



Retail Improvement Grant Scheme **General Terms and Conditions**

1. The approval or refusal of a grant is at the absolute discretion of Alton Town Council (the "Council") and there will be no right to appeal process. The application form must be received by the Council by 16:00 hours on Wednesday 31st October 2018 to be eligible for consideration.
- 2. Grants will not be given for expenditure incurred prior to the grant offer being made and the contract signed**
3. The grant must be used for the purpose intended as outlined in the Grant Offer letter. (This will be supported by producing original invoices for the grant claim)
4. In the case of tenants, payment of the grant requires the building owner's written approval.
5. The grant must not be used for improvements to residential property, cleaning of buildings for purely cosmetic purposes, structural repairs including re-roofing, internal repairs and alterations, external security features, CCTV systems or recoverable VAT.
6. All works are to be undertaken strictly in accordance with the specification and schedule of works agreed with the Council.
7. The Council's written approval must be obtained in advance of any amendment to the approved specification and schedule of works. Amendments include the omission or variation of the agreed works and the execution of additional works. Failure to comply with this condition may invalidate the grant offer even if the additional work is not grant aided.
8. Representatives of the Council must be allowed access to the property to carry out interim inspections of the works in progress, by appointment at any reasonable time.
9. There is no obligation upon the Council to increase the grant if the cost of work increases, or if any additional work is undertaken.
10. A proportionate reduction will be made in the grant if the actual cost of the eligible work proves to be less than estimated.
If at any point the organisation/business becomes VAT registered, the applicant must inform the Council and discuss repayment of VAT expenses claimed.
Payment will be made in arrears upon the production of the grant claim form along with supporting documentation (e.g. paid invoices)
11. The grant will only be paid to proposals which have been granted planning permission, if required. Nothing in the agreement or negotiation of the grant will affect the Council's decision over planning permission. An offer of agreement in principle will be made until

planning permission has been granted. Only then may a Grant Offer letter be issued and works commence.

12. The applicant must inform the Council of any changes to the business or changes of business address and telephone number.

13. The grant is made on the condition that the property will be maintained to a satisfactory standard for a minimum of three years.

14. Any grant must be taken up within the period stated in the Grant Offer letter. Applicants will need to sign the contract within 4 weeks from the date offered otherwise the offer will be withdrawn.

15. Payments of grants to successful applicants will be made in one sum on the receipt by the Council of evidence that the applicant has incurred the expenditure. A supporting statement should show how the expenditure relates to the individual items in the approved schedule of works. Works are to be completed within 6 months, such time to start when the Grant Offer letter is signed and returned to the Council in accordance with clause 14.

16. Expenditure must be incurred using a bank transfer, debit/credit card or cheque and evidenced through a bank statement. Payments of grants will not be made towards expenditure incurred using the payment method of cash.

17. The Council reserves the right to publish illustrations, photographs or other details of your project in promotional literature and other documents associated with council grant schemes.

18. If the applicant undertakes any work that, in the opinion of the Council, significantly alters or removes any elements of the grant aided work, the Council shall have the right to recover such proportion of the grant as it sees fit. This condition shall apply for a period of five years starting on the day on which the final grant payment is made.

Data Protection Statement

Alton Town Council is the data controller for the purposes of the Data Protection Act. We will use the information you give in this form, and in any supporting evidence you send, to process your application for grant assistance and, if your application is successful, to process your claim for grant payment. We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so.

If you have any queries about or want access to personal information that we may hold, please email business@alton.gov.uk or write to:

Alton Town Council
Town Hall, Market Square
Alton, Hampshire
GU34 1HD

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.