

CHILTERN SHOPFRONT REFRESH GRANT PROGRAM



GUIDELINES

The Indigo Shopfront Refresh Program is a small grants program aimed at encouraging building and business owners to upgrade the appearance of shopfronts – improving and enhancing the beautiful heritage streetscapes which are a feature across Indigo Shire.

How the program works

Businesses located in the eligible area in Chiltern have the opportunity to apply for funding of up to \$1,500 per business on a matched, dollar-for-dollar basis for projects focusing on the external appearance of the business.

Where is the program available?

The program is only available to **businesses** located within the eligible areas in Conness and Main Streets – no private residences are eligible to apply.



= Eligible Area

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Eligible Works

Works that will be eligible for grant funding include:

- Painting;
- Upgrading of signage structures (including sign writing);
- Pointing of mortar joints; and
- Other non-structural façade improvement works subject to Council's approval.

Ineligible Works

The types of works that are not eligible for the Program are:

- Works which have already been completed;
- Marketing activities;
- Internal works;
- Projects which have received funding from other sources; and
- Projects deemed to be temporary in nature or for a fixed period.

Making changes to a heritage building is not always easy. To assist businesses throughout this process, we have developed Heritage Guidelines which will assist you in making colour choices which will complement and enhance the unique heritage aspects of the street. Remember, the Heritage Guidelines have been developed as a guide only and Council's Heritage Advisor is willing to provide advice on any colour schemes which fall outside these guidelines.

What you'll need to apply:

- A completed application form;
- Two (2) quotes from licensed contractors; and
- Details about the proposed improvements to the shopfront, for example if re-painting the shopfront you will need to include a paint schedule detailing the name of the colour, brand of paint and a photo or sketch of the building showing where the colour will be applied to the building.

If insufficient information is provided on the application form, Council may seek clarification on the proposed works before making a decision about the grant application.

Eligibility and Assessment Criteria

Applications for funding will be assessed against the following criteria and will be awarded until the financial allocation for the program has been exhausted.

The following matters will be assessed in determining if a grant application is successful:

- 1) The application is for façade or improvement works to a retail/commercial building within the identified precinct (see attached map);

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- 2) The applicant must be a small business owner or property owner that leases to a small business. A small business is defined as a business employing less than 20 people;
- 3) The proposed works have been approved by the heritage advisor and are consistent with an approved colour palette, façade design and/or streetscape for the area;
- 4) The proposed works are in keeping with heritage character of the town; and
- 5) The applicant has a commitment to working to develop a Paint Specification which details the recommended surface preparation and coating system to be used.

Special consideration would be given to those businesses who:

- Have an annual turnover of less than \$150,000;
- Submit a joint application with neighbouring businesses; and
- Have the support of the local tourist association or Chamber of Commerce.

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate.

Prior to commencing the works applicants must enter into an agreement with Council detailing the agreed schedule of works and grant sum. The applicant must have read and agrees to comply with the terms and conditions applying to the Program.

It is the responsibility of the applicant to apply for a planning/building permit to undertake the works, however this process will be expedited through the 'Refresh' Workshop Day.

Costs associated with obtaining building/planning permits may not be included in the total amount of the grant application.

Planning Permit Fees

As part of the Shopfront Refresh Program, Planning Permit Fees associated with works eligible for funding will be waived.

How will I know if my application has been successful?

Council will contact you to let you know if your grant application is successful or unsuccessful. If an application is successful, the applicant will need to enter into an agreement with Council before works commence.

The agreement will detail:

- A list of works to be funded by the grant;
- If a planning permit is required; and
- The amount of grant funding to be paid when the works have been completed.

How long do I have to complete the works approved for grant funding?

You will have until 1 June 2019 to complete the works and submit the invoice to Council.

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Can I do the works myself?

No, due to Occupation Health & Safety issues with the works being undertaken at the front of the building, adjacent to a public walkway e.g. tripping and ladder hazards, works will need to be completed by a licensed contractor.

Can I claim for works already completed?

No, you cannot lodge a claim for works already completed. If your application is approved, you will need to enter into an agreement with Council detailing the schedule of works and the agreed grant sum before works can commence.

How do I claim the grant?

To claim the funds the applicant must provide Council with:

- 1) Written notification that the works have been completed;
- 2) A receipt for payment of the works which includes the ABN of the contractor; and
- 3) A tax invoice (including ABN) to Council for the agreed grant sum (inclusive of GST).

Where do I send my application?

Applications should be addressed as follows:

Chiltern Shopfront Refresh Program
PO Box 28
Beechworth VIC 3747

Or via email to: info@indigoshire.vic.gov.au

NB: Expressions of Interest close at 5pm on Monday 19 December 2018

Enquiries:

Karen Gardner
Economic Development Officer
Indigo Shire Council
Phone: 1300 365 003
Email: karen.gardner@indigoshire.vic.gov.au