



South Dublin County Council
**SHOPFRONT
GRANT SCHEME**
Application Form





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Application Form



Please read the attached terms, conditions and advisory notes prior to completion of Application Form
www.sdcc.ie/business/enterprise/business-support/shop-front-grant

1. APPLICANT DETAILS

Reference Number: (OFFICE USE ONLY)

Name of Applicant:

Property Address (*property subject of grant application*):

Business Name currently operating from the premises:

Contact name for this application:

Contact Address:

Contact Telephone Number:

Contact Mobile Number:

Contact Email Address:

Type of Business:

Estimated Start Date:

Estimated Completion Date:

1. APPLICANT DETAILS (continued)

What is your interest in the property

Owner Tenant

If Tenant, please confirm you have received the owner's permission to carry out works

Yes No

Have you checked if the proposed works will require planning permission contact planningdept@sdublincoco.ie subject reference: **Shopfront Grant Scheme**

Yes No

Is the premises a Protected Structure?

Yes No

Customer Rate No:

(Rates to be paid in full or a Rates payment plan/ in place)

2. TYPE OF GRANT: A Grants Available for Individual Units

(Please select the option(s) for works intended and describe your proposed changes)

Please read the relevant section in the South Dublin County Council Shopfront Design Guide for information and clarification before completing each section below.

Code	Description	Max Grant (50% of cost, up to max. amount listed below)	Estimated cost of works	Grant Amount Sought (50% of cost, up to max. grant)	Detailed description of works to be carried out	Proposed Start Date
A1	Paint shopfront in carefully selected colours which will complement the host building and streetscape	€2,000.00				
A2	Replace existing shopfront with traditional painted wooden shopfront OR contemporary design using a range of approved materials	€4,000.00				

Code	Description	Max Grant (50% of cost, up to max. amount listed below)	Estimated cost of works	Grant Amount Sought (50% of cost, up to max. grant)	Detailed description of works to be carried out	Proposed Start Date
A3	Replace signage with traditional wooden fascia with wooden/hand painted lettering OR contemporary design using a range of approved materials	€1,500.00				
A4	Careful illumination of worthwhile architectural features of significant buildings	€1,000.00				
A5	Canopies/Awnings complementary to the materials of the shopfront and building	€1,500.00				
A6	Green enhancement of entrances/terraces with planting	€500.00				
A7	Accessibility to shop eg. ramp, automated door	€1,000.00				

2. TYPE OF GRANT: B Grants Available for a Parade of Shops

(Please select the option(s) for works intended and describe your proposed changes)

Please read the relevant section in the South Dublin County Council Shopfront Design Guide for information and clarification before completing each section below.

Code	Description	Max Grant (50% of cost, up to max. amount listed below)	Estimated cost of works	Grant Amount Sought (50% of cost, up to max. grant)	Detailed description of works to be carried out	Proposed Start Date
B1	Painting of parade of shops in carefully selected colours which will complement the host building and streetscape	€800.00 per shop				
B2	Boundary treatment (cut stone wall and tree planting) within car-park curtilage: Road frontage up to 12 M long.	€2,000.00				
B3	Boundary treatment (cut stone wall and tree planting) within car-park curtilage: Road frontage over 15 M long.	€4,000.00				

Please Note: A photo of your shopfront must be submitted with your application and the detailed description box above must be completed.

Applications must be received **before** the commencement of works.

The Council reserves the right to publish photographs of improved shopfronts in promotional material associated with the scheme and its purpose.

Where did you hear about the Shopfront Grant Scheme? *(Tick the box)*

Flyer Trade body/organisation Website Social Media Newspaper Advert Word of mouth

Other *(please specify)*

Please tick the boxes below to confirm you've attached all necessary information:

In order to be considered for the grant, you must include the following documents with this application form:

- copy of relevant plans, designs and/or sketches for proposed works
- colour photographs of premises
- confirmation from planning dept that planning is not required / planning permission granted
- current tax clearance certificate
- If renting - permission from landlord to carry out works

DECLARATION

I declare that I have read, fully understand and agree with the terms and conditions of the Scheme.

I confirm that, where required, I have applied for all relevant consents or permission, statutory or otherwise.

I am not in arrears as to any payment of rates or charges to South Dublin County Council.

By signing this declaration you agree to receive correspondence relating to South Dublin County Tourism events via electronic means.

Signed:

Date:

County Promotion Unit, South Dublin County Council, Tallaght, Dublin 24
email econdev@sdblincoco.ie call 01 414 9000 ext: 4631

South Dublin County Council

SHOPFRONT GRANT SCHEME

Terms and Conditions

Please read this guide before completing the grant application form

Who can apply?

Business owners / operators of independently owned shops which front onto public streets are eligible to apply. Chain store exemptions may apply. Operators must submit proof of owners consent before commencing works.

Can I discuss my application with someone?

Yes. Please contact the County Promotion Unit on e-mail econdev@sdblincoco.ie. Proposed works and specifications can be discussed prior to the commencement of works. Applications must be received prior to the commencement of works.

Do I need to ask the owner if I don't own the property?

Yes. Permission must be sought from the owner and submitted with the application form.

Do I need planning permission?

The majority of the actions allowed under the scheme may not need planning permission, however the County Promotion Unit may refer your application to the Council's Planning Department to clarify planning requirements. Applicants may make an application for the grant in advance of obtaining planning permission (if required) and where successful will receive a "Letter of Recommendation" in principal. However where permission is required, approved works cannot start until a final grant of planning permission is received. For more information on making a planning application visit www.sdcc.ie/services/planning

What costs will the grant cover?

The grant will only be paid for works approved in the "Letter of Approval" from the council. There is no obligation upon the council to increase the grant if additional work is undertaken outside the terms of the original grant approved and assistance cannot be given in retrospect to costs incurred prior to the scheme. Any material changes to works approved in the "Letter of Approval" must be advised in advance. The grant in any case shall not exceed 50% of the overall approved cost and is subject to the maximum grants stated on the scheme.

Please note: Applications under this scheme may be subject to RCT (Relevant Contracts Tax). Please see more at <https://www.revenue.ie/en/self-assessment-and-self-employment/rct/index.aspx>.

When do I get paid?

The grant will be payable after completion and final inspection by a relevant Council Official, when all documentation has been received and when terms and conditions are complied with. Inclusion of the SDCC Shopfront Grant sticker on completed shopfront is a requirement of the scheme.

Are there other financial terms to comply with before I get paid?

Costs must be verified by the submission of receipts / invoices prior to the payment of the grant. The applicant must either have paid rates in full, or be in compliance with a payment plan / agreement regarding rates.

What happens if the fund is oversubscribed?

In the event of the number of applications exceeding the value of the overall fund, preference will be given to the categories that in the Council's view most improve the visual appearance of the village setting.

Assessment

Applications will be assessed by the County Promotion Unit with consideration being given to proposed design, materials and overall visual impact.

Award – Best Designed Shop front

Following completion of shop front improvement works by applicants under this scheme, the assessment panel will select the shopfront that is the best exemplar of shopfront design under the scheme and an award of €1,000 will be made to the winning design that has been carried out. The Council reserves the right to publish photographs of improved shopfronts in promotional material associated with the scheme and its purpose.

Queries should be sent to: econdev@sdblincoco.ie

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Previous Recipients

