



Retail Improvement Grant Scheme - Application Form

1. Name of Business
2. Type of Business (what are your key products/services?)
3. Company status (for example: sole proprietor, partnership, limited company, co-operative, charity):
4. Business Details:
 - a. Your name:
 - b. Your position in the business:
 - c. Address:
 - d. Email address:
 - e. Telephone number:
 - f. Website address:
 - g. VAT number (if registered):
 - h. Number of employees (and please specify if full time or part time):
 - i. How long have you been trading?:

5. How do you intend to use the Grant? Please provide photographs where appropriate, and quotes if you've already obtained some:

6. How much money do you think you will require? £

Remember that the Grant will cover up to 50% of the cost of works, up to a maximum of £1,000.

7. Please provide an estimated breakdown of proposed project costs (excluding VAT):

8. You are expected to provide match funding towards your total project costs. Are you able to contribute 50% of the total project costs, or more if the project costs are more than £2,000?

Yes / No

9. If your application applies to either a building or land, please indicate what legal rights you have to the site:

Freehold / Leasehold interest

If Leasehold do you need to obtain the permission of the landlord before you make alterations to the property? Yes / No

If Leasehold, what is the unexpired term of the lease?

Years..... Months.....

10. How will the grant help your business to become more profitable? Consider how the improvements will help you to increase takings, employ more people, attract more customers, etc.

Declaration by the Applicant:

I declare that to the best of my knowledge and belief the information given on this application form and in any supporting material is correct.

I understand that the information provided will be held on computer systems by Alton Town Council and kept only for as long as is required. This information may also be shared with partner organisations.

I understand that Alton Town Council reserves the right to make all final decisions on grant allocations, and all decisions will be based on the overall economic benefit to the town.

Signed.....

Print name:

Position in business:

Date:

Please complete this form and return it with any associated documents to:

Alton Town Council

Town Hall, Market Square, Alton, GU34 1HD

Should you require further support please telephone 01420 83986

or email business@alton.gov.uk.