



Okehampton Town Council

# Okehampton Town Council

## DRAFT Town Centre Business Grant Initiative

The purpose of the scheme is to help the business community to improve the look and appearance of Okehampton town centre.

This is a pilot scheme, initially for the 2024/25 financial year, following which it will be reviewed by the Council.

1. Grants are available to businesses within the town of Okehampton which are open to the general public and sell a range of goods, foods or services.
2. Grants are available up to £500 or 50% of the project costs (whichever is the lower amount).
3. Receipts or invoices for the work must be provided to enable the grant to be claimed.
4. Where possible the work should be undertaken by companies local to Okehampton and materials purchased locally in order to support the wider Okehampton business community.
5. Grants can be applied for to cover:
  - a. light building materials,
  - b. purchase or hire of tools, paint, coverings, fixtures and fittings (this needs to be permanent or long term),
  - c. window display equipment, low energy or “greener” replacement materials.
  - d. Tradesmen or labour costs
6. The Policy & Resources Committee will be responsible for consideration of applications.
7. The business applying for the grant must provide the Town Council with a photograph of the area to be addressed along with a brief outline of the intended works. This should include an estimate of the cost of the work and materials that be required.
8. Work on the project must be completed by the date specified and invoices/receipts and photos as evidence of expenditure must be submitted to the Town Council on or before the due date.
9. Retrospective applications will not be considered.
10. The business owner must confirm that they have the permission of their landlord, if applicable, to carry out the work, and confirm if planning consent is required or has been obtained.
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11. Grants will be paid directly to the applicant and not to a contractor/supplier.

12. The grant fund is limited and applications will be considered on a first come basis. The Council reserve the right to close the application process as and when the fund has been exhausted.
13. Every business that receives a grant will agree to participate in any publicity regarding the grant scheme and to allow their names, businesses and photographs of the premises to be used by the Town Council to publicise the scheme and works of the Council.
14. Only one application per business will be considered within the financial year. This is a pilot scheme however should it be continued, in following years, applications from business who have not previously received a grant will be prioritised.
15. The Town Council reserve the right to suspend or end this scheme without notice.

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