



FOR OFFICIAL USE ONLY:	
Application Ref:	
Date Received:	
Received by (e.g. by Email/Hand delivered)	

## Armagh City, Banbridge & Craigavon Borough Council COVID 19 Revitalisation Grant Scheme Application Form

Applications should be completed in conjunction with the attached guidance notes. If you have any queries related to the completion of this application form, please contact your designated contact Officer as indicated in the Guidance Notes.

### 1. Applicant details (the applicant must be the key contact to discuss all details of this application)

<b>Name</b>	
	Are you the property owner or tenant? (Delete as applicable)      Property Owner      Tenant
<b>Address</b>	
<b>Telephone</b>	Phone:                                  Mobile:
<b>Email</b>	

## 2. Property Details

<b>Name of Business Trading in Property:</b>			
<b>Property Address:</b>			
<b>Please provide either</b> <ul style="list-style-type: none"> <li>- <b>HMRC Number</b></li> <li>- <b>Company Number</b></li> </ul>	HMRC Number:  Company Number:		
<b>Are you registered for VAT?</b>	Yes/No	If yes, please provide VAT registration number.	

### Which settlement is your business located in?

Please tick one box

Armagh City	
Banbridge	
Craigavon	
Dromore	
Lurgan	
Portadown	
Rural Areas	
If you are located in the rural areas, please specify which settlement you are based in.	

### 3. Project Details

**Please provide details of your proposed project**

**Please provide details of how your project makes a contribution to key performance indicators – enhanced capacity, potential to increase footfall.**

#### **4 PROJECT COSTS AND ADMINISTRATION**

4.1 Please provide details of total project cost and grant aid sought:

<b>Total Project Cost</b> - If VAT registered please detail Net Cost, If Not VAT Registered please quote Gross Cost	£
<b>Grant Aid Sought</b> - If VAT registered please detail Net Cost, If Not VAT Registered please quote Gross Cost	£

## 5. DECLARATION

Notes to Applicants:

- a. Please note that completion of this online application does not guarantee an award of grand aid.
- b. Any costs incurred in the completion of this application will be at your own expense and will not be refunded.
- c. Please note that if your application is successful you will be required to provide documentation to Council for funding purposes before any funds can be released (e.g. bank account details, confirmation of VAT status, invoice, proof of payment i.e. bank statements)
- d. No funds can be issued until all the necessary information required by Armagh City, Banbridge and Craigavon Borough Council has been received (NB: the Council may ask for additional information at any stage of the application process).
- e. If approved, Council will issue a formal Letter of Offer for your scheme – works **must not** commence until a formal Letter of Offer has been signed and returned to Council and statutory approvals are in place, if applicable. Grant aid cannot be awarded for works already carried out.
- f. Work commenced prior to a Letter of Offer being signed and returned to Council will be deemed ineligible and **will not be funded.**
- g. All projects must meet the required timescales.
- h. Applicants must comply with publicity arrangements: - Consent to the business being named in and participating in any publicity produced in relation to this Scheme.
- i. It is the applicant's responsibility to comply with all relevant health and safety, including in particular The Construction (Design & Management) Regulations (Northern Ireland) 2016 for any works being carried out. For more information please visit <https://www.hseni.gov.uk/publications/simple-guide-cdm-regulations-ni-2016>
- j. It is the applicant's responsibility to comply with all other relevant legislation.

**I/We confirm that the information contained in this Application is true and accurate to the best of my/our knowledge and belief.** I/We understand and agree to the above Notes and Guidance and I/We acknowledge that if false or misleading information is provided that the Council may exclude me/us from the Programme. I /We further acknowledge that in the event that it comes to light, following the issuing of the Letter of Offer, that false or misleading information was provided, the Council reserves the right in its absolute discretion to withhold grant monies or seek to recoup grant monies already paid.

I/We hereby apply for Armagh City, Banbridge & Craigavon Borough Council Revitalisation Recovery Business Grant Scheme

**Signature(s)..... (PROPERTY OWNER(S)/TENANT)**

Name(s) (Print).....

Date.....

**Please note ONLY fully completed applications will be considered. Any application submitted with missing information or incomplete questions will be deemed incomplete and subsequently rejected**

### **APPLICATION CHECKLIST**

Please ensure you have completed all sections of the Application Form in full. The following sections must be completed in full to warrant a fully completed Application:

- Applicant Details
- Property Details
- Project Details
- Project Costs & Administration (including adequate quotations/tenders and copy of specification for each element of works)
- HMRC self-assessment number & company number.
- Signed and completed Declaration
- Completed Annex B and/or Annex C
- Written evidence of seeking price checks and quotations for the value of your project.  
(Scanned copies of the quotations can be accepted with your application)

