

**FALMOUTH TOWN COUNCIL AND FALMOUTH BID**  
**TOWN DELIVERY FUND**  
**SHOP FRONT IMPROVEMENT - GRANTS SCHEME**

**GUIDELINES AND ACCOMPANYING NOTES**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

This fund is open to 'Micro' businesses as defined by the UK Government definition of an SME

1. Applications will be considered for financial assistance towards works to visually improve external shop frontages within Falmouth – **NOTE external work only.**
2. Small grants of up to £1000 will be considered up to the full amount of the cost of any project or activity for which the application is made.
3. Applicants will be required to complete a simple application form detailing the work proposed.
4. Applications will be considered jointly by the Business Improvement District and Town Managers and applicants will be notified in writing if they have been successful.
5. Payment of funds awarded can be made either direct to a chosen contractor on submission of an invoice detailing the works undertaken or, direct to the applicant. If funds are paid to the applicant then evidence of defrayal in the form of;
  - a. copies of receipts/invoices for supplies and
  - b. copy bank statement showing payment of the same, and
  - c. before and after photographs
6. Successful applicants acknowledge that information relating the scheme will be used as evidence of grant expenditure and for promotional purposes.
7. The application window is open from now until the fund is fully utilised or, 31<sup>st</sup> January 2025. Applications will be on a first come first served basis.

**Falmouth Town Council,  
The Old Post Office,  
The Moor, FALMOUTH,  
Cornwall, TR11 3QA**