

TOWN CENTRE BUSINESS INITIATIVE GRANT APPLICATION
FORM



Okehampton Town Council

About your Business

Business Name: The Arcade Trust

Business address: 14 The Arcade c/o A little gift co.
Okehampton
Devon EX20 1EX

Contact name and address (if different):

Email: Phone/mobile: 07886 509131
victorianarcade@outlook.com

Contact's role within business:

Trust Treasurer

Please give brief details of the nature of the business and service provided:

Group of volunteers or who form part of a Trust, to look after and maintain the Victorian Arcade in Okehampton.

Are you the owner of the premises? Yes / No

If not, do you have the Landlord's permission to undertake the work? Yes / No

Please provide evidence of permission or reasons as to why permission is not required:

Letter attached from Trustees
with Signatures

Is planning consent required/been obtained? Yes / No

Please provide details? No Planning consent
needed

In the interests of transparency, please confirm if you have any personal links with anyone who would directly benefit financially from any grant awarded? Yes / No

If yes, please provide details of the relationship and how they would benefit:

About the Grant

What is the amount of grant requested? £ 500

What is the total cost of the project? £ 1,270

Please detail what the grant will be used for:

Design and install a large entrance sign for the arcade on the fore St entrance. We have chosen Josh Monks for his traditional style workmanship which will be inkeeping with the Victorian style. The original Victorian sign will stay, the proposed sign is to make the Arcade more appealing and visible from fore St.

Please supply full costings of the project:

| Material/Hire/Equipment/Contract or | Supplier/Contractors Location | Cost |
|--|----------------------------------|------|
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Invoice for works attached.

Arcade Trust application

Good afternoon

Thanks for the email. Please can we add to the grant application 2 more quotes for works these are

1. For both entrances to the arcade passageway ceilings are in need of minor repair and a repaint. £1,141.84

2. Is for the repair and repaint of the glass paned screen at St James street end. £1047.98

Arcade Trust Treasurer

When do you anticipate the project will be complete (date)? 22/11/24

Check List:

Have all parts of the form been completed? YES/ NO

Have you provided a photograph/s of the relevant area?
 YES/ NO

If required, do you have the permission of the Landlord
 YES/ NO

If required, do you have the planning consent YES/ NO

Is your application retrospective? YES/ NO

Have you received or been awarded a Town Council grant within this financial year? YES/ NO

Have you completed and submitted a feedback form or report for any previously awarded grant? YES/ NO

Payment details, if successful

If successful payment can be claimed on completion of the work. Claim for funding must be accompanied by photographs and receipts/invoices.

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to:

- By BACS: Bank Name:

Account Name:

Account Number:

Sort Code:

If your application is successful, the Town Mayor may like to hold