APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Grant Guidelines

Appleby Town Centre Shop Front Improvement Scheme

The scheme aims to improve the look of Appleby's town centre, which in turn will help to boost trading for other local businesses. The grant has been established by Appleby Town Council with financial support from Appleby Community Enterprises.

To be eligible for the grant:

- Applicants must be small independent businesses, or owners of retail premises (occupied or unoccupied) and located within Appleby town centre.
- The repairs must be in respect of work to the external front elevation of the property. This includes, but is not limited to:
    - Repairs to windows and doors
    - Repairs to external stonework and brickwork
    - Repair and reinstatement of guttering and down-pipes
    - Painting of external property front
    - Improvements to shop signage
- The repairs will make a positive impact to the surrounding businesses and street.

Applicants must provide at least 33% towards the costs of the repairs and the maximum grant awarded will be £1,000. The scheme will be open from January 2026 and will run until all of the funds have been allocated.

All applicants will be required to:

- Complete a short application form, which must include a description of the work and how it will enhance both their business and the surrounding businesses.
- Confirm that they are either the property owner or tenant. Proof of this may be requested.
- Copies of two quotes (preferably local contractors) and an indication of the preferred choice of supplier.
- If the work needs any specific permissions or consent from say the Planning authority or landowner, the applicant must send confirmation that they are in place.

All applications will be assessed by a panel of at least 3 people, made up of representatives of Appleby Council and the business community. An offer letter will be sent to successful applicants, which must be signed and returned to the Council within 30 working days.

Grants will be paid in arrears once expenditure has been incurred and payment will be made by Appleby Council within 7 days of receipt of proof of payment. Payment will only be made to the business bank account provided in the application form.