

South Dublin County Council

# SHOPFRONT GRANT SCHEME

## Terms and Conditions

**Please read this guide before completing the grant application form**

### **New Requirement**

Clear linkage between the name on the application and the bank account receiving funds.

### **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 owner's consent before commencing works.

### **Can I discuss my application with someone?**

Yes. Please contact the County Promotion Unit on e-mail [econdev@sdublincoco.ie](mailto:econdev@sdublincoco.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 applicant should contact the Council's Planning Department to clarify planning requirements before making an application under the shopfront grant scheme. Applicants may make an application for the shopfront grant in advance of obtaining planning permission (if required) and where successful will receive a "Letter of Approval" 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](http://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-assessmentand-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. Clear display of the SDCC Shopfront Grant sticker on completed shopfront is a requirement of the scheme. Photographic proof will be required.

### **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. In this regard, the Council would encourage applicants to consider treating/painting the surfaces around and above any improvement works.

### **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@sdublincoco.ie](mailto:econdev@sdublincoco.ie)**