



## Grant Scheme for the Repurposing our High Streets – Application Support and process.

### Introduction

To support you with the preparation of your application, we have included details of the information that will be required for you to submit an application via the official grant application site [www.grantapproval.co.uk](http://www.grantapproval.co.uk)

- Declarations
- Documents
- Key Questions

If you need further information about the grant or would like support with the preparation of any of the plans and evidence needed, please do not hesitate to contact our dedicated grants team. Our team are available during normal office hours by emailing: [ROHS@Cheshireeast.gov.uk](mailto:ROHS@Cheshireeast.gov.uk)

You can also access business support from <http://www.cebusinesshub.org.uk>.

### Grant Scheme Declarations

As part of the application, you will be required to declare:

- I can confirm that I have read and understood all of the guidance documents provided to me by Cheshire East Council and available on the [www.openincrewe.co.uk](http://www.openincrewe.co.uk)
- I can confirm that I am authorised to act on behalf of the business and have the relevant authority to apply for this scheme.
- I can confirm that my business is not insolvent, in administration or subject to a striking-off notice.
- The business employs less than 249 people.
- The business has a turnover of £50 Million or less or less than £43 Million on your balance sheet.
- Confirm that your business will not reach subsidy allowance limits with this grant. Cheshire East Council intends to use the exemption of Minimal Financial Assistance (MFA), which allows public authorities to award low value subsidies without needing to comply with the majority of subsidy control requirements. MFA is capped at a financial threshold, meaning no recipient can receive more than £315,000 over three years.
- Confirm that the property subject to this application is located within the Crewe town centre boundary found [here](#).
- Confirm the premises has not been in occupation for a period of 3 months.
- I understand that the grant cannot be used for the following: - Salaries or wage subsidies. Equipment specific to your business/industry that is integral to your business providing services (examples include crockery for restaurants, hairdryers for salons etc). - Acquisition of land / buildings either directly or indirectly - Consultancy, design, and statutory application fees - Professional fees. Servicing existing business debt (e.g., Hire Purchase/credit agreements) - Marketing campaigns - Maintenance of equipment or licences/subscriptions.
- I understand that the grant is a retrospective grant scheme.



**Stage 1 Required Documents**

All documents should be uploaded to the Grant Approval System.

- **Business Bank Account Statement**

Please provide the latest businesses bank account statement that clearly shows the name of the business, address, sort code and account number and transactions. Please note that mobile banking screenshots are not acceptable.

- **Identification**

Please upload evidence of identity ,either a passport or driving licence. Please ensure that it matches the applicant details.

**Stage 1 application questions**

1. Please confirm the current status of your business.

2. Confirm your current status by selecting the most appropriate answer. Please note that you must meet **ONE** of the criteria to be eligible for the grant.

**New to Crewe town centre**

The applicant has never leased or rented any property in one of this grant scheme’s eligible locations. It is creating new jobs with fixed contracted hours.

**Returning to Crewe town centre**

The applicant previously leased a property in one of this grant scheme’s eligible locations.

**AND**

The lease on the previous property ended at least 6 months before the applicant signed/intends to sign the lease on the new property or the reason the previous lease was terminated meets criteria . New jobs with fixed contracted hours are being created.

**Maintaining a second property in Crewe town centre**

The applicant has a current lease or rental agreement for a second property in one of this grant scheme’s eligible locations. The applicant is creating new jobs with fixed contracted hours. The business/organisation will continue to trade from this property for at least 1 year after starting trading from the new property. IMPORTANT: If the applicant stops trading from the second property within this period, they will be in breach of the terms of agreement for this grant scheme.



**Expanding and creating new jobs**

The applicant has a current lease or rental agreement or had one that ended within the last 6 months for a property in one of this grant scheme’s eligible locations. The business/organisation is growing, and the new property will allow expansion of the product/service range OR increase the volume of customers/people served AND will create new jobs with fixed contracted hours as a direct result of expanding in new premises.

3. Please choose from one of the following answers that best describes your project. Please note that you must meet **ONE** of the criteria to be eligible for the grant.

Be intending to lease or rent an eligible property\* for commercial purposes in Crewe town centre.

Have signed a commercial lease for an eligible property\* within the 12 weeks prior to submitting the application, and not yet have started to trade from the property.

*\* Indicates within the defined Crewe Town Centre Boundary area.*

4. Please provide a brief summary of your proposals. For example, this may include type, size and location of proposed use. Tell us why you are applying for the grant? What will you use the grant for?

5. Do you lease/own other business premises within Cheshire East, if so can you please give the full address of each property, the business activity that takes place there and Business Rates account numbers.

6. Tell us about any financial support/subsidy you have received over the last 3 years.

7. Please indicate amount of grant funding required.

**If you are successful at Stage 1 then you will be invited to make a Stage 2 Application.**



## Stage 2 Declarations

As part of the application, you will be required to declare:

- I have read and understood all of the guidance provided to me by Cheshire East Council.
- I can confirm that nothing has changed since approval of the Stage 1 application.
- I understand that the grant is paid retrospectively. I can include evidence of full payments of eligible items for this application.
- I understand that this scheme requires 20% match funding, and I will only receive 80% of the submitted eligible costs up to the grant maximum as per the guidance.

The required documents for Stage 2 are:

- **Accounts**

Please provide your last set of filed accounts. Make sure your accounts are full sets. All pages are required, including profit and loss, balance sheet, cover, title and notes pages. If accounts are more than 6 months old, management information may be required for period not in accounts up to present day. If you are a new business (trading for less than 2 years) and do not have a set of accounts reporting at least 12 months trading performance or are self-employed please submit latest tax returns, management accounts or an opening statement from an accountant that includes expected income and operating expenses.

- **Evidence of Expenditure**

Please upload invoices, copies of receipts and evidence of defrayal from your business bank account to show payments made for eligible expenditure. Please ensure that the evidence is clear and correlates with the grant request.

- **A signed commercial lease/tenancy agreement**

A completed and signed commercial lease or licence which has been signed by all parties within the last 12 weeks and prior to starting trading from the property.

- **Property Owner consent form**

Complete and submit a Property Owner Consent Form, signed by the Property Owner(s)/Manager's and uploaded to the Grant approval system. Available on the [www.openincrewe.co.uk](http://www.openincrewe.co.uk) website and at the end of this document.

- **Business Plan and 12 Month Cash Flow Forecast if requesting over £10,000.**

You can access templates and support at [www.cebusinesshub.org.uk](http://www.cebusinesshub.org.uk)

- **If you are a new business and have not started trading you will need to request an opening statement from your accountant that includes expected income and operating expenses**



### **Permissions and licenses**

If planning permission or building regulations approval are needed , this will need to be evidenced. Please see below for links:

[www.cheshireeast.gov.uk/planning/planning](http://www.cheshireeast.gov.uk/planning/planning)

Where building regulations approval is required, evidence of permission is required  
[https://www.cheshireeast.gov.uk/planning/building\\_control/building-regulations.aspx](https://www.cheshireeast.gov.uk/planning/building_control/building-regulations.aspx)

Where other licenses e.g. food preparation is required evidence is required.

[www.cheshireeast.gov.uk/licensing](http://www.cheshireeast.gov.uk/licensing)

### **Supporting Documentation**

Please upload any supporting documentation relevant to your application such as business strategy/investment plan. Plan that demonstrates the need for the project.

### **Stage 2 application questions**

1. Please state your turnover for the last 12 Months. (If you started trading less than 12 months ago, please state your total turnover to date) £0 is an acceptable response if you have not yet commenced trading.
2. Please advise if this business/organisation is part of another business/organisation's company structure/ownership and describe the relationship.
3. Please advise if this business/organisation has any ownership or control of a subsidiary business/organisation.
4. Address of vacant property you will start trading from. Please state N/A if unknown at this stage.
5. Please say if your business or organisation will use the ground floor only, upper floors only or a combination.
6. Please state, if you know, when the property was previously occupied. We may ask the property owners to confirm this. Please state N/A if unknown.
7. Do you have a lease or rental agreement signed by all parties? If yes, please state the start and end dates of the agreement. Please state N/A if Unknown.
8. On what date do you plan to start trading from the property? DD/MM/YY Format needed.
9. How many hours does your business expect to operate each week from the premises?
10. Have you obtained all the licences and permissions you need to trade?



- 11.** Do any of the works you intend to carry out require planning permission or assessment for Building Regulations?
- 12.** Outside of this funding how much additional money will you invest in the property and capital equipment ?
- 13.** Amount of floor space you intend to repurpose in sq. m
- 14.** Amount of Retail, Leisure or Food & Beverage space renovated/improved in sq. m
- 15.** Amount of Office space renovated/improved in sq. m
- 16.** How many full time equivalent permanent jobs will be created?
- 17.** How many full time equivalent permanent jobs will be safeguarded?
- 18.** As the scheme is paid retrospectively, please tell us how you intend to fund the works required? For example, existing cashflow etc.
- 19.** What are the items of expenditure that you are seeking grant funding for (please review the list of eligible expenditure in the grant guidance). We would suggest uploading an excel spreadsheet listing the items and costs including VAT.

Once all the above has been submitted and checks have been completed by Cheshire East Council, grant claims can be made by uploading copies of invoices and evidence of defrayal e.g. bank statement and accompanying invoice and a Grant Panel will take place with Officers from within the council where a decision will be made on any grant award.



**Repurposing Our High Streets: Crewe town centre**

**Property Owner Consent Form**

For your business or organisation to qualify for a **Repurposing Our High Streets: Crewe town centre** grant, Cheshire East Council requires consent from the property owner or property manager, acknowledging the intent to lease the property to you for the period of time detailed in your application and confirmation of any works proposed to be funded through the grant.

I/We, {Property Owner(s)/Manager’s Name(s)} \_\_\_\_\_,  
the owner(s)/property manager(s) of the property located at:

\_\_\_\_\_

do hereby grant (Applicant Name): \_\_\_\_\_

permission to complete the works as detailed in their application form at the above property.

**Confirmation of Occupation**

I can confirm the applicant has committed in writing to lease the space for the period outlined in their application, and that this lease has been agreed by both parties.

I can confirm the premises has not been in occupation for a period of 3 months. Please also state the dates that the property has been vacant or occupied for a meanwhile use/pop up.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

For details about how we use your personal information see our privacy notice on the council’s website:

[www.cheshireeast.gov.uk/council\\_and\\_democracy/council\\_information/website\\_information/privacy-notices/growth-and-regeneration-privacy-notice.aspx](http://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notices/growth-and-regeneration-privacy-notice.aspx)