



Business Improvement Grant - Guidance notes

Annual budget - £25,000 (Year 4 – BID TERM 2)

1. Grant Availability

Grants for external improvements must follow the following guidelines.

Hamilton Our Town (Hamilton BID Ltd) will only provide grants to BID members who have paid their BID levy, or who are up to date with their BID levy monthly instalments.

Grants for external improvements must follow the guidelines contained within the “Shopfront Design Guide” produced by South Lanarkshire Council.

http://www.southlanarkshire.gov.uk/downloads/file/7507/shopfront_design_guide

The project is available to all BID members. Grant availability is limited to the agreed budget of the scheme. BID members who do not register for the Business Improvement Grant before the closing date but would still like to be considered; will be added to a reserve list.

2. What types of premises are eligible?

The Business Improvement Grant is available to all BID members who are up to date with their BID levy payments. You may wish to approach your landlord to ask if they would be willing to contribute to the improvement works.

3. What will the scheme fund?

The following improvements will be considered for support:

Signage
Canopies
New windows/ doors
External paintwork

4. Ineligible Expenditure

The scheme will not support:

- Retrospective applications i.e. for work already completed or underway
- Recoverable VAT

5. Grant Amounts

All registered BID members are eligible to apply for a grant. You will pay 50% of the improvement costs with Hamilton BID paying the other 50% (of the cheapest quote). Hamilton BID maximum contribution will be £1,000.

The costs for licences from the local authority or other bodies in respect of the works/project must not be included in the application

Improvement Cost	HAMBID Contribution	Your Contribution
£500	£250	£250
£1000	£500	£500
£2000	£1000	£1000
Anything over £2000 (a)	£1000 (b)	a – b

6. Is guidance available?

Your dedicated BID Team are always available to assist you at any stage of your Business Improvement Grant application

The Planning Team at South Lanarkshire Council are also available to provide guidance and support. Grants for external improvements must follow the guidelines contained within the “Shopfront Design Guide” produced by South Lanarkshire Council.

http://www.southlanarkshire.gov.uk/downloads/file/7507/shopfront_design_guide

In the case of Listed Buildings, South Lanarkshire Council will insist that new or replacement shop fronts are carried out within the planning conditions for the Heritage Area.

7. Will I require planning approval?

Virtually all major works that change the exterior of buildings will require Planning Permission. They may also require Listed Building Consent or Advertisement Consent. A separate planning application and scale drawings prepared by a professional agent will be required to show the extent of all new work. If you are using a professional agent, they will be able to advise you about any statutory consents that are required.

It takes South Lanarkshire Council about two months to decide on a planning application, advertisement consent or other statutory consent. You need to build this into your timetable for carrying out your project.

South Lanarkshire Council's Planning Team are available on 0303 123 1015 / 01698 453676

8. What is the process for applications?

A full outline of the application and delivery process for applications entitled “Your Step to Step Guide”.

9. How long will it take to make a decision on my application?

We will make a decision on your application within three weeks of receiving a fully completed application.

If your project requires planning permission and your grant is approved we will write to you making principle offer of funding, we will then issue a formal grant offer letter as soon as planning permission is granted.

10. Who will decide whether my application is approved?

Applications will be considered by a panel made up of HamiltonBID Board members.

When an application has been accepted, grants will be issued on a first come first served basis until the funds are depleted. Offers will be made subject to planning permission.

11. What conditions will apply to the grant?

All grant offers will be made in writing. Full details of the conditions that apply to the grant will be set out in a grant offer letter.

All grants will be conditional on you securing appropriate planning consent (if applicable). The scheme operates independently of the planning process and any offer of a grant does not imply in any way that planning consent will be granted.

You will be required to maintain the property to a satisfactory standard for a minimum of three years.

12. When will the grant be paid?

Grants will be paid on production of invoices from contractors showing a detailed breakdown of costs. Payments will be made 21 days after all work is completed and your receipts have been verified.

Additional Information:

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