



# wychavon town centres **Business Support Grant**

application form

Rural Shops Alliance



Business  
LINK

**WYCHAVON**  
DISTRICT COUNCIL  
*good services, good value*

**1. Contact details:**

Business name

Main contact for this application:

Name (first name and surname):

Address

Tel

Mobile

Email address

Position in business

**2. Business details**

If your business is a branch of, or is affiliated to, any other parent company, please provide details:

Business name

Headquarters address

Is your business VAT registered **YES/NO**

If YES, please give your VAT registration number:

How many full-time equivalent staff will you employ?

Full-time

Part-time

Please outline the services and products that your business will be offering in the town centre.

Please detail how your business will improve the quality of the retail offer in the town.

**3. Property details**

Full property address

Wychavon District Council National Non Domestic Rates Property reference number, if known.

Please give a brief description of improvements, alterations or investment you intend to make in the above property.

When are you planning to open for business?

Are you the owner or lessee of the property?

If there is a lease, how long has the lease left to run?

#### 4. The Grant

A maximum of £750 grant is available to pay your business rates, OR this funding may be used for business start up costs.

Please indicate which option you would like:

I would like to offset the grant against my business rates

I would like to spend the grant on business start up costs

If you are applying for a grant of £750 to be offset against your business rates, the grant will be paid directly into your business rates account and an adjustment made to your statement equivalent to the value of the grant for the current financial year.

If you do not wish to use the grant to offset your business rates, what project in your business plan will the funds be used for?

*For example your expenditure might include the purchase of set up equipment, shop fittings, IT, or marketing. Please note that receipts for expenditure will be requested, and the grant is not to be used for working capital such as the payment of wages & rent*

Your project

Costs

Timescale

**If you are applying for a grant of £750 for start up expenditure the grant will be paid directly into your business bank account. Please give the following details:**

Bank

Sort code

Address

Account name

Account number

### 5. FREE Retail advice

The Rural Shops Alliance has significant experience in assisting independent retailers. They are providing a FREE one to one day of business advice with one of their specialist retail advisers to help you succeed in business. Please indicate whether you would like to take advantage of this offer **Yes/No**

Please include your business plan and complete all sections of this form. Where questions are not applicable, please insert "n/a" in the space provided and explain why. You are invited to send in any further information in support of your application, for example photographs or letters of support. The Council reserves the right to request further information, if required.

### 6. Referees

Please also include details of two people (not relatives or your bank) who can refer to your personal or financial and business status, one should be your accountant or solicitor if you have one.

Name

Address

Email

Name

Address

Tel

Email

### 7. Declaration and signature

I have read and understood the terms and conditions of the grant and I declare that all the information I have supplied in this application form is correct.

1. I will provide the Council, if requested, with evidence that my business is trading.
2. I confirm that my business has all the necessary permissions and licences to operate from my business address.
3. I consent to all of the material submitted to Business Link being made available to Wychavon District Council.
4. I have no objection to the Council making checks with other Council services including Business Rates, Planning and Environmental Services.
5. I consent to the Council, or Business Link visiting my business to carry out a business review 6 months after receipt of the grant.
6. I understand that the Council reserves the right to recover all or part of the £750 grant it has provided if:
  - My business ceases to trade for whatever reason
  - My business relocates outside the boundaries of the Wychavon District within a 78-week period from receipt of the grant.
  - I did not spend the grant on the project costs as identified in my application.
7. I confirm that the details given in this application are full and complete.
8. I understand that payment will be made directly either into my Business Rates account, or into my business bank account through BACS.

Name

Position in Business

Signed

(This must be signed by the person named in section 1 of the application form).

Date

If you require assistance or need more information on the grants scheme contact Jane Dobson, Economic Development Officer Tel 01386 565278. **Please return forms to Jane Dobson, Wychavon District Council, Civic Centre, Pershore Worcs, WR10 1PT.**