**For office use only**

**Building ID No: Status:**

**Date Received: Grant Approved: Drawdown:**

**DUBLIN CITY COUNCIL**

**SHOPFRONT IMPROVEMENT SCHEME 2023**

**Supporting a Better Business Environment**

**APPLICATION FORM**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **1. Name of Applicant** |  |
| **2. Address for Correspondence** |  |
|  |  |
|  |  |
| **3. Email Address** |  |
| **4. Contact Phone Number** |  |
| **5. Tax Clearance Cert Number** |  |
| **6. Access Number** |  |

**PREMISES DETAILS**

|  |  |
| --- | --- |
| **6. Address of Premises** |  |
| *(if different to 2 above)* |  |
|  |  |

**7. Do you own the property?** Yes □ No □

**8. Are you leasing the property?** Yes □ No □

*\** Please note it is the applicant’s responsibility to ensure they have permission to undertake work to the building under their lease or rental agreement.

*.*

**9. Please indicate the period of lease (start date and end date) if relevant:**

**Start Date: / / End Date: / /**

**10. Are you up to date with your Commercial Rates?** Yes □ No □

**11. Please provide a brief description of your proposal and the projected cost of works**

*\*You should include any indicative plans or drawings, specifications for the proposed work. You should also include quotation/s from your chosen contractor/s to match the expenditure outlined. Use additional sheets if required.*

|  |  |
| --- | --- |
| **Item** | **Estimated Cost of Works €** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**12. Amount of Grant Assistance applied for: € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*The Shopfront Improvement Scheme provides for up to 50% of the cost of works to a maximum allowable grant of €3,000 across a number of categories of work. Please refer to Details of Scheme.*

**MAKING AN APPLICATION**

**Please read the accompanying Details of Scheme guidance note carefully in advance of making your application. Ensure you enclose all the relevant information required.**

Deadline for applications is: **Friday 26th May 2023. Grants must be drawn down before end of year 2023**

**Completed Applications should be submitted by post to:**

Shopfront Improvement Scheme 2023

Dublin City Council - Ballymun Area Office

Second Floor, Civic Centre

Dublin 9

**or email:** [**liam.barry@dublincity.ie**](mailto:liam.barry@dublincity.ie)

**Closing date for receipt of applications:**

*\*Please note all payments made through this scheme will be done via EFT (Electronic Funds Transfer) and successful applicants will be required to provide the relevant bank details. GDPR policy applies.*