



# **UPPER HUNTER CBD SHOP FRONT ASSISTANCE FUND 2017**

## **Guidelines and Application Form**

## **GUIDELINES**

### **Aim**

The Upper Hunter CBD Shop Front Assistance Fund is an initiative of Upper Hunter Shire Council. The fund has been established to provide one-off assistance to local businesses to improve the street presence of individual business premises, and in turn contribute to the overall appeal of the streetscape of major town central business districts. This fund supports the objectives of the Town Centre Master Plans adopted in 2016.

The Upper Hunter CBD Shop Front Assistance Fund will contribute a one-off allocation of up to \$1,000 ex GST (or 50% of project costs - whichever is the least) per standard 15m shop front towards improving the shop fronts of businesses based in central business districts of the towns of the shire.

### **Applicant Eligibility**

Owners of business premises in Aberdeen, Merriwa, Murrurundi and Scone CBDs are eligible to apply.

Businesses operating in leased premises are eligible to apply but must include written approval from the owner for the work specified in the application.

Projects that contribute to the repair, maintenance and conservation of the CBD facades, awnings and features of town business premises will be eligible for consideration. Projects can include structural work through to final paintings of projects. Upgrades of entrances to support accessibility will also be considered.

### **Assessment Criteria**

Priority will be given to applications that:

- Demonstrate technical and financial responsibility
- Will be completed within six months of funding having been approved
- Encourage the conservation of heritage items
- Contribute to the heritage value of the town CBD
- Projects which are highly visible to the public
- Considers the relevant Town Revitalisation Master Plan and its suggested palette of colours
- Considers accessibility issues
- Provide all the information and supporting documentation required in the application form.
- Comply with local, state and federal government legislation.

Applications will receive written confirmation of their application, and will be advised within four weeks on the outcome of their application. Projects approved will receive the agreed amount upon completion of the funded project and following Upper Hunter Shire Council's receipt of confirmation of the work being completed and a correctly completed Tax Invoice for the agreed amount.

## Exclusions

This program will **not** contribute to work that has been completed prior to the application being lodged.

Funding will generally **not** be provided to the following:

- Where assistance is reasonably available from other sources
- Where substantial assistance has previously been provided
- Where the applicant has yet to complete other assisted projects
- Purchase of building, site or movable item
- Work on a government owned building still used for those purposes
- Routine building maintenance
- Purchase of equipment
- The installation or replacement of business signage specific to the premise
- Where the works have commenced prior to notification that the grant has been approved.

## How to Apply

Applicants **must** complete the Upper Hunter CBD Assistance Fund Application form and provide the nominated support documentation.

Completed applications with supporting documentation should be forwarded to:	If submitting this application online, ensure supporting documentation is forwarded to:
Upper Hunter Shire Council CBD Shop Front Assistance Fund PO Box 208 SCONE NSW 2337 OR <a href="mailto:council@upperhunter.nsw.gov.au">council@upperhunter.nsw.gov.au</a>	Upper Hunter Shire Council CBD Shop Front Assistance Fund PO Box 208 SCONE NSW 2337 OR <a href="mailto:council@upperhunter.nsw.gov.au">council@upperhunter.nsw.gov.au</a>

Applications must include:

- Quotations for the work to be undertaken
- Qualifications of relevant tradesmen
- Plans/sketches of proposed works
- Photographs of existing structures/sites
- Samples of finished materials/colours proposed
- Attachment of any other relevant information
- Copy of Council consent where required
- Owners written approval where required
- Completed application form

PLEASE NOTE - There is *no* closing date for this program. For more information contact the Community Grants Officer on 6540 1172 or [council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)

**UPPER HUNTER SHIRE COUNCIL  
UPPER HUNTER CBD SHOP FRONT ASSISTANCE PROGRAM**



**APPLICATION FORM**

<b>Applicant Name</b>	
<b>Business Name</b>	
<b>Street Address</b>	
<b>Postal Address</b>	
<b>Phone (BH)</b>	
<b>Email</b>	

**Proposed Works**

**Commencement Date:**      /      /

**Completion Date:**      /      /

**Estimated cost of works:**      \$

**Applicant's contribution to total cost of works:**      \$

**Amount you are requesting in this application:**      \$

**Supporting Documentation Attached**

- Quotations for the work to be undertaken
- Qualifications of relevant tradespersons
- Sketches of proposed works
- Photographs of existing structures/sites
- Samples of finished materials/colours
- Attachment of any other relevant information

## Conditions of Grant

You the applicant, by entering into this agreement, agree to comply with the following conditions.

- To accept this offer of assistance within four weeks or the offer shall be withdrawn.
- To advise Council of any changes to the financial resources and arrangements connected with the nominated works.
- To provide Council with proof of completion of work, including photographs of completed work and an invoice for approved amount of the grant.
- To participate with representatives of Upper Hunter Shire Council in publicity and promotional activities regarding this project.
- Proof of payment of entire project as specified in the application.

You also confirm by signing this agreement that you have not commenced the works specified prior to confirmation of the grant.

I the applicant, hereby agree to the above conditions and accept this offer of assistance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*To be completed where the applicant is not the owner of the property subject of the proposed works.*

I, the owner of the premises for which the assistance is granted, agree to the above conditions of this assistance and give permission for the work to commence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by Council from time to time; any other agent of Council.

The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may be unable to process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information. Enquiries concerning this matter can be addressed to the Public/Privacy Officer.