



## Stewarton Shopfront Improvement 2021/22

### GUIDANCE FOR APPLICANTS

This guidance has been designed to assist business owners in specific locations within East Ayrshire who are interested in improving their **shop frontage** to make an application for funding. Please read this guidance note, and frequently asked questions, in full before completing an application.

### FUNDING AVAILABLE

**There is a strict total budget of £22,000. This is a pilot scheme; applications in this round of funding can be made for up to 100% of the work (capped at £5000). If the pilot is successful, further funding may be made available in future years.**

Applications are invited from businesses within Stewarton town centre looking to make repairs or to enhance their shopfront.

**Applications will be treated on a first come, first served basis.** There is therefore no guarantee that all applicants will be successful in securing funding, but it is hoped that the funding will widely support businesses in these locations and that this can be rolled out elsewhere in the following years.

In the event of the fund being over-subscribed you may be awarded less than requested in your application. This is a discretionary fund for which there is no right of appeal.

**Applications cannot be made retrospectively.** You are therefore urged to apply as quickly as possible if you have been considering making improvements to your property.

**You can apply for up to 100% towards the total costs of the improvements, up to a maximum of £5000. If you are registered for VAT and can therefore recover VAT, the funding award will be paid exclusive of VAT.**

**Deadline for Applications:**

**Applications will be accepted until 5pm, Friday 4 March 2022.**

**Contracts must be in place by 31<sup>st</sup> March 2022.**

**Works must be completed by 31<sup>st</sup> July 2022.**



### **You can apply if :**

- Your business is located within the identified areas within Stewarton.
- You wish to make eligible improvements to the physical appearance of your shopfront, i.e. the **outside** of your business premises.
- **A full list of eligible elements is contained within the guidance note at pages 3-5.**

### **Funding application process below:**

- Read and download forms;
- Satisfy yourself whether or not you require any statutory consents;
- Draft a specification for the works and secure quotations;
- Submit your fully completed application to [info@stewartoninitiatives.com](mailto:info@stewartoninitiatives.com)
- Your application will be assessed for eligibility, and a decision on your application made;
- You will be notified of the decision, and assuming you are successful an 'Offer of Funding' will be made;
- On securing all relevant statutory permissions you will be sent a formal 'Permission to Start' letter;
- On completion of the works, claim your funding (Funding eligible works must be complete by 31<sup>st</sup> July 2022);
- Provide a short report to [info@stewartoninitiatives.com](mailto:info@stewartoninitiatives.com) with images showing the shop front before work starting, the works in progress and the end result.

### **A full list of what you can apply for is provided on pages 3-5.**

#### **You are unable to apply for the following:**

- Funding for work already/being completed;
- The amenity area/area of ground in front of your business unit;
- Any ancillary or removable items, such as planting, benches, trellises and hanging baskets;
- Painting of stonework, where paint has never before been applied;
- Any area above ground floor, and therefore not considered to be your shop front;
- Non-traditional canopies;
- Illumination;
- Plastic windows, plastic doors, plastic signs, and plastic cladding; - this applies to the conservation area;
- Any non-physical shopfront elements, such as photography or web/digital elements;
- Any signage not attached to the building, such as 'A' boards;
- Any security related items, such as roller shutters;
- VAT (where the applicant is VAT registered, and VAT is therefore recoverable);
- Insurance; or,
- Temporary signage.



**Please use the following guidance to assist with completion of the accompanying application form.**

A list of Frequently Asked Questions, found on the [Shopfront Scheme | Stewarton Initiatives](#) webpage has also been produced to support you in applying for funding. Please also refer to this for guidance.

1.	<p>Provide your business/trading name.</p> <p>A business bank account should be available. If the application is successful, payment will be made via BACS transfer.</p>
2.	We will liaise directly with the main contact, as provided.
2.a.	Please tell us the contact's position in the business.
2.b.	This should be the address of the property which you would like to improve.
2.c.	Only add a correspondence address if this is different from 2.b.
2.d.	Provide contact details for the business.
3.	<p>Tick to confirm whether you are the owner, or the tenant of the premises.</p> <p>Tick to confirm you have consent to make alterations to the property from the Landlord/owner.</p>
4.	<p>You can confirm if your shopfront is within a listed building via the following link:  <a href="https://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/search-for-a-listed-building/">https://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/search-for-a-listed-building/</a></p>
5.a.	<p>We want to understand what your shopfront will look like when the works have finished. Specify details of the proposed improvements and the finishes, e.g. staining/colours (with the British Standard Colour Chart number referenced, heritage colours should be used for buildings within conservation areas), drawings (showing the dimensions), signage proof etc. and explain how the appearance of your business premises will be improved for potential customers. Without the detail and finishes specified, your application cannot be determined.</p> <p>Where statutory consents are required, it will be sufficient to provide the reference number for these, instead of enclosing the drawings with your application.</p> <p>Remember to make use of the frequently asked questions.</p>



	<p>Photographs describing the current condition of the property <u>must</u> also be provided. <b>Please note that we may then use these, alongside ‘after’ images on our website, and to generally help publicise and promote the scheme.</b></p> <p><b>You can apply for the following:</b></p>
<p><b>General Repairs</b></p> <p>Small-scale repairs can include the following:</p>	<ul style="list-style-type: none"> <li>• Joinery repairs to fascias, stall risers, and to windows and doors – excluding the use of UPVC within conservation areas.</li> <li>• Glazing repairs to windows, doors, and transom or fan lights.</li> <li>• Tiling repairs to doorstep and recessed doorways.</li> <li>• Ironwork.</li> <li>• Masonry repairs (where this area abuts the shopfront).</li> <li>• Cladding repairs (where this area abuts the shopfront).</li> <li>• Leadwork, coping and guttering repairs (where these abut the shopfront).</li> </ul>
<p><b>Repair/Restoration of Traditional Architectural Elements</b></p> <p>Traditional architectural repairs can include the following:</p>	<ul style="list-style-type: none"> <li>• Joinery repairs to decorative features such as mullions, consoles, pilasters etc. and to windows and doors.</li> <li>• Masonry repairs/restoration to decorative traditional aspects.</li> <li>• Canopies – Repairs to traditional blinds and awnings.</li> <li>• Decorative ironwork.</li> </ul>
<p><b>Painting</b></p> <p>Painting is funding eligible. If within a conservation area please use heritage colours</p>	<ul style="list-style-type: none"> <li>• Painting of timber (in a heritage type colour within conservation areas.)</li> <li>• Painting of masonry in a breathable paint (in a heritage colour within conservation areas)</li> <li>• Please note that the painting of stonework, where paint has never before been applied <u>will not be</u> an eligible cost. Where stonework has traditionally been painted however, a breathable paint would be eligible (in a heritage colour within conservation areas).</li> <li>• Paint removal is also an eligible cost, provided this is undertaken in a sensitive manner and a methodology statement is supplied to detail the approach.</li> </ul> <p><b>Please note we strongly recommend you buy and test a paint colour sample, prior to purchasing the paint.</b></p>
<p><b>Signage</b></p> <p>Signage can include the following:</p>	<ul style="list-style-type: none"> <li>• Repairs to existing sign boards – fascia signs and hanging signs.</li> <li>• Replacement of plastic fascias with timber. (Please note that all timber should be sustainably sourced from managed forests).</li> </ul>



	<ul style="list-style-type: none"> <li>• Sign writing, either painted or cast vinyl raised letters (of a <u>traditional style</u> only).</li> </ul>
<b>Replacement</b>	<ul style="list-style-type: none"> <li>• Replacement of modern shopfronts with a traditional shopfront of <u>classical proportions</u>. (Please note that all timber should be sustainably sourced from managed forests and surviving traditional fabric should be restored wherever possible).</li> <li>• Replacement awnings and canopies (with the exception of Dutch canopies).</li> <li>• New steel beams (where these abut the shopfront).</li> <li>• Glazing (replacement shatterproof glass is encouraged, unless the glass is historic and part of the traditional shopfront character).</li> </ul>
<b>New Additions</b>	<ul style="list-style-type: none"> <li>• Provision for enhanced disabled access.</li> <li>• New timber hanging signs and brackets.</li> <li>• New traditional style awnings and canopies (with the exception of Dutch canopies).</li> </ul>
<b>Professional Fees</b> Professionals fees are eligible if directly linked to funding eligible works as follows:	<ul style="list-style-type: none"> <li>• Architect, surveyor, structural engineer and agent fees.</li> <li>• Statutory consent fees, i.e. for planning permission, advertisement consent, listed building consent and building warrant fees. (Please note that fees are only funding eligible where these are linked to works, i.e. fees are not an eligible cost in isolation).</li> </ul>
<b>Contingency and VAT</b>	<ul style="list-style-type: none"> <li>• It is expected that contingency <u>will be</u> a component of every project, and provided this is used during the course of the works, it will be considered a funding eligible cost.</li> <li>• VAT will only be a funding eligible cost in cases where the applicant is <u>not</u> VAT registered.</li> </ul>
<p>For further information regarding shopfronts please refer to Historic Environment Scotland's, <a href="#">Scottish Traditional Shopfronts Short Guide</a>.</p>	
5.b.	<p>Use this space to indicate when your project would start and finish. This can be an estimate at this stage.</p> <p><b>Please note that works must be completed by 31<sup>st</sup> July 2022.</b></p>
6.	<p>It is the responsibility of the applicant to check whether any statutory consents are required, and to secure these <u>prior to</u> works.</p>



- Planning Permission is usually required for any alteration that materially affects the external appearance of a building, including canopies/awnings, and painting within conservation areas.
- Listed Building Consent may also be required for shopfronts as part of listed buildings.
- Many proposed signs require advertisement consent. For signage, please refer to East Ayrshire Council's, [Planning SG Shop Front Design Guidance \(east-ayrshire.gov.uk\)](http://east-ayrshire.gov.uk)
- A building warrant may also be required, depending on the level of intervention.
- Evidence of pre-application discussion/Statutory consents (i.e. in relation to planning consent/ advert consent/ listed building consent/ building warrant). Please provide the relevant reference numbers if applicable.

**It is not necessary to have secured consent before making an application for funding, but you will have to show in writing that you have discussed your proposal with the relevant department.**

You should contact Colin Mckee at [Colin.McKee@east-ayrshire.gov.uk](mailto:Colin.McKee@east-ayrshire.gov.uk) who will be collating all planning applications in relation to this fund for discussion with other planning colleagues.

If planning permission is required, please submit your application noting that you have sought advice regarding planning permission. If your application is successful, this will be subject to planning permission being granted. You do not need go through the planning permission process in advance of submitting your application.

Tick if you have proof of any statutory consents if applicable.

For shopfront design principles, please refer to East Ayrshire Council's, Local Development Plan, [Planning SG Shop Front Design Guidance \(east-ayrshire.gov.uk\)](http://east-ayrshire.gov.uk)

E-mail addresses for contact to the development Management Team are as follows:  
[Submittoplanning@east-ayrshire.gov.uk](mailto:Submittoplanning@east-ayrshire.gov.uk)

Website: [Planning applications - East Ayrshire Council \(east-ayrshire.gov.uk\)](http://east-ayrshire.gov.uk)

Telephone number: **01563 576790**

Information on Building Standards can be found as follows:

Telephone: 01563 576790

Email: [BuildingStandards@east-ayrshire.gov.uk](mailto:BuildingStandards@east-ayrshire.gov.uk)

Website: [Building standards - East Ayrshire Council \(east-ayrshire.gov.uk\)](http://east-ayrshire.gov.uk)



7.	<p>You are asked to be specific in your funding request, and to list all items for which you require funding.</p> <p>You are required to identify the cost against each item, which must be based on quotations received.</p> <p>Quotes for works, labour and professional fees should be based on a clear and single specification distributed to all contractors asked to quote. Both the specification, and written quotes received, are <u>required</u> in support of your application, as follows:</p> <ul style="list-style-type: none"><li>• <b>2 quotes are required for works up to £999.</b></li><li>• <b>3 quotes are required for works with a value of £1,000 and over.</b></li><li>• <b>We would encourage Local traders to be used if possible as this supports the Love Local campaign which is part of community wealth building and we would advise using the East Ayrshire Trusted Traders scheme - <a href="#">East Ayrshire Trusted Trader   East Ayrshire Trading Standards</a></b></li></ul> <p>Copies of original tenders should be on contractor's headed notepaper.</p> <p>If you are not using the lowest quote please explain why.</p> <p>If you have the relevant skills to undertake works of repair to your own property, you can apply for funding award towards the cost of the goods required. A receipted invoice would be required to evidence any such purchase(s). You will be expected to show how you have chosen where to purchase the item(s), and for larger purchases of £1,000 and over you will be expected to provide 3 quotes/note of phone calls/links to websites to show best value.</p>
8.	This is the allocation you are requesting from Stewarton Initiatives.
9.	Please tell us if you are VAT registered. Funding is only paid on VAT in cases where the business is <u>not</u> VAT registered and therefore unable to recover VAT.
10.	Please tick to declare that you have read and understood the criteria of the funding for which you are applying.
11.	<p>Please sign and date the application.</p> <p>Only when <u>all</u> boxes of the check list can be ticked, please submit to: <a href="mailto:info@stewartoninitiatives.com">info@stewartoninitiatives.com</a></p>
12.	The following documents <b>must be</b> enclosed with your application for your application to progress to assessment stage.



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|  | <ul style="list-style-type: none"><li><input type="checkbox"/> Drawings and specification of the work (if you have made an application for Planning Permission or Listed Building Consent, a note of the relevant planning reference in response to Q6 will suffice).</li><li><input type="checkbox"/> Quotations for either 2 or 3 competitive tenders (depending on the value of works).</li><li><input type="checkbox"/> Photograph of the current business frontage/façade (in a jpeg format).</li><li><input type="checkbox"/> Application form signed and dated on final page.</li></ul> |
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Please submit your application, and all supporting information, to:

[info@stewartoninitiatives.com](mailto:info@stewartoninitiatives.com)