

**Sevenoaks District Council
Business Area Improvement Fund
SCHEME GUIDELINES**

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.
Email grants@sevenoaks.gov.uk.

Funding of up to £500 per application is available to undertake small repairs, repaint or generally improve the appearance of properties, empty shops, derelict areas or untidy land in retail or other business areas within the Sevenoaks District. Applications are invited from businesses, town and parish councils or community groups for improvements that will transform the look of a local area.

1. WHAT ARE THE SCHEME'S PRIORITIES?

Community Improvements:

- Undertake repairs and other improvements to the appearance of properties, empty shops in retail and other business areas;
- Clear up derelict or untidy land in retail and other business areas or access to retail and other business areas.

2. WHO CAN APPLY?

Applicants must have a constitution and a bank account and be one of the following:

- Community group
- Business
- Town or Parish Council

3. HOW MUCH AND WHAT CAN I APPLY FOR?

The most we will award for any one application is £500

4. WHAT ARE THE MAIN CONDITIONS?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution.
- Your organisation has a bank account with at least two authorised signatories.
- All appropriate legal agreements, insurances and processes needed to deliver improvements are in place, including risk assessments and any necessary planning permissions.
- Any grant you are awarded will be used only for the improvements set out in your application and will be ring-fenced for this purpose. It must not be used for any other purpose.
- You will be required to submit proof of works completed.
- All publicity materials and annual reports must acknowledge Sevenoaks District Council's support.
- Landowner permission must be in place for any proposed improvements.
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

5. WHAT WE WILL NOT FUND

We will not fund the following:

- Improvements to private residences
- Improvements to occupied business premises
- Improvements that should be provided by statutory, educational, health organisations or social services, eg to schools, health premises or local authority
- Schools or parent/teacher organisations

6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

The appraisal process will look at:

- The extent to which the work to be undertaken will improve a business or retail area, or extent to which access is gained to a business or retail area
- The extent to which the work to be undertaken will have a lasting effect on the area
- The extent to which there is a commitment to maintain the area in good condition in the future
- It is expected that the photographs enclosed with your application will help those assessing the application to understand the need for the project. It is also possible that we will contact you and invite you to join us on a visit to the area

If you require any assistance, please contact:

Simon Davies, Partnership and Project Officer, on 01732 227000

Return by post to the address below:

**Simon Davies, Communities & Business Team,
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG**