



**Crewe Repurposing Our High Streets Grant Scheme (ROHS)**

**Application and award process**

Step No	Grant Applicant	Cheshire East Council
		Eligibility criteria information shared publicly on website with link to Stage 1 application form.
1	<p>Completes Stage 1 information via CEC website/Ascendant.</p> <p>The applicant is asked to provide a property or business rates reference number, but this is not required at this stage, so may be left blank if the premises have not been confirmed.</p> <p>The applicant is required to confirm that:</p> <ul style="list-style-type: none"> <li>- They have read and understood all of the guidance provided by Cheshire East Council.</li> <li>- The business is not insolvent, in administration or subject to a striking off notice.</li> <li>- The property subject to this application is located within Crewe Town Centre.</li> <li>- The premises has not been in occupation for a period of more than three months.</li> <li>- The business employs less than 50 people.</li> <li>- The business has a turnover of £10.2 million or less.</li> <li>- The business has less than £1.5 million on the balance sheet.</li> </ul> <p>If any of the above cannot be confirmed the applicant should continue with the application and await contact from the Grant Manager to clarify the position.</p> <p>There are also questions on:</p> <ul style="list-style-type: none"> <li>- The status of the business.</li> <li>- Whether new, expanding, etc</li> <li>- type, size and location of proposed use</li> <li>- Why the grant is needed</li> <li>- identify any other premises owned by the business/individual.</li> <li>- Any other financial support received in the last 3 years.</li> </ul> <p>The applicant also needs to :</p>	



	<ul style="list-style-type: none"> <li>- Upload photographic evidence of their identity (e.g passport/driving licence)</li> <li>- Provide applicants personal bank account details (this must be a bank account which the applicant is a named account holder for)</li> </ul> <p>For details about how we use your personal information see our privacy notice on the council's <a href="#">website</a>.</p>	
2		<ul style="list-style-type: none"> <li>- Undertakes basic eligibility checks</li> <li>- Internal checks on business rates and council tax systems.</li> </ul> <p>Responds to applicant with acceptance to next stage, rejection or clarification. Where eligible, contacts applicant to:</p> <ul style="list-style-type: none"> <li>- discuss plans</li> <li>- potential premises and property owners</li> <li>- eligibility</li> <li>- provide link to Stage 2 application (link to Ascendant).</li> </ul>
3	<p>The applicant contacts property owner(s) to agree the principles of taking on premises, including:</p> <ul style="list-style-type: none"> <li>- lease type, length/breaks and cost</li> <li>- who is paying for what (e.g. repairs, fit-out)</li> <li>- any landlord conditions</li> <li>- timescales for agreeing lease, works and occupation</li> </ul> <p>'in principle' letter from property owner for CEC</p>	
4	<p>The applicant Provides information in Stage 2 application through the Ascendant portal, confirming that</p> <p>They have read and understood all of the guidance provided by Cheshire East Council and that none of the details have changed since stage 1 application. And state:</p> <ul style="list-style-type: none"> <li>- Turnover information</li> <li>- Whether business is part of another business ownership</li> <li>- Whether the business has any subsidiaries</li> <li>- Address of vacant property</li> <li>- Whether ground/upper floor</li> <li>- When the property was previously occupied</li> <li>- Whether a lease is in place</li> <li>- Date planned to start trading from property</li> <li>- Planned hours of operation from the premises</li> </ul>	



	<ul style="list-style-type: none"> <li>- Whether all licenses or permissions have been obtained.</li> <li>- Whether any of the works require planning permission or assessment for building regulations.</li> <li>- How much the applicant will invest in the property and capital equipment.</li> </ul> <p>The applicant is also required to upload information from the landlord/property owner confirming when the property was previously vacant and agreeing in principle to lease the property to the applicant for the purposes stated in this application.</p> <p>For grants likely to be above £10,000 the applicant is required to upload a copy of a business plan and 12 month cashflow forecast. A model business plan and free support in developing a business plan is available from the Cheshire East Business Support Hub.</p>	
5		<p>Council:</p> <ul style="list-style-type: none"> <li>- undertakes basic check on whether consents required for planning, licensing, building regs, etc</li> <li>- arranges further discussion with applicant to discuss next steps, timetable and any additional information required.</li> </ul>
6	Checks whether proposals are likely to require for consent for planning, licensing, building regs, etc. If so, makes contact with appropriate council departments.	<p>Council:</p> <ul style="list-style-type: none"> <li>- Further checks on whether consents required for planning, licensing, building regs, etc</li> </ul>
7	Applicants requesting more than £10,000 provide a 12 month cash-flow forecast and business plan.	
8		Council reviews information provided and advises on what further details are required.
9	Further information provided, if required.	
10		<p>Application considered for approval in principle by Grant panel.</p> <p>In principle approval made (or rejected), subject to standard and any additional necessary conditions/checks.</p> <p>Draft grant letter provided</p>
11	Final declarations made and information provided to support decision.	
12		<p>Final officer decision</p> <p>Final grant letter provided.</p>
13	Grant claim(s) can be made by uploading to Ascendant Grant Approval system copies of invoices	



Funded by  
UK Government

	and evidence of defrayed payment e.g. bank statements.	
14		Grant scheme Manager visits business premises to confirm works related to grant claim undertaken. If approved, grant claims are paid.
	Steps 13-14 repeated until all eligible grant claims have been made	
15		Business advice provided
	Step 15 repeated until allocated business advice budget is utilised.	
16		Monthly progress checks (or quarterly, if agreed)
	Step 16 repeated until grant scheme is completed.	
17	Complete impact monitoring form	
	Step 17 repeated at six monthly intervals until three years after grant award.	