

**OBAN BUSINESS FRONTAGE IMPROVEMENT SCHEME  
APPLICATION FORM**

All documents submitted with your application will be handled in strictest confidence.



1.	<b>Your business/trading name</b>	A business bank account should be available (if the application is successful, payment will be made by BACS transfer).
2.	<b>Contact name Position in business</b>	
2.a.	<b>Address of Property which you would like to improve</b>	
2.b.	<b>Correspondence address (if different from 2.a.)</b>	
	<b>Tel.: Mobile: Website: Email:</b>	
3.	<b>Your status: please tick which applies to you:</b>	
	<b>Owner</b>	<input type="checkbox"/> Please provide Evidence of title (e.g. title deeds/cover letter)
	<b>Tenant</b>	Please provide: <input type="checkbox"/> Owner consent (e.g. letter/email) <input type="checkbox"/> Copy of formal lease
4.	<b>Year Business started trading</b>	
5.	<b>Number of Employees</b>	Full time                      part time (this is for our monitoring purposes)
6.	<b>Your Proposal: Give details of the proposed improvements, e.g. colours, drawings, signage proof.</b>	

	<p><b>Photographs (as jpg) of current condition of property must be provided;</b></p> <p><b>Design/ drawings where appropriate;</b></p> <p><b>Explain how the appearance of your business premises will be improved for potential customers</b></p>	
7.	<p><b>QUOTATIONS</b></p> <ul style="list-style-type: none"> <li>• Please provide <b>three</b> written tenders for each element of the work;</li> <li>• Copies of original tenders should be attached (on contractor's headed notepaper).</li> <li>• Awards will be based on lowest quote</li> </ul>	<p>Work element 1: (e.g. painting)</p> <p>a. £</p> <p>b. £</p> <p>c. £</p> <p>Work element 2: (e.g. joinery)</p> <p>a. £</p> <p>b. £</p> <p>c. £</p> <p>Work element 1: (e.g. signage design)</p> <p>a. £</p> <p>b. £</p> <p>c. £</p>
	<p><b>Total of proposed works</b></p>	<p><b>TOTAL OF PROPOSED QUOTATIONS</b></p> <p>NET VAT Total _____</p> <p>Are you VAT registered? YES / NO</p> <p>Grant is only paid on VAT if it is <i>not reclaimable</i> by the applicant.</p>

<b>DECLARATION/ CONDITIONS</b>	
<input type="checkbox"/> I certify that to the best of my knowledge the information contained in this application is true and accurate and will adhere to the following terms and conditions: <input type="checkbox"/> I understand that making this application does not entitle me to a grant as a right; <input type="checkbox"/> I will not commence or commit any expenditure before receiving approval of the grant; <input type="checkbox"/> I confirm that the quotations are bona fide competitive quotes; <input type="checkbox"/> I will provide BID4OBAN Ltd with digital colour photos of the frontage, both before and after the work has been completed. I understand that they will be kept on record and used for future publicity. <input type="checkbox"/> I understand that to make any misleading statement in relation to this application could make the application invalid or may mean I have to repay the grant to BID4OBAN Ltd.	
<b>SIGNATURE</b>	
<b>Date:</b>	
<b>CHECKLIST FOR APPLICANT</b>	<input type="checkbox"/> Evidence of title or a formal lease <input type="checkbox"/> Consent of owner (if applicable) <input type="checkbox"/> Confirmation of VAT status <input type="checkbox"/> Drawings and specification of the work <input type="checkbox"/> Quotations for 3 competitive tenders <input type="checkbox"/> Photograph of the current business frontage/façade <input type="checkbox"/> Planning consent/ evidence of pre-application discussion (if required) <input type="checkbox"/> Application form signed/date on final page.

## OUR DECISION

- Recommendations for the approval of applications are made to the full BID 4 Oban Ltd Board of Directors following assessment by the BID Manager and the Environmental Improvements sub-group of the Board.
- Decisions by the Environmental sub-group will be made within 2 working weeks of the closing dates **(28 February and 30 September annually)** with recommendations going before the Board at the next available Board meeting.
- BID 4 Oban's ability to fund applications is dependent on the financial resources available to BID 4 Oban Ltd at any time.