

COVID-19 TOWN CENTRE RECOVERY FUND GUIDANCE NOTE

To request an application form
please send an email with your **business name** and **full trading address** to;

✉ **BusinessGrants@rctcbc.gov.uk**



Llywodraeth Cymru
Welsh Government



COVID – 19 TOWN CENTRE RECOVERY FUND GUIDANCE NOTE

Purpose of the Fund

Welsh Government has recently approved a re-purposing of elements of the Transforming Towns 2020/21 budget to allow some flexibility in adapting to the comprehensive social distancing measures required in town centres as a result of the COVID-19 pandemic. This will support businesses and contribute to providing a high street environment where people feel safe to return to.

The funding is to be used for **external interventions which will facilitate social distancing** and a lower density of occupation in places where customers and members of the public will meet, be served food or drink or rest.

Any physical measures supported through this fund will need to be COVID secure and be accompanied by appropriate behavioral measures such as signage, guidance and training of staff.

Who can apply?

Small and Medium size businesses based in the retail areas of the following Town Centres - Aberdare; Ferndale; Llantrisant; Mountain Ash; Pontypridd; Porth; Tonypany and Treorchy

What Can It Fund?

Examples of the type of external interventions the grant could support include;

- Outdoor enhancements that facilitate outdoor trading space i.e. outdoor awnings, canopies, outdoor heating;
- Outdoor tables, chairs and seating provision
- Outdoor screening, bollards and planters
- Outdoor serving facilities
- Small Green Infrastructure schemes
- Electrical supply and lighting to outdoor trading space
- Shop front modifications / the establishment and adoption and temporary use of vacant trading spaces to facilitate overspill, meanwhile uses, pop ups etc
- Courtyard/rear garden improvements

Your project must be of sufficient quality to ensure it provides a sustained and lasting impact **and** that any works will be delivered to appropriate construction and safety standards.

Street Café Outdoor Furniture

If you want to place furniture on the public highway in Aberdare and Pontypridd Town Centres, there is a Street Café Furniture Permit Scheme which means you must secure a license. You must be able to demonstrate that this has been obtained before any grant will be paid. For further information on how to apply please email TownCentres@rctcbc.gov.uk.

In all other towns, you are only permitted to place Street Cafe Furniture on land that you lease or own.

You will need to have Public liability insurance which specifically covers the area of outdoor trading, and written consent from the Landlord if the area is leasehold.

How much can I apply for?

The Fund can contribute a maximum of 80% towards eligible project costs up to maximum grant of £10,000. If you are registered for VAT you can apply for the cost of non-recoverable VAT only.

The Fund can potentially consider eligible costs that you may have already incurred, but these cannot be any earlier than 26 June 2020.

Applications are limited to 1 per business premise.

How do I apply?

You will need to submit a fully completed application form with **ALL** the required supporting information specified in the form .

Applications must be received by **CLOSE OF PLAY FRIDAY 5 MARCH 2021**. Any applications submitted after this date will **NOT** be considered.

There is no guarantee that all applications will be successful. Proposals will be assessed on a first come first served basis, subject to eligibility and available budget.

Please note that given the current situation, your application and supporting information will need to be submitted via email as we are unable to accept any paper copies.

How will my application be processed?

Your application will be subject to an initial validation check to ensure you have submitted all the correct information.

If your application is validated, it will then be assessed. If successful you will receive a grant offer letter. If you wish to accept the grant you will need to sign and return.

If your application cannot be validated, it will be returned to you explaining why it cannot be progressed.

How will the grant be paid?

Payment will usually only be made **at the end of your project** on submission of the following;

- Invoices
- public liability insurance specifically covering the area of outdoor trading
- confirmation of a Street Furniture Permit (if applicable)
- photographic evidence of equipment purchased / works undertaken

You must request grant payment for your completed project by 11 June 2021.

Please be aware that if your proposal requires statutory consents in the form of planning permission and/or building regulations, it is your responsibility as applicant to ensure that any consents are in place. Any offer of grant does not confer any guarantee of statutory consent and enforcement action can be taken if the appropriate consent(s) has not been obtained.