Shire of Bruce Rock

*Where friends become family*

# LOCAL BUSINESS TOWNSCAPE DEVELOPMENT GRANTS 2019

## Guidelines & Application Form

Closes Friday 30th August 2019

# Shire of Bruce Rock Contact Details

**PHONE** (08) 9061 1377

**FAX** (08) 9061 1340

**EMAIL** admin@brucerock.wa.gov.au

**SHIRE ADDRESS** 54 Johnson Street, Bruce Rock WA 6418

**POSTAL ADDRESS** PO Box 113, Bruce Rock WA 6418

**WEBSITE** www.brucerock.wa.gov.au

# Information for Applicants

## Overview

The Shire of Bruce Rock has established a Townscape Development Fund to provide amounts (individual amounts of up to **$10,000 ex GST**) of discretionary funds to commercial business owners on Johnson Street Bruce Rock for upgrades to their premises. These funds are designed to assist with projects that will enhance the aesthetics and accessibility of the area and compliment the works in the town centre and in line with Councils Main Street Revitilisation Strategy.

## Eligibility Criteria

The funding is available for works on business premises on Johnson Street in Bruce Rock.

## What will be considered?

**Eligible work must enhance the front setback of the property and be visible from one of the streets described above.**

- Installation of automatic doors and or disabled access works to the front entrance of the building.
- Reconstruction or restoration of the original details such as windows, verandahs and fences visible to the street.
- New construction.
- External Painting in sympathetic colours to the general amenity of the area, or other colours as approved to by the Council.
- Repair or replacement of roofing, guttering and above ground drainage that will result in improved appearance to the front of building.
- Other works that enhance the premises and fit the objectives of the fund; (for example: fencing, landscaping, sealed parking and fixed signage/signwriting).
- All improvements must be permanent fixtures.

## What will not be considered?

- Work with an overall value of less than $500 (ex GST)
- Work already commenced or previously completed.
- Electrical or plumbing work (unless it relates directly to improving the building's public appearance, such as external lighting).
- Internal works.
- The purchase of a building or land.
- Work that is of a temporary nature.
- Work that is required to be done under order eg condemnation order.
- Works on a private residence.
- In–Kind contributions

## Assessment Criteria

- Projects that are highly visible to the public.
- Focus on improved accessibility to the building.
- Ability to complete the project within the timeframe set by the council.
- Evidence of tradesmen's or supplier's quotes.
- For occupiers (not owners); letter of support/approval from building owner.
- Appropriate colour scheme & design.
- Degree of financial contribution by applicant.
- Overall improvement in the appearance and access of the premises or land area.

**All applications will be judged on their individual merits, and the Council reserves the right to use its discretion in accepting projects that may not fit the above criteria where it is felt that the scope of the project will be of community benefit. This discretion will also be applied where there are multiple businesses per lot or one owner owning multiple premises.**

## Level of Funding Available

Generally, grants to individuals will be between $500 to **$10,000 (ex GST)**.
The applicant must contribute a minimum of 10% to the overall cost of the works.

## Timing of projects

Funding will not be provided if work has commenced prior to grant funding approval being given by Council. All works must be completed and claimed within the financial year of approval.

## Plans and Sketches

Depending on the type and size of the application, you may need to attach plans or sketches to your application. Photographs will assist with the application assessment process.

## Will I also require Development Approval from the Council?

Prior to any work commencing the applicant must ascertain:

- The need to obtain Planning Approval.
- The need to obtain a Building License.

If either of the above are required, it is the responsibility of the applicant to obtain them. Grant approval does not constitute approval of any of the above.

## Submitting Applications

The closing date for applications is 4pm **Friday 30th August 2019**. Applications will be assessed on merit against the assessment criteria. Please submit:

- Application form signed by all owners of the property.
- Copies of quotes.
- Colour photographs.
- Relevant supporting documentation.

## Notification of outcome of Application

A Council appointed panel will assess applications. Council will process the applications as quickly as possible and inform applicants by letter of the outcome.

## Payment of Successful Applications

Payment of the grant will be made upon satisfactory completion of the project.

Copies of invoices and receipts of payment and printed colour photographs of completed work must be supplied to Council to claim the grant payment.

Council is unable to carry funds over beyond the financial year. If you are unable to carry out the work described in the grant application within the required timeframe, please notify the Council ASAP so that the funds can be offered to someone else.

## Application form

The accompanying forms are the official application for the Shire of Bruce Rock Townscape Development Grants.

Please carefully read the guidelines in the development of your application. If you are unsure about any aspect of your application please consult the Shire's CEO, Darren Mollenoyux or Executive Assistant, Melissa Schilling at the Shire of Bruce Rock 54 Johnson Street, Bruce Rock or phone 9061 1377.

To assist in processing your application, we ask you to note the following requirements:

- For photocopying purposes use black ink or type your application details.
- Do not present your application in a binder or folder.
- Please respond to the funding criteria by completing all questions in the application form including the detailed budget table, and signing the declaration.
- If you need more space to describe any aspect of your proposed activity provide the information as briefly as possible on A4 paper marking clearly the item and page number to which the additional information refers.
- While you may reproduce the form and content on your own computer or photocopier, please ensure that the application remains in A4 format.
- Supply all supporting material with your application and ensure that it is clearly labelled.

**Please Note the Following Conditions:**
Applications must be received on or before 4.00pm on Friday 30th August 2019. Late applications will not be assessed and will be returned. Applications must be forwarded to:

**Chief Executive Officer**

**Shire of Bruce Rock**

**PO Box 113**

**Bruce Rock WA 6418**

# Application Form

## APPLICANT DETAILS

Name: _____

Owner or Occupier (Please circle):

Project Contact Person: _____

Position: _____

Address: _____
_____

Postal Address: _____
_____

Telephone Number: _____Home
_____ Work

Facsimile Number: _____

Amounts to be GST Exclusive

| | |
|---|---|
| Total amount required of Shire of Bruce Rock Townscape Development fund. (Max. $10,000) | $ |
| Total Contribution by the applicant. (Minimum 10%) | $ |
| Contribution from other sources (grants, owners, occupiers) | $<br>$<br>$ |
| ***Total Cost of this Project***: | **$** |

## PROJECT ADDRESS

## PRESENT USE OF BUILDING / PREMISE

## PROJECT DESCRIPTION (brief outline)

## HOW WILL THE PROJECT ENHANCE AND IMPROVE THE BRUCE ROCK TOWNSCAPE/ ACCESSABILITY

## PROJECT BUDGET

Please provide a detailed budget for your total project. (All Amounts to be GST Exclusive)

| Expenditure Item/s | $ |
|---|---|
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| | |
| | |
| **TOTAL** | |
| | |
| **Income** | **$** |
| **Your contribution** | |
| **Grants *** | |
| | |
| **Other Income** | |
| | |
| | |
| **Amount requested from the Shire of Bruce Rock Townscape Development Fund (Max $10,000.00)** | |
| **TOTAL** | |

## ADDITIONAL INFORMATION SUBMITTED WITH THIS APPLICATION

*Applications without this information cannot be processed.*

TICK THE APPROPRIATE BOXES – SEE GUIDELINES FOR FURTHER DETAILS

- Quotes for the cost to carry out the work (preferably 2 quotes). ☐
- Photographs of the existing structure. ☐
- Details of how this project will conserve heritage items or Promote heritage conservation (if relevant). ☐
- Historical background of the property (if known). ☐
- Plans / Details / Sketches of the proposed work (if relevant). ☐
- Samples of finished materials and paint colours. These must be agreed with Council prior to start of work. ☐

### *DECLARATION AND ACCEPTANCE OF GRANT CONDITIONS*

*Please ensure this section is carefully read before signing.*

I certify that all the information provided is true and correct, and give permission to the Shire of Bruce Rock to contact any persons or organisations in the processing of this application. If a grant is provided the organisation agrees to the following conditions:

1. The grant must be used for the purpose for which it was given, unless otherwise agreed in writing with the Shire of Bruce Rock.

2. Return to the Shire of Bruce Rock within 1 month of the completion of the project, either the originals or copies of invoices, receipts and photographs of completed work.

3. Council is unable to carry funds over beyond the financial year. If you are unable to carry out the work described in the grant application within the required timeframe, please notify the Council ASAP so that the funds can be offered to someone else.

SIGNATURE OF THE APPLICANT(S)

Note: The signature of **all** owners is required.

**I/we, the undersigned, being the applicant(s) nominated in this application, hereby apply for financial assistance under the Shire of Bruce Rock Townscape Development Fund to carry out works described in this application on the land specified in this application.**

.....

**SIGNATURE** **CAPACITY (eg owner or tenant)** **DATE**

.....

**SIGNATURE** **CAPACITY (eg owner or tenant)** **DATE**

CONSENT OF OWNER(S) OF THE LAND **–**

Note: Only required if the applicant is not the owner.

**NAME OF THE OWNER(S):**

**POSTAL ADDRESS:**

.....

**SIGNATURE** **CAPACITY (eg owner or tenant)** **DATE**

.....

**SIGNATURE** **CAPACITY (eg owner or tenant)** **DATE**

**Canvassing of Councillors will automatically disqualify your application.**

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