


Regeneration Team Standard Operating Procedure OP1 Macclesfield Shop Front Grant Applications			
Version V1	Approval Date 06.02..2017	Approved By Cabinet Member for Regeneration	

Purpose

To ensure consistent and transparent assessment of Macclesfield Shop Front Grant applications.

Scope

All applications for Macclesfield Town Centre Shop Front Grants.

Procedure

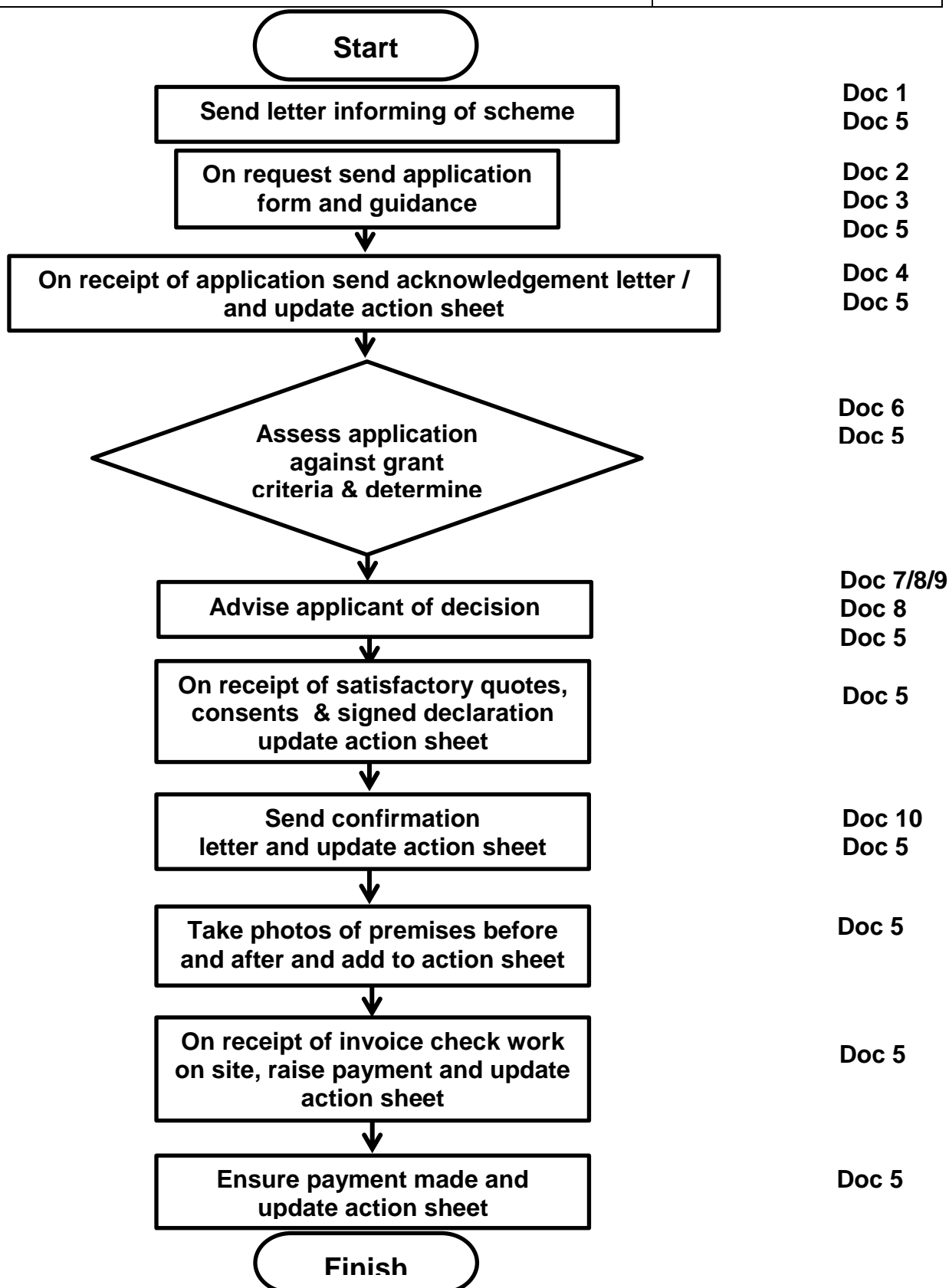
		Responsibility	Doc
1	Send letter informing owners/occupiers of grant scheme opportunity and update Action Sheet.	Project Officer	Doc 1 Doc 5
2	On request send out shop front grant application form and guidance and update Action Sheet.	Project Officer	Doc 2 Doc 3 Doc 5
3	On receipt of application, send acknowledgement letter and update Action Sheet.	Project Officer	Doc 4 Doc 5
4	Consider application and make recommendation, updating Action Sheet.	Project Officer	Doc 6 Doc 5
5	Determine grant application and record decision on Assessment Record Sheet	Project Director	Doc 6
6	Advise applicant of decision using standard letter/declaration form and update Action Sheet.	Project Officer	Doc 7/8/9 Doc 5
7	On receipt of 2 quotes, relevant consents and signed declaration, review documentation submitted to ensure matches application and update Action Sheet	Project Officer	Doc 5
8	Send out Confirmation letter and update Action Sheet	Project Officer	Doc 5
9	On receipt of confirmation of start date take photo of premises 'before' and update Action Sheet	Project Officer	Doc 5
10	On completion of works carry out property inspection and take 'after' photo and update Action Sheet	Project Officer	Doc 5
11	On receipt of invoice/s from applicant check against application and raise payment, check. Update Action Sheet	Project Officer	Doc 5
12	Ensure payment successful and update Action Sheet	Project Officer	Doc 5

Regeneration Team
Standard Operating Procedure
OP1
Macclesfield Shop Front Grant Applications

Version
V1

Approval Date
06.02.2017

Approved By
Cabinet Member for Regeneration





Macclesfield Regeneration Service
Cheshire East Council
2nd Floor, Macclesfield Town Hall, Macclesfield
SK10 1EA

Telephone: 01270 685907 / 07976 263160
MacclesfieldRegenerationTeam@cheshireeast.gov.uk

Date:

Dear Sir / Madam

Macclesfield Shop Front Grant Scheme
Property:

Cheshire East Council has been working for a number of years on initiatives to improve Macclesfield town centre. Macclesfield has a strong independent retail sector with a growing café culture and the Council wishes to support this.

Following the successful Shop Front Grant scheme in the Historic Market Quarter, the Council has now allocated £50,000 towards shop front improvements for shops on Queen Victoria St, lower Mill St, Park Green, Park Lane, Duke St, Roe St, and Samuel St as shown on the map overleaf.

The Shop Front Improvement Scheme aims to improve the visual impact of this part of the town, a small part of which lies within a designated conservation area. Higher quality shop frontages will make the area feel more welcoming to local residents and visitors, perceptions of Macclesfield and contribute towards a stronger sense of identity.

The grant will cover up to 75% of the cost of the proposed works up to a maximum grant award of £2000. All applications are considered on their own merits and grants will be awarded to applications meeting the criteria on a first come first served basis.

If you are interested in taking advantage of this grant scheme, please contact us as set out below and we will arrange for an application form and guidance to be sent to you.

Yours faithfully

Macclesfield Regeneration

Shop Front Grant Scheme Boundary



Macclesfield Shop Frontage Improvement Scheme

Application for Funding

Part 1: Property Details

Shop Address:	
Is the property vacant?	
If yes, length of time the property has been vacant:	

Part 2: Applicant(s) and Business Details

1.1	Applicants Name(s):	
1.2	Applicants Address:	
1.3	Email Address:	
1.4	Tel No.	
1.5	Business Name:	
1.6	Business Address:	
1.7	Business Tel No.	
1.8	Business Email Address:	
1.9	Are you VAT Registered? If yes please provide VAT Registration No.	
1.10	Are you the owner or Lessee of the Property? If no, please confirm that the property owner or lessee has been informed of the intended works	

Part 3: Project Details / Cost / Resources / Timescale

2.1	Details of proposed works: (Continue on separate sheet if necessary) <i>NB. This grant is only available for schemes considered by CEC to comply with the spirit of the Shop Front Guide for Macclesfield please ensure you have properly read and understood this guide before making an application to avoid disappointment.</i>		
2.2	What will the money be spent on i.e. which elements of the project would not occur without the grant funding?		
2.3	Estimated total cost of project:		
2.4	Can you confirm you can cover this cost, as any grants awarded will not be paid unless evidence of payment is provided?	Yes	No
2.5	Amount of Grant Funding applied for (maximum £2000): <i>NB. Minimum match fund from applicant required is 25% of total project cost ie- £1000 grant requires minimum total project cost of £1333.33</i>		
2.6	Have you obtained advice concerning	Permission	Yes/No/Comments

	relevant consents? <i>N.B. The onus is on the applicant to make those enquiries and it is the responsibility of the applicant to ensure any necessary consents are obtained.</i>	Planning Permission	
		Listed Building Consent	
		Advertising Regulations Consent	
		Building Control	
		Other	
2.7	If permissions are needed and have already been obtained, please attach copies.	Copies attached?	
		Yes	No
2.8	Can the enhancement works be delivered within 12 months?	Yes	No
2.9	Please add any other information that you feel may be relevant		

Signature:

Date:.....

Macclesfield Shop Front Improvement Grant

Guidance Notes

1. What is the Scheme?

Macclesfield town centre has a strong independent retail sector, and a growing café culture. As part of its further commitment to the community, Cheshire East Council has allocated total funding of £50,000 to enhance shop fronts focused in the area shown below.

The funding will provide a grant support scheme for minor repairs and enhancement to the frontages of shop premises in this area. The Shop Front Improvement Scheme aims to improve the visual impact of this part of the town, a small part of which lies within a designated conservation area. Your property has been identified as being situated within this area.

Higher quality shop frontages will make the area feel more welcoming to local residents and visitors, improve the image and contribute towards a stronger sense of identity.

A Grant of up to 75% of eligible costs with a maximum of £2,000 grant per property is available.

2. Eligibility

Please note that grant availability is subject to limited resources, and grants will be reviewed on an individual basis subject to all grant conditions being fulfilled. Grants will be awarded on a first come first served basis whilst funding is available.

➤ Applicants

- The scheme is open to owners of both occupied and vacant premises in the area

➤ Properties

- Applications may be made for vacant or occupied premises

➤ Finance

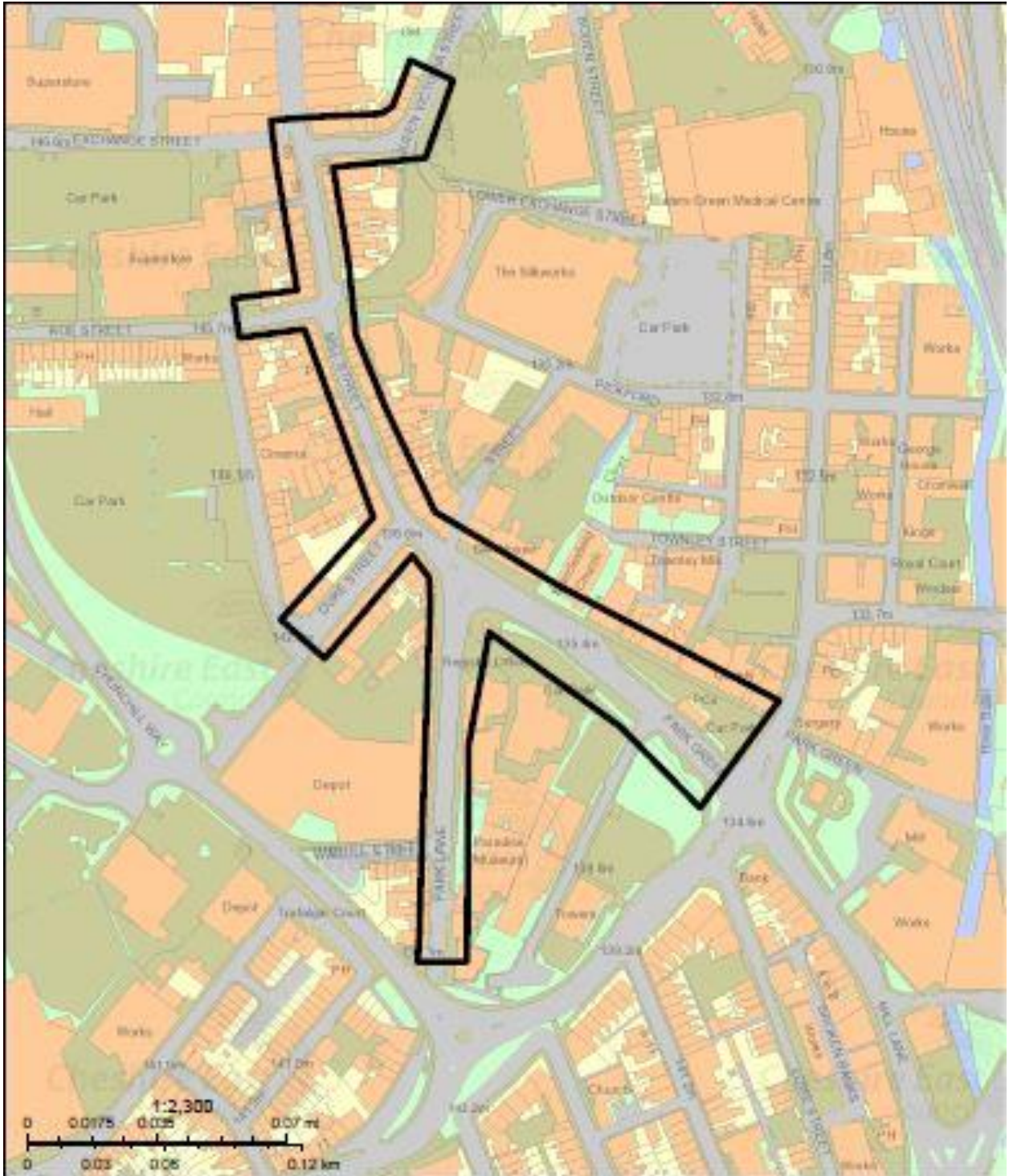
- The applicant must be able to fund the works in the first instance as the grant will be paid upon receipt of proof of payment.

➤ Time

- Works must be implemented within a 12 month period of the grant being awarded in principle

➤ **Location**

- The retail premises should be located within the area shown on the map. Premises on the boundary of this area MAY be eligible at the discretion of Cheshire East Council.



➤ **Works**

- Grant funding will only be awarded to schemes that will significantly enhance the character of Macclesfield Town Centre.
- All works should enhance the appearance of a property frontage as viewed from a public vantage point
- Only works which are considered by the Council to accord with the spirit of the 'Shop Front Guide' will be grant funded.

The “Shop Front Guide” which can be found on the Cheshire East Council website. Simply search on the website for ‘Supplementary Planning Guidance Notes’ and scan down the Macclesfield list for “Shop Fronts and Security Shutter Guide”. Also available on request.

- Works that will be funded include :
 - Minor repairs e.g. joinery repairs
 - Exterior cleaning
 - Exterior repainting of timber or render
 - Minor alterations e.g. replacement of doors, windows, fascia, masonry, rainwater goods
 - New/replacement high quality signage including illuminated signage
 - New/replacement high quality awnings
 - Security improvements e.g. security gates/ shutters
 - Other physical works which improve the visual aspect of the property frontage, can be considered.
 - Related costs such as scaffolding, planning application fees, professional fees etc.
- All works should be undertaken post approval of a grant in principle
- Fees incurred in exploring the feasibility of proposals prior to submission of a grant application may be eligible. However, if an application is not successful, Cheshire East Council will not be liable for the reimbursement of any fees or related expenditure incurred.

➤ **Quality**

- All works to be carried out to a high standard. Checks will be made by CEC to ensure works have been carried out in accordance with the details in the application documentation and to a high standard as a condition of grant funds being paid.
- Examples of grant fundable works are shown here:



Traditional wooden windows and doors painted in muted colours

Traditional hand painted signage on wooden fascia

Architectural detail repaired and painted

Open link lattice grille security shutters



Fabric canopy in traditional design

3. How much is the grant worth?

The grant will cover up to 75% of the cost of the proposed works up to a maximum amount of £2,000 grant funding. Applicants must demonstrate payment of minimum 25% match funding.

4. What can I NOT use it for?

The Scheme will **not** fund the following:

- Routine maintenance
- Internal works
- Any works considered NOT to comply with the spirit of the Shop Front Guide and NOT to enhance the character of the town centre.

- Any work which is required as a condition of an Enforcement Action
- Any on-site work which has commenced prior to receiving notification that your grant application has been awarded

5. How do I apply?

In the first instance, to receive an in principle decision, you will need to complete an application form and include details of the proposed work.

6. How will my application be assessed?

Cheshire East Council will be responsible for considering each application and making the grant offer in accordance with the eligibility criteria.

If your application meets the assessment criteria grant funding you will be awarded a grant in principle initially. At this stage the grant will be set aside for your project for a period of 12 months.

Any money set aside will only be paid to you subject to you meeting the grant criteria which will be set out in your offer letter.

On receipt of notification that your project is eligible and grant funding has been set aside for your project, your offer letter will normally require you to do the following before any grant money can be claimed:

- a. Provide written confirmation that you wish to take up the offer of a grant with 28 days of the date of the offer letter.
- b. Obtain all necessary consents such as planning permission, listed building consent, advertisement regulations consent, landlords consent, highway authority consent etc. as applicable to your proposal. **The onus will be on you to ensure all necessary consents have been obtained.** You will be asked to complete a declaration form to confirm your understanding of the application and to confirm you have obtained all necessary consents.
- c. Send in copies of written quotations for the proposed work prior to commencement on site detailing:
 - a. A breakdown of the individual cost of each element of the works
 - b. The full cost of works ie if £1000 is claimed you must be able to provide invoices totalling at least £1333.
 - c. Relevant plans, designs and specification
 - d. Details of any necessary Planning, Listed Building, Conservation Area and Building Regulation approvals obtained as required

7. How long will it take for Cheshire East Council to make a decision?

We will try to make an initial decision on your application within 28 days of receiving a fully completed application form. This is to determine whether your proposal meets the eligibility criteria in principle.

If it does, the grant funding requested will be set aside for 12 months subject to your written confirmation that you will take up the grant offer within 28 days of the offer being made. If no such

written confirmation is received, the money set aside for your project will be considered not committed and made available to other interested parties to apply for.

You will only be able to claim the grant funding set aside for your project subject to meeting necessary criteria which will be set out with your grant offer.

Cheshire East Council will not enter into a commitment until all the above criteria set aside in your grant offer letter are satisfied.

“Where you ***are unhappy with the decision and/or*** believe the Council has failed to provide the level of service expected, please let a member of the Regeneration Team know that you are dissatisfied. If you are still not satisfied after we have taken action, you can use the Council’s corporate complaints procedure. A guide to the complaints procedure is available to the public at all Council offices or on the Council’s website www.cheshireeast.gov.uk .”

8. Help and Advice

If you need any help or want to discuss any issues concerning a Grant Application please contact Macclesfield Regeneration on MacclesfieldRegenerationTeam@cheshireeast.gov.uk
Tel: 01270 685907 or 07976 263160



Macclesfield Regeneration Service
Cheshire East Council
2nd Floor, Macclesfield Town Hall, Macclesfield
SK10 1EA

Telephone: 01270 685907 / 07976 263160
MacclesfieldRegenerationTeam@cheshireeast.gov.uk

DATE: *INSERT*

OUR REF: *INSERT*

Dear *INSERT*

SHOP FRONT GRANT SCHEME – acknowledgement of application

Thank you for your application for the Macclesfield Town Centre Shop Front Grant Scheme.

This application will now be considered as soon as possible against the criteria that you would have received in the application pack.

We will contact you again in due course.

Yours sincerely

Macclesfield Regeneration

Macclesfield Shop Front Grant Scheme



Action Sheet

Shop Front Grant Scheme Take Up



Shop Front Grant Scheme list of eligible properties

Section 1

No	Address	Name	Marked on map	OP1 Doc 1 Letter	Response Received/App pack and guidance sent out	Application received on OP 1 Doc 2	Op1 Doc7/8 letter sent Approved?	Work due date	Completed	Grant Paid
1	55 Mill Street	YMCA								
2	56-58 Mill Street	A Plan Insurance								
3	59 Mill Street	Bon Marche								
4	61 Mill Street	Tailor Mayde for You								
5	63 Mill Street	Vacant								
6	64-66 Mill Street	Lloyds								
7	65 Mill Street	Café de France								
8	67 Mill Street	No Place Like Home								
9	68 Mill Street	Vacant								
10	69 Mill Street	Cheshire Diamond Ltd								
11	70 Mill Street	Cancer Research UK								
12	71-73 Mill Street	British Heart Foundation								
13	72 Mill Street	Vacant								
14	74 Mill Street	Oxfam								
15	75 Mill Street	Star Off Licence								
16	76 Mill Street	The Alternative Tanning Shop								
17	77 Mill Street	Subway								
18	78 Mill Street	Vacant								
19	79 Mill Street	Shelter Charity Shop								
20	80 Mill Street	Barnardo's								
21	81 Mill Street	Vacant								
22	83 Mill Street	Rosanero								
23	85 Mill Street	Capri Di Lounge								

Regeneration Operating Procedure **OP1 Doc 5**

24	86 Mill Street	Scope								
25	87 Mill Street	Cheshire Gap								
26	89 Mill Street	TPJ								
27	90 Mill Street	Quirkydo 2								
28	91-95 Mill Street	Revolution								
29	92 Mill Street	The Wild Bunch								
30	94 Mill Street	Graffiti Barbers								
31	96 Mill Street	Papadam								
32	98-100 Mill Street	Finesse Schoolwear								
33	102 Mill Street	Vacant								
34	Dukes Court / Mill Street	Vacant								
35	Dukes Court / Mill Street	Vacant								
36	Dukes Court / Mill Street	Ron Tiki Bar								
37	103 Mill Street	Raj's Food to go								
38	104 Mill Street	Lotus Chinese Takeaway								
39	105 Mill Street	White Lion								
40	106 Mill Street	Dooleys AV								
41	107 Mill Street	Rooftops Lettings & Management Ltd								
42	108 Mill Street	Macc Gents Gentlemen's Grooming								
43	109-113 Mill Street	Birchwood Interiors								
44	110 Mill Street	J Jackson & Sons								
45	112 Mill Street	Cheshire Fast Food								
46	114 Mill Street	Maxeez Peri Peri								
47	115 Mill Street	Butterfly								
48	116 Mill Street	Abruzzo								
49	117 Mill Street	Express Valeting Service								
50	118 Mill Street	Vacant								
51	120-122 Mill Street	Belvoir								
52	124 Mill Street	Vacant								
53	1 Park Green	Mail Boxes Etc								
54	4 Park Green	No.4 Park Green								

55	12 Park Green	Spearings (Butchers)								
56	14 Park Green	Capitol Carpet Company								
57	Park Green	The Society Rooms - Wetherspoons								
58	16-18 Park Green	The Hope Centre Macclesfield								
59	20 Park Green	Macclesfield Ink & Toners								
60	22 Park Green	Balti Kitchen								
61	24-30 Park Green	Mother Gosse Café Bar								
62	32 Park Green	Bathstore Macclesfield								
63	32a Park Green	Red Willow								
64	1 Park Lane	Wings Kitchen								
65	3 Park Lane	Curry Leaf								
66	7-9 Park Lane	The Traditional Barbers								
67	11 Park Lane	Vogue Eleven								
68	23 Park Lane	Macclesfield Bearings								
69	25-27 Park Lane	Parachute								
70	29 Park Lane	Dales Photography								
71	31-35 Park Lane	Art Store Picture Framing								
72	3-5 Duke Street	Mind								
73	14 Duke Street	Just Drop in Youth and Information Centre								
74	Duke Street	Vacant Unit next to Just Drop in								
75	1 Samuel Street	Scissors								
76	3 Samuel Street	Gurkha Dining								
77	7-9 Samuel Street	Capitol Carpet Company								
78	11 Samuel Street	GH Scaffolding Ltd								

[illegible]

1. 55 Mill Street. YMCA



Before image

After image

Contact	Phone Numbers	Email	Landlord Address/details
Letter delivered	Response	Application received	Approved/Rejected
Cost of work	Approval/rejection letter delivered	CE Grant contribution	Word due date
Work Completed	Work inspection	Verification of invoices	Grant paid
Detail of work to be carried out:			
Comments:			

MACCLESFIELD REGENERATION - SHOP FRONT GRANTS - ASSESSMENT RECORD

<i>Grant No.</i>		<i>Applicant Name</i>		<i>Address of Shop</i>	
Criteria	Description		Marking Selection		
All necessary documents completed			No : Reject application Yes : Proceed to Location Criteria		
Location	Does the application relate to the correct area?		No : Reject application Yes : Proceed to Finance Criteria		
Finance	Is there sufficient grant funding remaining? Y/N		No : Reject application Yes : Proceed to Time Criteria		
Time	Will the shop front enhancement be delivered within 12 months?		No : Reject application Yes : Proceed to Quality Criteria		
Quality	Does the proposal accord with Shop Front Design Guide?		No: Reject application Yes: Approve application <u>in principle</u> subject to submission of appropriate quotes, declaration, consents etc.		

Recommendation of Project Officer:

Reason:

Project Officer:

Decision of Project Director:



Macclesfield Regeneration Service
Cheshire East Council
2nd Floor, Macclesfield Town Hall, Macclesfield
SK10 1EA

Telephone: 01270 685907 / 07976 263160
MacclesfieldRegenerationTeam@cheshireeast.gov.uk

DATE: *INSERT*

OUR REF: *INSERT*

Dear *INSERT*

SHOP FRONT GRANT SCHEME AWARD
ADDRESS *INSERT*
PROJECT *INSERT*

I am delighted to inform you that your application for grant funding in respect of the above project has been provisionally approved and a sum of £*INSERT* has been set aside for your project for 12 months.

To be able to claim this money you must satisfy the following conditions:

- Within 28 days of this letter you must contact the Macclesfield Regeneration Team in writing to confirm you intend to take up this money
- The allocation of funding is subject to your application form details and can be used for no other purpose
- A minimum of two professional quotations with a breakdown of costs according with the work set out in your application form must be obtained
- The enclosed declaration form must be completed, signed and returned together with the two quotations by *INSERT DATE*
- You must ensure Macclesfield Regeneration Team are advised of the start date on site prior to commencement of works
- Completion of all works by *INSERT DATE*
- You must submit the appointed contractor's receipted invoice to Cheshire East Council by *INSERT DATE*

Yours sincerely

Macclesfield Regeneration

Macclesfield Shop Frontage Improvement Scheme

Declaration

1. I have provided Cheshire East Council with at least 2 quotations from registered contractors of the work to be undertaken.
2. I understand that I am responsible for any consents (whether required under law or by contract) needed to enable me to carry out the works within this application. Further, I undertake not to demand the grant until I hold all such consents.
3. I confirm that my Business has all the necessary permissions and licences to operate.
4. I understand that a check may be made to ascertain whether the applicant and/or contractor have any outstanding debts owed to Cheshire East Council. If it is found that such debts exist, Cheshire East Council reserves the right to withhold grant payment until such debts are cleared.
5. Applicants who are VAT registered will have their grant assessed on the cost of eligible works excluding VAT; non-registered applicants on the gross cost.
6. I understand that Cheshire East Council, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with the terms and conditions of the grant.
7. I confirm that I am responsible for all works carried out subject to this grant and will ensure that all works comply with all relevant regulations and legislation.
8. I understand that all works are to be completed within the date specified in the Grant Offer Letter.
9. I consent to all documentation submitted by me being made available for Cheshire East Council's use. In addition I give consent for Cheshire East Council to use details and photographs of the grant improvements to the shop premises for any publicity or promotional activity.
10. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements in the Freedom of Information Act 2000 and may have to make the details of this grant available to others on request which could lead to it being in the public domain.
11. I understand that Cheshire East Council reserves the right to recover the entire Grant if any information supplied is found to be inaccurate or misleading or if I am found to have improperly tried to influence the decision of any officer or elected Member of Cheshire East Council in the award of a Grant.

12. I have read and understood the criteria set out in the accompanying Guidance Notes and agree to comply with those criteria.
13. I understand that any payment will be made directly to my Business Bank Account.
14. I undertake not to do anything to bring the council's reputation and / or standing into disrepute or attract adverse publicity for the Council.
15. I confirm that the details given in my application are accurate.
16. The decision of Cheshire East Council is final. It reserves the right to vary the level of Grant or reject an application. However, should you feel that you wish to appeal this decision, we would refer you to Cheshire East website's Complaints Procedure.
17. I confirm that I understand and agree that Cheshire East Council may recover all or part of the grant if:
- The business ceases to trade for whatever reason within 6 months from receipt of the grant
 - Information provided in the application form is found to be incorrect or misleading
 - Any condition of the grant offer has been breached and / or work has not been carried out to a satisfactory standard as judged by Cheshire East Council.
18. I understand and agree that if the actual costs of the works are less than those outlined in the application and agreed in this Grant offer letter, I understand that payment will be restricted to the contribution of the actual amount for the works completed and in accordance with the receipted invoice.
19. I understand that if the cost of the works exceed the amount agreed in the Grant Offer Letter Cheshire East Council is not obliged to increase the Grant amount.

Signed:

Name (please print):

Position

Organisation

Date:

Please return the completed form to:

Macclesfield Regeneration, Macclesfield Town Hall, Macclesfield SK10 1AE

Email: MacclesfieldRegenerationTeam@cheshireeast.gov.uk



Macclesfield Regeneration
Cheshire East Council
2nd Floor Macclesfield Town Hall
Macclesfield
SK10 1EA

Telephone: 01270 685907/07976 263160
MacclesfieldRegenerationTeam@cheshireeast.gov.uk

DATE *INSERT*

OUR REF *INSERT*

Dear

MACCLESFIELD SHOP FRONT GRANT SCHEME

The Council has now assessed your application for grant funding and I am afraid to say that it does not meet the necessary criteria for a grant to be awarded.

I appreciate you will be disappointed with this decision but, the Council has had to develop and apply strict criteria, which has to be fair to everyone.

The specific criteria that you did not meet, was as follows...*INPUT CRITERIA*

If you feel you are able to amend your proposal to meet these criteria please advise the Macclesfield Regeneration Team immediately. It is imperative that this is done at the earliest opportunity as limited funds are available.

Yours sincerely

Macclesfield Regeneration