

# UKSPF Shop Front Improvement Grant Scheme

## Guidance notes

### Background

- 1.1 This Shop Front Improvement Grants Scheme is intended to assist shop owners, tenants and landlords to improve the public-facing appearance of their premises in Hadleigh (Essex) Town Centre.
- 1.2 This scheme is funded from an allocation of Castle Point Borough Council's UK Shared Prosperity Fund, supporting regeneration and the council objectives for the economy, community safety and improving places. The scheme is administered by Castle Point Borough Council.
- 1.3 The scheme has been developed following extensive research and analysis which involved interviews with local residents, businesses and stakeholders. The scheme forms part of the work on delivering a clear vision and strategy for the future of Hadleigh town centre that was contained in a report commissioned by the Council and delivered by the Retail Group and the Urbanists
- 1.4 A budget of £24,000 has been allocated to fund a minimum of eight grants of up to £3000. Additional grants may be available if sufficient applications of less than £3000 are received to utilise the allocated budget.
- 1.5 The appearance of shop fronts, and the buildings of which they are part, has a considerable impact and influence on the character of the town centre. A shop front that has been designed to reflect the character of the building and its surrounding area can add charm and vitality, making it attractive to shoppers and visitors alike, and contribute to improving the overall customer experience.
- 1.6 The Shop Front Improvement Grant Scheme aims to help local businesses maintain and improve their shop fronts in town centre locations, helping to support the growth of local businesses while improving the local environment and perception of Hadleigh town centre.
- 1.7 These guidance notes and associated Hadleigh Town Centre Design Guide (prepared by the Urbanists) have been developed to help you understand the aim of the Shop Front Improvement Scheme and how you can make a grant application.
- 1.8 If you would like to know more about the Shop Front Improvement Grant in Hadleigh or have any queries regarding your application, please contact us at:  
[business@castlepoint.gov.uk](mailto:business@castlepoint.gov.uk)

### Who can apply?

- 2.1 The Shop Front Improvement Grant Scheme is open to freehold owners, tenant and leaseholders with at least 3 years remaining on their lease, of premises with commercial shop frontage facing the street within Hadleigh Town Centre (see diagram on page 4 of the Hadleigh Shop Front Design Guide for area covered).
- 2.2 Tenants must have the building owners' prior approval for any proposed works before submitting a grant application. Grant recipients must be an organisation with legal status, including private sector companies, voluntary organisations, registered charities and public sector organisations. Priority will be given to independent businesses or retail chains with less than five shops.

2.3 Commercial premises include:

- Shops – (e.g. hairdressers, beauty, aesthetics and tanning salons, dry cleaners and laundrettes, newsagents, locksmiths, homewares and gift shops, etc.
- Financial and professional services (e.g. accountants, architects, estate agents, solicitors, employment agencies) but excluding gambling establishments.
- Restaurants, public houses, cafes and food takeaways (not franchised). For applications regarding a food establishment, whether from the landlord or the incoming tenant, the business itself must have a minimum Level 3 Food, Health & Hygiene Rating.
- Buildings that are being used to provide a community service.

2.4 An application covering ground, first and second floor improvements will be considered in the area if they improve the overall external appearance of the building.

### **What does the grant cover?**

3.1 Grant funding is available up to a maximum of £3,000. Any expenditure above £3,000 will have to be financed from alternative sources and sourced by the applicant.

3.2 The maximum grant will be £3,000 per project, or up to 50% match funding (whichever is less), in order to support as many businesses as possible. Proof of match funding must be supplied with the application.

3.3. Once funding is exhausted, no further applications will be considered.

3.4. Claims can only be made against actual physical works necessary to deliver the improvement, including labour and materials.

3.5. The funders requirements for this scheme specify that two written quotes of prices must be obtained from relevant suppliers of goods, works and services for all aspects of the proposed works. In applying for a Shop Front Improvement Grant, you are declaring that you will adhere to the scheme's procurement requirements.

3.6 The following work will be considered eligible for support:

- New shop fronts
- Repair and reinstatement of any part of a shop front fixture that is visible from the street
- Re-instatement of original architectural features e.g. ornamental masonry, stucco and other applied finishes or details, historically patterned woodwork, ornamental metalwork or other features or historic significance
- Repainting for shop front in suitable colours
- Repair and reinstatement of guttering and downpipes to match historic materials
- Repair or re-rendering prominent elevations in suitable heritage colours
- Repair of external stonework and brickwork and replacement of stonework or brick work
- Repointing using traditional materials
- Pedestrian access improvements – to comply with the Disability Discrimination Act
- External signage, subject to planning approval
- Lighting, subject to planning approval.

3.7 All work is subject to the relevant permissions, approvals and consents being secured. The cost of achieving the relevant planning consents can be incorporated into the match funding the applicant needs to demonstrate to access the funding.

- 3.8 The scheme does not support:
- Works which have already been undertaken or any works which are started prior to a formal offer of grant funding being made
  - Structural repairs, including re-roofing
  - Internal repairs or alterations
  - External shutters and other security devices (e.g. CCTV)
  - Window display material
  - Internal security grilles and or security glazing (e.g. laminated or strengthened)
  - Rear or side property frontage refurbishment connected to the business premises
  - Recoverable VAT
- 3.9 The scheme will only provide grants to premises in the eligible areas. Please note that grants are discretionary and subject to availability of funds. The inclusion of a building within the eligible area does not give any automatic entitlement to a grant.
- 3.10 Please note that you may require planning permission if you are making major alterations to your shop front, and it is recommended that you seek advice from the CPBC Planning team and [Planning Portal](#) prior to submitting a grant application and commencing works.
- 3.11 Successful applicants must display a small vinyl decal with the relevant government branding in their shop window for 12 months, as informed by the brand guidelines. Caste Point Borough Council will provide the decal to you at an appropriate time.

#### **Using the grant**

- 4.1 All funds must be spent and works completed before 31 March 2026. We reserve the right to recover any unspent funds after this date.
- 4.2 If your grant application is successful, you should ensure that you retain evidence of quotes or process sources for goods, works and services. You will need to submit the quotes as part of your supporting evidence for you claim for funding after the completion of the works.
- 4.3 If CPBC find that the fund has been used inappropriately, we can require the full grant amount to be repaid immediately.

Ends.