

APPLICATION FORM

Please complete the application form electronically.

Ref no: (Office use only)

/

LGF PROPERTY DEVELOPMENT GRANT

Application Form

SECTION 1 – APPLICANT DETAILS

Name & Address of Organisation/Individual
Applying for Grant:

Postcode:

Telephone No:

Address of Property to which application refers (if
different):

Postcode:

Telephone No:

Position in Organisation:

Email:

Web-site address:

How long has your business operated from the property to which your application refers?:

If less than 2 years, was this move a relocation?:

List the names of ALL the Proprietor/Partners/Directors in the Business:

Does the company/directors' of company have an interest/shareholding in any of the companies supplying quotes/estimates for the grant application? *(Please note that where applicants have an interest in companies wishing to tender for the work, this will be permitted, but restricted to a maximum of one company per project).*

Yes No

If 'yes' please give details:

AGENT DETAILS

Please complete Agent details below:

Agent Name:

Profession:

State membership of professional body and relevant qualifications:

Membership Number:

Address:

Telephone No:

E-mail address:

SECTION 2 – ORGANISATION STRUCTURE & FINANCIAL INFORMATION

What is the status of your organisation?

Sole Trader	
Partnership	
Limited Company	
Community Business	
Co-operative	
Registered Social Landlord	
Other (please specify)	

Size of Business:

Small Enterprise Employs fewer than 50 people and has an annual turnover or annual balance sheet total that does not exceed EUR 10 million.	
Medium – sized Enterprise Employs fewer than 250 people and either has an annual turnover that does not exceed EUR 50 million, or an annual balance sheet not exceeding EUR 43 million.	
Large Enterprise Any enterprise that is not an SME.	

Linked Enterprise:

Is your enterprise linked to one or more other enterprises? Linked means;

One enterprise holds a majority of the shareholders' or members voting rights in another	
One enterprise is entitled to appoint or remove a majority of the administrative, management or supervisory body of another	
A contract between the enterprises, or a provision in the memorandum or articles of association of one of the enterprises, enables one to exercise a dominant influence over the other;	

One enterprise is able, by agreement, to exercise sole control over a majority of shareholders' or members' voting rights in another.	
---	--

Accounts:

Please indicate if your business falls within the following categories and please supply the required information stated –

- a) a **limited company** – please provide :
 - a copy of the company's last 3 years audited accounts (no older than 9 months)
- b) a **sole trader** or **partnership** – please provide:
 - a copy of the applicant's 3 years self-assessment tax returns
- c) a **new start-up** – please provide:
 - a copy of the business plan which should identify funding sources

Company/Charity registration or UTR no:

VAT registration no:

Please indicate when the organisation was established: / /

Please ensure that accurate information is provided, failure to provide this may result in the grant being forfeited or reclaimed.

SECTION 3 – PROJECT DETAILS

Please provide a detailed description of the proposed works that the grant is required for and the location the works.

Please explain why the funding is required? (please provide supporting information if available e.g. survey report)

Please provide a business plan and financial forecasts for the project.

Please describe the after use of the property as a result of the funding. Has an end user been agreed? Please provide detail:

Please demonstrate how the project will enhance -

- a) The Property
- b) Merthyr Tydfil

Please provide information on how the project will link to any of the following - Economic Recovery Plan, Town Centre Master Plan etc.

TENDER BREAKDOWN

List the names of the companies supplying the estimates or tenders

- Value of works between £15,000 - £149,999: 3 invitation to tenders
- Value of works over £150,000: 4 invitation to tenders

Please refer to section 7 Procurement of the guidance notes for an explanation of what is required.

TENDERS – Please list in order of price – lowest first.	Net cost £	VAT £	Gross Cost £
Name of Company Preliminaries Building Works Internal Works Contingency Professional Fees Total			
Name of Company Preliminaries Building Works Internal Works Contingency Professional Fees Total			
Name of Company Preliminaries Building Works Internal Works Contingency Professional Fees Total			

Agent Fees	Net cost £	VAT £	Gross Cost £

How much grant are you applying for based on – Lowest Tender Agents Fees Total	Total Grant Request £

Have you applied for other sources of funding? If you were unsuccessful, please state reasons why?

Please confirm the amount of match funding you will be contributing towards the project: £	Please confirm how you intend to finance your contribution to the project.	Please provide confirmation in the form of a bank letter or official documentation (original paperwork will be required) such as a bank statement.
--	--	--

Please provide a rationale for grant support and evidence that the level of grant is the minimum necessary:

SPEND PROFILE				
Please provide an estimated spend profile for the next financial year				
	April – June 2024	July – Sept 2024	Oct – Dec 2024	Jan – Mar 2025
Spend	£	£	£	£

SECTION 4 – PROPERTY DETAILS

Please refer to section 9 Statutory requirements and section 11 Insurance of the guidance notes for an explanation of what is required.

Your interest in the property? Freehold Leasehold

Please state the extent of your interest in the ownership/occupancy of the property (e.g. ground floor, whole property etc)

If Leasehold, what is the period of the lease? (This must be a minimum of 7 years) *(Please note a copy of the lease and a letter of consent from the Freeholder will be required to be submitted with the application)*

Please state the Title Registration Number		
Is the property subject to a mortgage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide mortgage details		
Has the lender provided consent for the works?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the property subject to any secured loans?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide loan details		
Is the grant required to bring a vacant property into use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the project require Planning Permission? (e.g. change of use)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes) quote Ref..... Date.....		
Are Building Regulations required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If yes) quote Ref..... Date.....		
Does the property have listed building status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' provide details of listed building consent: Ref..... Date.....		
Does the property have Building Insurance? (copy to be supplied)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 5 – PROJECT OUTPUTS

What benefits will the Grant Investment Provide?
(Please refer to section 8 Outputs of the guidance notes for an explanation of what is required)

Number of jobs created	
Number of jobs safeguarded	
Number of commercial units brought back into use	

SECTION 6 – BUSINESS BANK DETAILS *(required for grant payment)*

Name and Address of Bank:	
Account Name:	
Bank sort code: ____ - ____ - ____	Bank account number:

--	--

SECTION 7 – DECLARATION

If you or any of the Partners/Directors/Co-owners can answer yes to the following statements, please provide full details below:

Are you related to or have a personal association with a Councillor, chief officer of the council or project officer dealing with this grant application?

(Relative means: husband/wife, parent/child, grandparent/grandchild, brother/sister, uncle/aunt, nephew/niece or if any of these relationships apply to your partner)

Have an interest in any other business, whether or not in connection with this grant application?

Subsidy Control

In order to minimise distortion of competition, Local Authorities are responsible for subsidy control assessment. Each application will be considered on the basis of its specific circumstances. To assess whether a subsidy is in place, five UK subsidy criteria have been set out. These ask whether the support is:

- A financial (or in-kind) contribution
- Provided by a public authority
- Conferring a benefit
- Selective
- potentially causing distortion in, or harm to, competition/trade/investment

Please identify any other aid which your enterprise, and enterprises linked to it, may have received during your current and previous three financial years. If you are in doubt about whether previous assistance classes as assistance please contact the organisation that provided it.

I confirm that my company (and any company linked to it) has received the following aid during the current and previous two fiscal years.

Date Aid Approved	Type / Name of Aid	Amount (£)	Source of Assistance / Aid

Minimum Financial Assistance (MFA)

MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold which allows recipients to receive up to £315,000 over three financial years (the current financial year and the two financial years immediately preceding the current financial year).

MTCBC is requesting written confirmation from your business that the MFA threshold specified will not be exceeded by receiving the proposed assistance.

Please note no award can be made until written confirmation is received.

Declaration:

- I confirm that I have read and understood the Minimum Financial Assistance (MFA) guidance above.
- I understand that the grant payment made will not exceed the MFA financial threshold.

SIGNED: _____

POSITION IN ORGANISATION: _____

SECTION 8 – AUTHORISATION

- I declare that all the information given in the form is correct, to the best of my knowledge, and that the giving of a false declaration or failing to declare relevant information, contraventions or convictions may result in action by the Council against the signatory for recovery of the grant plus costs, charges and expenses relating thereto.
- I confirm that I have full power and Authority to act on behalf of the business/organisation that is making the application
- I confirm that I am over 18 years of age
- I authorise the Council to make any enquiries necessary to verify any information needed to determine the application. The information provided in this application may also be shared with colleagues in other departments or Councils, the Welsh Government and any other appropriate organisation in order to assess the application.
- I authorise Merthyr Tydfil County Borough Council to use details of my business for publicity purposes

Signed:		Print Name:	
Date:		Position in Business:	

Data Protection & Declaration

Data Protection

Under General Data Protection Regulations (GDPR), you have given your consent to the Council to process your data to assess your eligibility for the Urban Centre Living Grant.

By signing this form the applicant agrees to us checking with other council departments such as Business Rates, Domestic Rates, Licensing, Enforcement and Planning. We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other Merthyr Tydfil County Borough Council departments / other bodies responsible for auditing or administering public funds for these purposes.

For further information on the Council's privacy policy, please see: <https://www.merthyr.gov.uk/help/privacy-policy/>

Declaration

I declare that the information provided in this form is correct to the best of my knowledge.

Signature: _____

Date: _____

Position in company: _____

SECTION 9 - CHECKLIST

Prior to submitting your application, please ensure that you have attached all the following information. Attached

- Value of works between £15,000 - £149,999: 3 invitations to tender
- Value of works over £150,000: 4 invitation to tender

Tender Report

Itemised schedule of works / bill of quantities

Copy of scaled drawings

Recent photographs of the property

Details of statutory consents

Copy of building insurance certification

Letter of consent from Freeholder (If Leaseholder)

Copy of lease agreement from Freeholder (If Leaseholder)

Mortgage details (on property)

Loan details (on property)

Evidence of match funding

Last 3 years audited accounts

Business Plan & Financial Forecast

Survey Report (if applicable)

Current Valuation and projected enhanced valuation

Title Documents

PLEASE ATTACH ANY OTHER RELEVANT INFORMATION THAT YOU WISH TO SUPPORT YOUR APPLICATION

RETURN DETAILS

Please return this completed form together with any other relevant supplementary or supporting information to: ***Merthyr Tydfil County Borough Council, Enterprise Team, Orbit Business Centre, Rhydycar Business Park, Merthyr Tydfil, CF48 1DL***