

GOSPORT

HIGH STREET HERITAGE ACTION ZONE

Project Development and Viability Grants of £500 - £5,000

Guidance Notes

1. INTRODUCTION

Gosport Borough Council has secured funding from Historic England to help regenerate the High Street and Stoke Road areas of the town. One of the ways in which we are doing this is by providing grants to restore and enhance the local character and condition of our historic shops and bring vacant floor space into viable use.

This guidance is for applications for Project Development and Viability Grants of £500 up to £5,000

2. WHO CAN APPLY?

We welcome applications from owners and leaseholders holding a minimum unexpired 5 year term, of shop properties within the Gosport High Street and Stoke Road Conservation Areas – see [map](#).

3. WHAT WE CAN FUND

Project Development Activity

This will help you prepare designs for shopfront repairs and restoration. It includes the cost of employing a structural engineer, architect, QS and other professionals to help you develop your proposals to stage at which you can apply for a **Shopfront Improvement Grant** to help deliver the works.

Project Viability Activity

This will help you identify alternative uses for vacant or under-used floor space in shop buildings. It includes undertaking feasibility, viability and options appraisal work to assess the economic, technical and environmental viability of new uses for vacant or underused floor space. You will need to undertake this work if you wish to apply for one of our **Repair and Conversion Grants** to help deliver conversion works.

As part of this programme we can fund:

- professional fees – architects, business planners, surveyors etc;
- fees associated with pre-planning advice and compliance costs;
- market research and community engagement activity

We cannot fund the following:

- the costs of existing staff
- fees associated with planning routine maintenance, cosmetic redecoration or cosmetic repairs

We will only offer one *Project Development and Viability Grant* per project or property.

We will only fund projects that:

- have a clear plan with a defined start, middle and end
- have not already started
- will be complete within 1 year of the grant award

4. YOUR CONTRIBUTION

Our grant funding will meet the majority of eligible project costs but we also expect contributions from grantees. We ask that you contribute at least **25%** of project costs.

5. MAKING AN APPLICATION**Pre-application advice**

To help you develop your idea, we offer advice before you apply. When you have read this guidance tell us about your idea by emailing peter.fellows@gosport.gov.uk with the following information:

- your name and contact details
- the location of the property
- your interest in the property – freeholder or leaseholder
- outline of the works you wish to undertake;
- an outline of any project planning work you've undertaken.

We will then contact you to discuss your ideas and offer you advice to help you develop your project further. **If we are satisfied that you will meet the requirements of the grant programme we will invite you to make a full application. Only invited bids will be considered for support.**

What you need to send us

If invited, we will ask you to complete an application form and return it to us along with copies of:

- relevant ownership documents, eg land registry ownership documents or a lease etc;
- bank details and evidence of the partnership funding for the project;
- photographs showing the building;
- a brief and budget for the work you wish to undertake;
- a schedule of any other works and costs associated with the project;
- details of your professional team or advisors and the process used for their appointment.*

*Appointments with a value of up to £10,000 will need to demonstrate good value for money. This could be done by obtaining one to three written quotations on the basis of an open and transparent process.

6. HOW WE ASSESS YOUR APPLICATION

When considering your bid we will take into account how well the project meets the programme's criteria and that your project:

- is a positive response to a need or opportunity;
- is well planned and your proposals for managing it in the longer term are sound;
- is financially realistic and offers value for money
- promises to deliver wider benefits such as making a positive contribution to the regeneration of the historic townscape.

Decision making

We anticipate that the value of grants requested will exceed the available budget. Therefore, decisions on grant applications will be made by the *Gosport High Street Heritage Action Zone* Board in an initial four competitive rounds across 2021 - 2022. The deadline dates for the submission of bids and corresponding target decision dates are shown below.

Application Deadline		Funding Decision
30 June 2021	—————>	15 September 2021
30 September 2021	—————>	15 December 2021
30 December 2021	—————>	16 March 2022
31 March 2022	—————>	15 June 2022

7. RECEIVING A GRANT

Contract and grant payment

If your bid is successful we will send you a formal grant offer letter and information on managing your award. Awards will normally be paid in two stages 75% at the project start and 25% upon project completion. If a grant is offered it will normally include a condition that if the building is sold within three years the grant may be reclaimed.

Project Monitoring

Once a grant has been awarded we have to monitor the project to make sure that money is being used for the purposes for which the grant was given. We may also choose to visit your project both during delivery and after progress to ensure the terms of the award are being met. Applicants for **Project Viability Grants** will need to produce a **Project Viability Appraisal** at the project end. A template for this is attached as an Appendix.

Data protection

We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately. If your application is not successful we will delete your data.

APPENDIX: Project Viability Appraisal Template

