APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson
Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.gov.uk
Facebook: Appleby Town Council

www.applebytown.gov.uk

Town Clerk's Office
Moot Hall, Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

Appleby Town Centre Shop Front Improvement Grant

Application Form

Please make sure you have read and understood the Grant Application Guide before completing this form. Important, please note:

- Your business must have its own bank account.
- You must either be the landowner or the tenant of the property.
- You will need to provide at least 33% match funding towards the cost of the work.
- You must provide two quotes for the work with your application.

Section 1: Contact Details

Name of Business *(or indicate if premises currently empty)*	
Contact name	
Address of business	
Postcode	
Contact No	
Email	
Your Position	

Section 2: Application Details

Description of work - Max 400 words
How will the work benefit your business and surrounding businesses? - Max 400 words

Section 3: Financial Information

What is the total cost of the proposed work (including VAT if applicable)?	£
What is the amount of the grant you are applying for?	£
What is the amount you are providing towards the repairs? *(must be at least 33% of the total project costs)*	£

Bank Details

Account Name	
Sort Code	
Account Number	

Section 4: Supporting Documentation

Please supply all required supporting documents when you submit your application. Your application will not be considered until you have supplied all the documentation detailed below:

A copy of two quotes for the work	Please Tick
Any permissions needed	

Section 5: Declaration

In signing this declaration, I agree that:

1. I have full authority on behalf of the business to submit this application.
2. I have read and understood the Application Guidelines and agree to the conditions.
3. The information contained in this application is correct at the time of submission.

Signed				
Full Name				
Completed and signed as (please tick)	Property Owner		Tenant	
Date				

Section 6: Returning your application

Please return your completed form to Town Clerk, Appleby-in-Westmorland Town Council
Moot Hall, Boroughgate, Appleby-in-Westmorland, Cumbria, CA16 6YB

Tel: 017683 51177 Email: clerk@applebytown.gov.uk

Grant Application Timetable

Submission Deadline	Decision Date
14th August 2026	14th September 2026
9th October 2026	9th November 2026