

SHOPFRONT IMPROVEMENT PROGRAM

APPLICANT GUIDELINES

The Shopfront Improvement Program aims to enhance the appearance and overall presentation of town centres and streetscapes throughout the District Council of Elliston.

The program is available to businesses with street-facing premises and provides financial assistance for improvements to building façades. Council offers dollar-for-dollar matched funding of up to \$3,000 (excluding GST) to support eligible shopfront improvements.

SCOPE

All businesses located in the commercial area of a town within the District Council of Elliston with street frontage will be eligible to be part of this program.

Works that can be completed as part of the program include:

- Painting of the façade
- Cleaning of the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- Minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing façade tile or stone accents
- Minor repairs to structural façade elements and awnings
- New repairs or replacements of verandas
- Installation of new business signage

HOW DO I APPLY?

To apply for the program, simply complete the Shopfront Improvement Program Application Form, include all supporting documentation and return it to:

District Council of Elliston
PMB 15
ELLISTON SA 5670
dce@elliston.sa.gov.au

SUPPORTING DOCUMENTATION REQUIRED

You will need to provide the following documents as part of your application:

- Description of works to be completed as part of the application form.
- A quote for the proposed works.
- Where the application is proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided including close ups of the affected areas. Photographs will also need to be provided following the completion of the works if the application is successful.
- A Development Approval may be required for the proposed works that need to be completed (see application form). The permit process if required can run in tandem with this application. Council will not grant funds for works where a Development Approval is required and has not been granted.
- If your building is heritage listed, you will be required to undertake research to provide Council

with evidence including photographs or other documentation, Council may be able to assist with this research or provide information on whether your business is located within a heritage building.

APPLICATION DETAILS

To apply for funding as part of the Shopfront Improvement Program, applicants will need to consider the following:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for equipment purchasing (e.g. ladders, gurneys, scaffolding and safety barriers). Hiring of equipment is permitted when related directly to the project.
- Council will not grant funds for works where a Development Approval has been refused.

ASSESSMENT OF APPLICATIONS

Applications are open all year round until the budget for the financial year has been expended.

LEVEL OF FUNDING AVAILABLE

Businesses can apply on a 1:1 basis to complete improvements to their facades with the amount capped at \$3,000 per business.

An example of a business applying to the program would be:

Business	\$3,000
Council	\$3,000

Businesses would be able to contribute over the \$3,000 amount to complete more significant works but would still only be eligible for \$3,000 from Council.

If a business only wanted to complete minor works they could apply to the program for an amount under \$3,000.

An example of this would be:

Business	\$1,000
Council	\$1,000

TIMING OF PROJECT

Once Council has resolved to grant funds to the successful applicants, the work will need to be completed by 23 June of the relevant financial year so that funding can be provided to the applicant in that financial year.

HOW DO I FIND OUT IF MY APPLICATION HAS BEEN SUCCESSFUL?

Applicants will be notified whether their application is successful or unsuccessful in writing.

HOW DO I RECEIVE FUNDING AS PART OF THE PROGRAM?

Businesses have until 23 June to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by 30 June so the grant can be acquitted in the financial year.

For further information on the District Council of Elliston Shopfront Improvement Program, please contact Council on 08 8687 9177 or dce@elliston.sa.gov.au.

SHOPFRONT IMPROVEMENT PROGRAM APPLICATION FORM	
APPLICANT DETAILS	
Applicant Name:	
Is the Applicant the Building Owner?	☐ Yes ☐ No <i>If no, please complete Building Owner Consent section below.</i>
Applicant Postal Address:	
Applicant Contact No:	
Applicant Email Address:	
PLEASE COMPLETE THE BELOW SECTION IF THE APPLICANT IS NOT THE BUILDING OWNER	
Building Owner's Consent <i>Without owners' consent council cannot accept this application. If you are unsure who owns the building, you may contact Council's Rates & Revenue Officer stating the building address and your intent for the information.</i>	Are you the property owner? ☐ Yes ☐ No If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach relevant documentary evidence of your status (eg power of attorney, executor, trustee, company director etc). The following section must be completed by the owner(s) I/We _____ (Owner Name) _____ (Owner Signature) Consent to the making of this application for funds under the District Council of Elliston Shopfront Improvement Program and the undertaking of proposed works detailed in this application.
PROPOSED SHOPFRONT IMPROVEMENT DETAILS	
Grant Amount: Ex GST	\$
Façade improvement for heritage listed building?	☐ Yes ☐ No
Are the works visible from the street?	☐ Yes ☐ No

Type of works to be completed (tick all applicable boxes)	☐ Painting of the façade ☐ Cleaning the existing façade ☐ Removal of redundant signage air conditioning units and hoardings ☐ The minor repair, maintenance or reinstatement of missing elements ☐ Minor repairs to existing façade tile or stone accents ☐ Minor repairs to structural façade elements and awnings ☐ New, repairs and replacements of verandahs ☐ Installation of new business signage
Detailed Description of Proposed Works and Street Visibility	
Describe the current use of the building and explain how the proposed improvements will benefit the business and enhance the town's streetscape.	
Have you spoken with any neighboring businesses about participating in the Shopfront Improvement Program? (Please list)	
Estimated timeframe of work?	Start Date: _____ Finish Date: _____
<i>Note: all work will need to be completed by 23 June of the relevant financial year so that funding can be provided to the applicant in that financial year.</i>	
Have you previously received grant funding?	
PROPOSED SHOPFRONT IMPROVEMENT QUOTES	
Please attach a quote/s of the works from a Licenced Contractor.	☐ Attached
REQUIRED SUPPORTING DOCUMENTATION	
☐ Copy of quote ☐ Photographs of current building state ☐ Proposed colour scheme (if applicable) ☐ Confirmation of heritage listing (if applicable) ☐ Development Approval application (if applicable) ☐ Signage design (if applicable)	

SHOPFRONT IMPROVEMENT PROGRAM – APPLICATION AND APPROVAL PROCESS

1. **SUBMIT AN APPLICATION:** Complete and submit the District Council of Elliston Shopfront Improvement Program Application Form, along with all required supporting documentation.
2. **DEVELOPMENT APPROVAL:** Applicants are encouraged to contact Council before commencing works to determine whether Development Approval is required for their proposed improvements.
3. **APPLICATION ASSESSMENT:** Council staff will assess all applications and prepare a report for Council's consideration.
4. **ADDITIONAL INFORMATION:** Council may contact applicants to request further information or clarification if required.
5. **COUNCIL DECISION:** Applications will be considered by Elected Members at an Ordinary Council Meeting, where decisions regarding successful applications will be made.
6. **NOTIFICATION OF OUTCOME:** All applicants will be notified in writing of the outcome of their application, whether successful or unsuccessful.
7. **COMPLETION OF WORKS:** Successful applicants must complete the approved works by 23 June of the relevant financial year, in accordance with their application and approval agreement.
8. **REIMBURSEMENT AND ACQUITTAL:** Upon completion of the works, successful applicants must submit all required supporting documentation, including invoices, proof of completed works and the completed acquittal form, to enable Council to reimburse approved expenses.
9. **FINAL CLAIM DEADLINE:** All reimbursement claims and supporting documentation must be submitted to Council by 30 June of the relevant financial year to ensure the grant can be acquitted within that financial year.

APPLICANT DECLARATION

I declare that all information provided in this application and any supporting documentation is true, accurate and complete to the best of my knowledge.
I acknowledge that I have read and understood the District Council of Elliston Shopfront Improvement Program Guidelines and agree to comply with the program's terms and conditions.
I understand that providing false or misleading information may result in my application being declined or approved funding being withdrawn.

Applicant Name: _____

Applicant Signature: _____

Date: _____