



Goldthorpe

Business Security Grants Application Guidance

BUSINESS SECURITY GRANT SCHEME APPLICATION GUIDANCE AND ELIGIBILITY NOTES 2024-2025

Thank you for considering improving your shop security with grant support from Barnsley Council. We want to ensure the application process is as easy as possible. This document has been provided to support you with your application.

Before you complete your application, please read the Application Guidance and Eligibility Notes carefully. If you have any questions about the application process, please email shopfrontgrants@barnsley.gov.uk and a member of the team will contact you. You can apply by completing the online form [here](#), downloading a copy or collecting a copy from the Dearne Area Team based at the Goldthorpe Centre, Goldthorpe Green S63 9EH.

What is the Business Security Grant Scheme?

The Business Security Grant Scheme is a grant programme provided by Barnsley Council as part of the Towns Fund programme and the Safer Streets initiative. It is being operated as a scheme in the Goldthorpe High Street area. The scheme aims to support business owners and landlords who want to make investments into improving the overall security of their shop premises.

How much funding can you receive?

You can receive a maximum grant of £2,500 (net of VAT). Your business will need to be able to provide at least 20% match funding towards the total amount. For example, if the equipment you wanted to purchase came to £3,125, you would need to contribute £625 as a minimum requirement to receive the maximum grant of £2,500. Only one grant can be applied for per business.

Am I eligible?

You may be eligible for the Business Security Grant Scheme if:

- You are the freehold building owner, or
- You are a tenant or leaseholder with written permission from the building owner to make the changes outlined in your scheme, and ideally you have at least 3 years remaining on your tenancy or lease agreement.

And:

- You have sufficient funds available or secured to fund your scheme, (grant will be reimbursed by Barnsley Council upon the submission of paid invoices)
- All businesses are eligible to apply for this scheme, however priority will be given to the following business types:
 - Shops
 - Restaurants, public houses, bars, and cafes
 - Service-sector businesses occupying retail type property (solicitors, estate agents, accountants and similar)
 - Office premises
- The property you wish to improve falls within the Goldthorpe High Street area as defined by the red line boundary attached to these notes.

What can I apply for?

Eligible shop security improvement works, will be detailed in the scheme guidance, including:

- Installation of internal or external gates, grilles and / or security shutters (Preference for perforated and / or powder coated)
- Door hardening, locks
- Fencing and railings
- Reinforcing single glaze windows (Incl. anti-shatter film)
- Intruder alarms and other approved devices
- Door entry access control or video intercom systems
- Measures to prevent roof access
- Improved or new lighting to parking areas, alleyways, or areas immediately around the business (but not directly on the high street)
- Fixed CCTV that monitors inside the business (including remote monitoring)
- Landscaping that improves the safety and security of the business

Will my project qualify for the grant?

You may qualify for the grant if:

- You have sought at least two quotes, which demonstrate good value for money for your proposed improvement works.
- You have applied for any planning, listed building, or building regulation consents where they are required.
- Work on your scheme has not already started, and costs relating to your scheme have not already been incurred.
- The scheme will deliver permanent changes to improve the level of security for the premises. A guide of some eligible works is attached to this document.
- Your scheme will demonstrate a commitment to working sustainably, ethically, inclusively, and diversly.

Your scheme will not qualify for the fund if among other things:

- The grant will be used to fund projects that Barnsley Council considers to be fulfilling statutory obligations such as complying with the Disability Discrimination Act.
- The grant will be used to support religious or political activities.
- The grant will be used to deliver improvements to purely residential properties.
- Your scheme does not demonstrate good value for money.
- Your scheme is not committed to working sustainably, ethically, inclusively and diversly.
- Your application has been submitted after available funding has been allocated to other projects.

You should also note that any VAT expenditure is not eligible for grant under this scheme if your business is VAT registered.

Barnsley Council reserves the right to refuse any application that does not meet the above grant criteria.

How do I apply?

Complete the application form that can be found on the [Website via this link](#) or a paper copy can be collected from Dearne Area Team based at the Goldthorpe Centre, Goldthorpe Green S63 9EH.

Your application is individual to you and your business, this means we cannot estimate timescales for processing your application. We ensure that every application is handled as quickly and efficiently as possible whilst being diligent in all our work. You can help prevent delays to your application by seeking guidance from our officers whenever necessary, and by promptly providing all required information when it is requested.

Filling in your application form

- You can either fill in this form digitally or manually. If you decide to fill it in manually, please write clearly using a black pen.
- The application requires that additional documentation is included to demonstrate that you are eligible for the grant. There is a checklist included on the application form. You may find it helpful to tick off the documents as you prepare them, this will also help us to see that your application is ready to be submitted to our Grants Panel for their consideration (Stage 2 of the application process).
- Before submitting your application, please read through it carefully to be sure you have answered all questions and that all supplementary documentation is included and up to date. Use the space provided for your answers and if required, continue onto blank sheets of A4, writing your business name and address in the top right-hand corner of all additional sheets.

Documentation to be included with your application form:

Proof of building ownership – This could be confirmed by supplying deeds to your property or through a land registry search.

If you are not the freehold owner, a lease or tenancy agreement showing the contract end date.

If you are not the freehold owner, written permission to make changes to the property from the building owner – A letter from the building owner or clauses in your tenancy documents which show you have permissions to make changes to the property would be accepted.

You are advised to check to see if any of the proposed works requires planning permission, listed building consent, or building regulation consent – For peace of mind, you can obtain pre-application advice from the Council Planning Team before starting any changes to your building. There is no additional charge for Listed Building Consent on top of usual planning fees. Further details can be found on the Council's website [here](#)

Timescales for different types of planning decisions can vary. Planning permissions would need to be applied for and approved prior to your grant application being taken to the Shop Improvements Grants Panel. If your grant application is successful, funding can be allocated to fees for planning applications.

Please note: It is advisable to seek planning permission, listed building consent, advert consent or building regulations consent, if they are required, as early as possible.

Proof of secured funds for scheme costs e.g., bank statement, loan offer letter, or other sources of finance – This evidence is required to show that you can pay your contractor before claiming funds back from Barnsley Council.

As part of your application, a minimum of 2 competitive quotes from qualified building contractors must be evidenced for the proposed improvement works. These must include:

- **A breakdown of works.**
- **List of materials to be used.**
- **A method statement.**
- **Detailed drawings (where applicable)**
- **A list of accurate costs.**

Wherever it is possible we request that any materials are reused or recycled in the interest of sustainability. Additionally, materials that are sourced locally are preferred. Improvement works to your property that deliver the aims of the scheme but that also provide a secondary benefit of making your property more carbon efficient are encouraged. Please ask your contractor to highlight where these details have been considered in their designs, method statement and list of materials.

When requesting your quotations, it is advisable to instruct your contractor to build in a contingency sum to allow for inflation of costs between the time the quotation is provided and the date the grant is approved.

An Insurance Schedule including Public Liability Insurance – Copies of your insurance certificates can be provided by your insurance provider.

An up-to-date Business Plan – Where required support can be provided.

SECTION 1 - YOUR PERSONAL INFORMATION – Please input your details into the boxes provided. For instances where the information does not apply to your circumstances, please answer NA.

SECTION 2 - YOUR BUSINESS DETAILS / PROJECT DESCRIPTION - Please input your details into the box provided. For instances where the information does not apply to your circumstances, please answer NA.

Where boxes are provided for you to select your answer e.g., status of business, only select the answer(s) relevant to your business. Where we request that you provide details of other Business Support Provision that you have received, we are referring to business advice, grants, subsidies, or any other support that you may have received in the past that has been provided by Barnsley Council or any other organisation.

SECTION 3 – BUSINESS BANK ACCOUNT - Payments will be made into the bank account specified in this section of the form. Please ensure all numbers are written clearly. You will need to provide a copy of your Bank Statement which clearly shows the address that it is registered to, account name, number and sort code. This will be required at the time you sign the grant agreement.

SECTION 4 - DETAILS OF GRANT – This part of the form will be used to judge the benefits that your project will bring to your business, local people, and the surrounding town centre area. Please also consider how your project will benefit your customers, your employees, and other local businesses.

SECTION 5 – TIMESCALES & ESTIMATED COST OF WORKS – This section requires estimated times and costs for delivery of your project. Please request that your contractor considers any other works they are committed to when these dates are provided so that your estimations are as realistic as possible. A minimum of 2 competitive quotes from qualified building contractors are required.

SECTION 6 – DECLARATION – Where the declaration states I/We, this relates to the named person or people on the form identified in section 1 - your personal information.

Stage One of the Application Process

- The Council receives your full application form with all supporting information. If you have sent an application via the post **documents will be scanned and then destroyed. Please do not provide original documents, they will not be returned to you.** Barnsley Council may at our discretion, request additional supporting information that is not listed on the application form.
- Your completed application form will be screened by Barnsley Council Project Manager. If your project passes the screening process, the application will proceed to stage three.
- If your proposal does not meet grant eligibility criteria, we will inform you of the decision in writing. There may not be an opportunity to re-submit the application.

Stage Two of the Application Process

- Your full application (application form with all supporting information) will be assessed by a Grants Panel. The panel will:
 - Approve your application; or
 - Reject your application; or
 - Defer your application if further information or clarification is required.
- If your application is successful, a formal grant offer will be made, and you will be required to enter a formal Grant Funding Agreement contract with Barnsley Council. You will receive a full list of Grant Conditions, a Grant Claim form and guidance explaining how to claim your grant. Please note that the terms of the Grant Funding Agreement are the Council's standard terms and are not negotiable.

Below is a summary of the conditions in the Business Security Grant Scheme Funding Agreement (typical but not exhaustive):

1. **Project Records** - You must keep all records of the project, including financial records for a period of 7 years and make these available to Barnsley Council upon reasonable request.
2. **Pre-requisites** – all statutory consents (e.g., planning and listed buildings permission) must be in place before starting the work.
3. **Works** – must be carried out:
 - using good quality materials which are fit for purpose.
 - in a good and workmanlike manner.
 - in accordance with good building and other relevant practices and guidance and
 - to the satisfaction of the Council.

The Council will have the right to enter the property for the purposes of inspecting the works both during and after completion of the works.

4. **Non-transferable** - The grant is not transferable to another property or person.
5. **Publicity** - Barnsley Council will have the right to use your improvement project as an example for publicity and promotional purposes.
6. **Payment of Grant** - Grant payments will be made in arrears upon receipt of a completed claim form and a receipted copy of the invoices showing the amounts paid on the proposed improvements along with evidence of defrayment through your bank account, i.e., a bank statement. You will usually be required to submit a completed grant claim within a specified timeframe (usually 6 weeks) of your grant being awarded. This date will be specified in your grant offer letter.
7. **Repayment** - Barnsley Council is entitled to withdraw the offer or require all or part of the grant to be repaid for any of the following reasons: -
 - a. The proposed works have not been completed within the specified timeframe of the grant being awarded or there is unsatisfactory progress towards the completion of the project,
 - b. There is a substantial change in the project which has not been approved in writing by Barnsley Council,
 - c. Any information provided in the application for grant or in a claim for payment or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extent which Barnsley Council considers to be material,
 - d. Any assistance given under the terms of this contract taken together with any other assistance which has been or is likely to be received towards the project is within the limits laid down within the UK State Subsidy rules,
 - e. Your other funding (e.g., bank loan) is withdrawn for reasons of your insolvency, winding-up resolution, or order, or if you become subject to the appointment of an administrator or receiver, or is otherwise dissolved, or being an individual, has an interim order or a bankruptcy order made against you.
 - f. Circumstances or events occur which is likely to affect your ability to carry out the project to the satisfaction of Barnsley Council.
 - g. You are otherwise in breach of any of the terms of the Grant Funding Agreement
 - h. If you dispose of the property within three years of grant assistance, you may be liable to re-pay some or all of the grant.
8. **Maintaining the Property** - Following completion of your improvement works, you must maintain the shop front in a good state of repair for at least 3 years after the grant is paid and you must hold and maintain suitable property insurance.

Please pay attention to the following key points:

- Provision of the funding is subject to availability. Please check before applying.
- All information given in support of your application must be truthful and accurate.
- If you own or occupy multiple properties, you may submit one application for each property. Applications will be reviewed on a 'case by case' basis.
- Your application does not guarantee that you will receive a grant offer.

- Barnsley Council may make any checks that they feel necessary regarding your application to help with the decision on your application for grant.
- Grants cannot be paid to support projects that have already commenced or to pay costs that have already been incurred.
- Expenditure on the project must only commence following the receipt of written confirmation of grant award from Barnsley Council.
- Barnsley Council reserves the right to reject any applications that do not meet the aims and criteria of the grant initiative.
- Barnsley Council encourages the use of local contractors wherever possible.
- Barnsley Council may send an Officer to your premises to assess whether the quotations provided are value for money.
- Any quotations that do not demonstrate value for money will be rejected.
- You are responsible for Health and Safety before and during the implementation of the improvements.
- Your grant must solely be used for the purpose stated in your application form and proof will be required to confirm the expenditure.
- You must complete project expenditure by the date stated in the grant offer letter otherwise the grant offer may be withdrawn.
- If you dispose of the property within three years of grant payment, you may be liable to repay some of, or all grant awarded.
- Barnsley Council is not obliged to give any reason if your application is declined.

What can I expect from Barnsley Council?

We will ensure that we balance the need to allocate public funding diligently with the need to ensure that the grant process is transparent and straightforward. We will endeavour to deal with all applications in a prompt and efficient manner. If you feel that we fall short of reasonable standards, you should raise this with us at the earliest opportunity.

Please be aware that Barnsley Council has the final say in how it chooses to manage and distribute grant funds. We do not work to rigid criteria, instead we aim to support the best proposals which represent value for money for businesses in Goldthorpe.

Barnsley Council welcomes comments or feedback from applicants to help us improve our grant application process. To make a comment, compliment or complaint please visit: www.barnsley.gov.uk/have-your-say/complaints-and-compliments/ or alternatively call 01226 773555

How we treat your information

Data Protection Act 1998

The information you provide in this form may be stored in both manual and electronic formats. It will be held to facilitate the services we provide to you or your business and to assist with record keeping, statistical and research purposes, statutory purposes and to facilitate ongoing communication. The information provided may be shared with our partners and third-party organisations including the Department for Levelling Up, Homes and Communities, Department for Business, Innovation and Skills, and relevant officers of Barnsley Council for the purpose of administering the Shop Front Improvement Grant Scheme including provision of support, monitoring and evaluation.

Equal Opportunities

We are committed to equality of opportunity for all people and will ask questions related to this to ensure that this is happening.

Any other questions or support

Should you have any questions please contact us via email shopfrontgrants@barnsley.gov.uk and an Officer will contact you.