

# Kincardine Shop Front Improvement Scheme Application Form 2019-20

The Kincardine Town Centre Improvement Scheme, funded by the Coastal Communities Fund, can provide grant funding to cover 70% of the cost (up to a maximum of £2,000) of external improvements to commercial properties in Kincardine Town Centre. To apply, please complete this form and return it to Business Gateway Fife (details over page).

| APPLICANT DETAILS   |                       |
|---|-----------------------|
| <b>Applicant Name</b>   |                       |
| <b>Applicant Address</b>  |                       |
| <b>Telephone</b>  |                       |
|   | <b>E-mail</b>         |
| PROPERTY DETAILS  |                       |
| <b>Business Name and Address</b>  |                       |
| <b>Is the Property Listed?</b>  | <b>YES / NO</b>       |
| <b>Status of Applicant</b>  | <b>OWNER / TENANT</b> |
| <b>Owner Name and Address (if different from applicant)</b>   |                       |
| PROPOSED WORKS  |                       |
| <b>Summary of proposed works.</b><br>(Please specify materials and colours for all works. Continue on a separate sheet if necessary). |                       |
| <b>Total Cost of Works (excluding VAT)</b>  | £                     |
| <b>Grant Amount Requested (Max. 70% of project cost up to £2,000)</b>   | £                     |



|  |                            |                         |
|--|----------------------------|-------------------------|
| I confirm that I have contacted Fife Council regarding statutory permissions and have been advised that: | Planning Permission is     | REQUIRED / NOT REQUIRED |
|  | Listed Building Consent is | REQUIRED / NOT REQUIRED |
| Permissions are in place (if applicable)   | YES / NO                   |                         |
| Application Number(s)  |                            |                         |
| I have enclosed copies of the relevant permissions   | YES / NO                   |                         |

### DECLARATION AND SIGNATURE

- I confirm that the quotations enclosed are bona fide competitive quotes.
- Where applicable, I confirm that the owner of the property has agreed to the proposed works being carried out.
- I confirm that the information provided in this form is true and accurate to the best of my knowledge. I understand that to make a materially misleading statement at any time during the application process could render the application invalid or the applicant liable to return any grant paid in full.
- I confirm that all statutory permissions have been sought and are either in place or in process. NB if permissions are required and not yet in place, an “in principle” grant award will be issued. For grants to be paid the applicant must confirm that permissions are in place.
- I accept that all grants are awarded at the discretion of Business Gateway Fife and will be subject to the terms and conditions of a legal agreement with Business Gateway Fife.

|                   |  |
|-------------------|--|
| Signature         |  |
| Date of Signature |  |

**Please send this completed form to:**

Email: [success@bgfife.co.uk](mailto:success@bgfife.co.uk)  
 Post: Business Gateway Fife  
 Saltire House  
 Pentland Park  
 Glenrothes  
 KY6 2AL

|                        |                 |
|------------------------|-----------------|
| <b>Office Use Only</b> |                 |
| Date of Receipt:       | Amount Awarded: |