signature of Applicant:</b>	
<b>Date of Application:</b>	

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

1. The grant is only available to BID member businesses who have actively traded and operated in the Dunblane BID area for a minimum of 12 months.
2. The grant will be up to a maximum of £500 (excluding VAT) or 50% of eligible expenditure, whichever is the lower.
3. Improvements undertaken are consistent with the content provided in the ‘Guide to maintaining character and individuality to Dunblane shop fronts’.
4. 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.
5. Any offer of grant is open for acceptance for a period of 28 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.
6. Any agreed works will not start before the offer of grant has been formally accepted by the applicant.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. At the request of Discover Dunblane, the Applicant must take part in research to enable evaluation of the scheme to be carried out.

<b>ACCEPTANCE OF TERMS &amp; CONDITIONS</b>	
Please sign below to confirm your acceptance of the Terms & Conditions of the Discover Dunblane BID Premises Improvement Scheme:-	
<b>Signature of Applicant:</b>	
<b>Date of Application:</b>	