

**HARWICH & DOVERCOURT**

**BUSINESS GRANT SCHEME**

To coincide with the

400th anniversary of

**‘The Mayflower’**

sailing to the New World

Tendring District Council

has launched a

**Business Grant Scheme**

to support independent businesses in

Harwich and Dovercourt

For further information, please e mail

[business.advice@tendringdc.gov.uk](mailto:business.advice@tendringdc.gov.uk)

or telephone: 01255 686139





[www.historicharwich.co.uk](http://www.historicharwich.co.uk) [www.tendringdc.gov.uk](http://www.tendringdc.gov.uk) [www.mayflower400uk.org](http://www.mayflower400uk.org)

**BOUNDARY MAP FOR DOVERCOURT**

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**BOUNDARY MAP FOR HARWICH**

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**INTRODUCTION**

**Tendring District Council** (TDC) has allocated **£20,000** in support of a new match funded ‘Business Grant Scheme’ aimed at independent businesses in Harwich and Dovercourt.

* The money will be available to all independent businesses in Harwich and Dovercourt, including shops, restaurants & cafes, which are located within the red boundary line shown on the town centre maps opposite.
* Under the scheme, businesses can apply for funding of between £100 to £2,000.
* The amount of grant awarded must be matched by business applicants on a 50:50 basis.
* Payment by the Council will be made in arrears on the satisfactory completion of all agreed works.

**Examples of works the scheme will support:**

* Internal and external fittings
* Shop windows
* Doors and entrances (including adaptation for disabled access)
* Fascias and signage
* Interior and exterior painting & decorating
* Lighting
* Floor repairs and coverings
* Shop counters
* Gondolas and blinds
* Displays - both interior and window

The list above is not exhaustive, but indicates the type of projects the scheme could support.

**The scheme will not support:**

* Core management and administration costs incurred during the day-to-day running of the business, i.e. rent, rates, staff costs or service charges.
* Applications from national retailers, chains, banks or charities.
* Applications where other public funding has been secured in the last three years in support for the refurbishment of business premises.

**Application Process:**

* This application form must be fully completed. This can also be done on line:- [www.tendringdc.gov.uk/tendring4growth](http://www.tendringdc.gov.uk/tendring4growth)
* No works can be undertaken **before** the application has been approved by the Council and a letter of confirmation has been sent to and received by the applicant.
* All grant payments will be made in arrears on the satisfactory completion of all agreed works and on production of appropriate receipts and invoices.
* For full ‘Terms and Conditions’ please see details at the end of this application form

**APPLICATION FORM**

**PLEASE COMPLETE USING CAPITAL LETTERS**

1. **Full Name……………………………………………………………………**

**Position............................................................................**

1. **Organisation / Business Name and Business Address**

(All correspondence will go to this address unless specified below)

|  |
| --- |
| Postcode: |

**Alternative Address:**

|  |
| --- |
| Postcode: |

1. **Telephone number**

|  |
| --- |
| Main Number: |
| Mobile number: |

1. **Other contact details**

|  |  |
| --- | --- |
| Main contact name: |  |
| Email address: |  |
| Website address: |  |

1. **Is the business registered for VAT**

Yes If Yes - VAT No:

No

1. **What is the status of your business?** (please tick)

|  |  |  |
| --- | --- | --- |
|  | Sole Trader |  |
|  | Partnership |  |
|  | Limited Company | Registration number: |
| Other (please give details) | | |

1. Have you or any other Partners or Directors of your business ever been adjudged bankrupt, or been a Partner, Proprietor or Director of a company that has gone into receivership or liquidation?

Yes No

Have you or any other Partners or Directors of your business ever had any County Court Judgements served against them?

Yes No

If the answer is Yes to either/both of these questions above, please provide details on a separate piece of paper.

1. **Premises Tenure**: (please tick one box)

|  |  |  |
| --- | --- | --- |
|  | Freehold |  |
|  | Leasehold / Tenancy / Other |  |

1. **If Leasehold how long does the lease have left to run?**

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| --- |
|  |

**10. If Leasehold, does your lease currently make you responsible for any ongoing repairs or improvement works?**

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Yes No

**If Yes please specify**

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|  |

**11. How much funding are you requesting in this application?**

(The minimum is £100 and the maximum is £2,000)

|  |
| --- |
|  |

**12. What is the purpose of the grant? Please also provide a breakdown of costs for the amount of funding requested above.**

(**TWO** quotations for any works or equipment you might be purchasing **must** be submitted as separate attachments with this application)

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| --- |
|  |

*Applicants need to be aware that should there be a large number of eligible applications, there may not be enough funding for every grant application, so some applicants might be offered a lower level of grant or unfortunately, may be unsuccessful. All applications will be assessed against the criteria stated and the sustainability of the business, as well as the legacy of grants made, will be important.*

**13. What would the impact on your project be if you received a lower level of funding, or were unsuccessful in your bid?**

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| --- |
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**14. BENEFITS OF PROJECT**

The project is aimed at supporting any qualifying business in Harwich and Dovercourt. What would be the expected benefits from completing your project, in terms of sustainability, employment, environment or increasing turnover?

Please give brief details.

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|  |

**15. Have you received any grant funding before, if so what for**

**and from whom? Please give full details.**

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| --- |
|  |

**16. Briefly, what is your overall long term plan for your business?**

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| --- |
|  |

If the property is leased, the declaration below **must** be completed by the owner / landlord of the property.

**Owner Declaration**

I give my consent for my tenant to apply for Match Funding Grant for the property identified in this application.

* I also give my consent for any improvements to be made as stated in this application.
* I also confirm that any planning permission or building regulations approval required for the improvements are the responsibility of the tenant.

Signed (owner)………………………………………………………………………………………………………

Print Name:………………………………………………………………Date……………………………………

Telephone number………………………………………………………………………………………………..

E Mail Address……………………………………………………………………………………………………….

**Applicant Declaration**

I hereby declare that the information I have provided in this application and all the enclosures is true and accurate and that it fairly reflects my business’s affairs and future prospects.

Signed…………………………………………………………………………………………………………………….

Print Name…………………………………………………………..Date………………………………………..

Position in Company………………………………………………………………………………………………

**Your completed application form must be accompanied with the following:**

* 2 written quotations for any equipment /and or works to be undertaken
* Evidence of your match funding source (A copy of a current Bank statement or signed declaration from your bank/accountant.)
* Documentation relating to Question 7 above (if applicable)

**Notes**

* Please ensure that all questions are answered fully.
* Absence of information requested will delay processing of application.

Please send your completed form, with all the necessary information requested, marked ‘Confidential’ to: Nancy Sword,

Regeneration & Economic Growth, Tendring District Council, Town Hall,

Station Road, Clacton on Sea, CO15 1SE.

**Data Protection**:

**Please tick**. I confirm that the above details will be retained by Tendring District Council (TDC) only and may be used to inform me about any other services and/or events. By supplying this information I consent to these details being stored on the TDC database for these purposes and in accordance with the latest GDPR legislation.

**TERMS & CONDITIONS**

**Grants are awarded subject to the following Terms & Conditions:**

1.The Grant will only be made available to applicants operating an independent business in Dovercourt Bay and Harwich, which is located within the red boundary line shown on the maps in this application form. However this excludes national retailers, chains, banks and charities.

2. Applications for grants will be decided by The Head of Regeneration. His decision will be final and no further correspondence will be entered into.

3. All grants are discretionary and subject to the availability of funds.

4. This grant scheme is of a fixed term and is only available for works that will be fully completed within **3 MONTHS** of the grant being approved**.**

5. Any improvement works carried out to the property, if approved for grant funding, should be outlined in the application and should not deviate from the agreed works, unless permission is sought from Tendring District Council and agreed in writing.

6. All works are subject to approval and adherence with the appropriate planning requirements and building regulations. All works also need to comply with the regulatory requirements of the Disability Discrimination Act of 1995.

7. In all cases **TWO** competitive quotations for equipment and / or works must be submitted with the application, and wherever possible, applicants should use and support suppliers in the Tendring area.

8. If you are VAT registered, the value of the grant will exclude the VAT payable by you, as this is assumed to be reclaimable. However, if you are not VAT registered, the total value of the grant can include the VAT you have paid as it is assumed that it is a cost that is not recoverable elsewhere. However, you must ensure your receipts clearly show the unrecovered VAT amount that has been added.

9. No work, or the purchase of equipment relating to the grant application, can commence or be undertaken until the grant has been approved by the Head of Regeneration and a written offer has been made and been accepted by the applicant.

10. The works or equipment paid for with the grant must be made available for inspection during and on completion of the project.

11. Any removable equipment purchased with the grant shall **not** be removed

from the business premises whilst the business is still trading without the

written consent of Tendring District Council.

12. In all cases the LANDLORD OF THE PROPERTY must sign the application. A joint declaration that both parties agree (where this is the case) to the works / equipment as listed in the application must also be included.

13. The applicant must agree to provide details on the projected / actual impact that improvements have made to turnover if requested.

14. The business operating within the premises must not involve or in any way be connected with:

* Nude/ semi nude modelling
* Gambling
* Offering sexual services of any kind
* Pornography
* The promotion of particular religious or political views
* Any illegal activity
* Any other activity which TDC has indicated that does not regard as suitable for support from public funds

15. Any award of a grant is classed as “de minimis” aid under State Aid rules.

This means if you apply for grant funding from any other public body, you

will need to inform them of the amount of the Match Funding Grant Scheme you have received, and that it was ‘de minimis’.

16. All grant schemes are ultimately discretionary and are subject to the

availability of funds.

17. Tendring District Council reserves the right to publicise and promote these awards in any way they see fit, including if your business is successful in being awarded a grant; this could include press releases, photography, printed material, web site, social media or any other appropriate means.

18. All grants will be paid in arrears on production of all relevant invoices / receipts

For further information or any other assistance, please e mail

b[usiness.advice@tendringdc.gov.uk](mailto:usiness.advice@tendringdc.gov.uk)

or telephone: 01255 686139

**A HISTORY OF THE MAYFLOWER**

and its Master, Captain Christopher Jones



*‘One ship that links four nations, spans 400 years of history*

*and connects millions of people.’*

2020 marks the 400th anniversary of the sailing of

The Mayflower from Plymouth UK to Plymouth Massachusetts.

This anniversary is a unique opportunity to commemorate the legacy of the passengers and crew who undertook the journey and to highlight their stories and heritage, which is embedded in communities across the

UK, US and Netherlands.

The Mayflower is believed to have been built in Harwich, sometime before 1600, and

the ship was commanded and part-owned by her Master, Captain Christopher Jones.

The Mayflower departed from Plymouth on the 16th September 1620,

and more than 30 million people can trace their ancestry to the

102 passengers and 30 crew aboard the ship.

It landed in Plymouth Bay, Massachusetts, after a 3 month voyage.

**Captain Christopher Jones**

Christopher Jones was born in Harwich in 1570

and the house where he lived is on Kings Head Street, Harwich.

From March 2020, his house will open as a visitor attraction for the very first time.

Jones married Sara Twitt in St Nicholas Church, Harwich in 1593, aged 17.

She lived in the house opposite, which is now The Alma Inn.

They had one child, Thomas, who unfortunately died in infancy.

Sara died in 1603 and she was buried in Harwich.

In 1603, Christopher Jones married Josian Gray.

They had 8 children, four who were born in Harwich with the other 4 children born in Rotherhithe, where Christopher Jones had moved to in 1611.

At the start of April 1621, after this epic voyage, Jones and his crew left America and sailed back to England. He returned to his trading voyages, but his health was badly affected by his trans-Atlantic journeys and he died in March 1622, aged 52.