

1. Applicant Details (please complete relevant sections)

Company name		Sector	
Company Address and Postcode		Company Registration Number	
Company Website Address			
Contact Name		Contact Position	
Contact Email		Telephone	
Please give full address of the Union Street property this application will pertain to			
Please give the Business Rates Account Number for this property			
For owners/landlords:		For new/prospective tenants:	
Does the above named company or contact match those on the deeds of the property? (Please note you will be required to provide evidence of ownership)	Yes/No	Have you secured a lease for the address above? (If yes, please note you will be required to provide a copy of the lease)	Yes/No/In the process
Do you have a tenant lined up for this property on completion of works?	Yes/No	What is the term of the lease? (Please include details of any break clause)	
What lease term is the tenant being offered?		Do you have the permission of the landlord for this grant application?	Yes/No
For what use does the tenant intend the property?		For what use do you intend the property?	
Is this a new venture for the tenant? (New/activity expansion/change of premises – if so from where?)		Is this a new venture? (New/activity expansion/change of premises – if so from where?)	
Does the above named company own any other properties in Aberdeen? (If yes please give details)	Yes/No	Do you hold any other commercial leases for properties in Aberdeen? (If yes please give details)	Yes/No
Please give the Business Rates Account Number(s) for any additional property listed above		Please give the Business Rates Account Number(s) for any additional property listed above	
If you would like to include any other relevant information about the applicant for consideration, please do so here			

2. Works Proposal

2.1 Description of Works

Project Title		
Estimated Project Costs (£)	Total (including VAT)	
	<i>Please specify VAT value</i>	
	<i>Of this, please specify recoverable VAT value</i>	
Amount being applied for from Union St Empty Shops Grant Scheme (<i>up to 50% of eligible costs incurred for project works</i>)		
Please list additional source(s) and amounts of funding secured		
Expected Start Date for Works		
Expected End Date for Works		

2.2 Works Overview

<p>Please provide a summary of the proposed works to be undertaken and include:</p> <ul style="list-style-type: none"> • main issues/problems to address • m² of floorspace to be renovated • eligible physical works required • methods and materials • improvements to the accessibility and/or Energy Performance Certificate to be addressed • outcome of the completed works

3. Funding

3.1 Expenditure

<p>Please provide a full breakdown of anticipated expenditure for the Project. Figures can be based on estimates received from your Quantity Surveyor, or quote(s) if these have been sought at this stage. Any award would provide up to 50% of eligible costs incurred, up to a maximum award amount of £35,000.</p> <p>In Table 1, please include all ELIGIBLE expenditure expected in order to deliver the works on a line-by-line basis (see pg.4 of the Application Guidance for eligible internal costs).</p> <p>In Table 2, please breakdown the TOTAL expected expenditure on the unit by funding source and the intended year of spend.</p>
TABLE 1

Expenditure	Amount (£)
<i>Example: Installation of an Access Ramp</i>	
• <i>Materials and fabrication</i>	2,500
• <i>Installation fees</i>	1,000
• <i>Professional fees and application costs</i>	500
• <i>Contingency</i>	500
Total Expenditure (£)	

	Table 2			
	2023/24	2024/25	2025/2026	Total (£)
TOTAL EXPENDITURE				
Of which, to be funded by Empty Shops Grant Scheme				
Of which, to be funded by other source				

3.2 Additionality

Please explain why funding is sought from the Union Street Empty Shops Grant Scheme for this Project and what would happen if grant funding was not awarded?

3.3 Payment Arrangements

Grant funding for approved projects will be paid in arrears, in agreed instalments on production of invoices as detailed in the Grant Agreement.

If these arrangements will not support delivery of your project, please give an explanation as to why and suggest a proposed milestone and funding release schedule for consideration.

Project Milestone (ie. signing of mains work contract, a major construction or delivery milestone)	% funds to be released

4.0 Strategic Alignment

Aberdeen City Council has adopted a number of strategic policies and action plans to support growth and regeneration of the city centre and the local economy.

Relevant interventions from these which awards from the Union Street Empty Shops Grant Scheme may support are outlined below. Please detail which intervention(s), if any, your Project will deliver on (NB intervention delivery is not necessary for your application to be successful).

Intervention	Detail
1 – increasing Fair Work opportunities for Aberdeen residents (being a Living Wage Employer; employing under-represented groups; offering fixed contracted hours; offering paid work experience, apprenticeships or up/reskilling opportunities)	
2 – contributing to the Circular Economy, through the Project or service provision thereafter	
3 – contributing to ‘Distinctive Aberdeen’ through a sustainable, local and authentic project or service offering; or an experiential leisure, hospitality or shopping activity	
4 – delivering ‘Culture and Heritage’ by an offering that emphasises identity and community and an opportunity to engage with local people (particularly young people) in an accessible and digestible way	
5 – achieving ‘Net Zero Union Street’ through modelling a sustainable, carbon neutral space/best practice/business model	
6 – delivering ‘Enterprising Union Street’ through provision of Grade A office space which brings professionals into the city centre during working hours to eat, drink and spend locally	
7 – delivering ‘Enterprising Union Street’ through provision of high street space for enterprise and business start-up, including arcade/meanwhile use/pop-up space for entrepreneurs trialling ventures	

5.0 Equality and Diversity

Aberdeen City Council is committed to progressing [equality and diversity](#).

Please describe how you will make sure your Project is open and encourages diversity and how it removes potential barriers allowing for equal opportunity. If your organisation has an equality and diversity statement or policy, please attach this with your application submission.

6.0 Project Deliverability

6.1 Please provide a summary of who will manage the Project to ensure delivery, and their capacity and capability to do so. If any agents and contractors have been identified or already committed to the Project, please give details.

6.2 Please describe the systems and processes that will be used to ensure that the Project is delivered on budget, and that reporting on costs and delivery will be completed accurately and timely. Please include how the project will be governed.

6.3 Please detail the expected timeline for the project – from quotation stage, to works start and finish date, and finally occupation/opening of space for its new use.

6.4 Please provide information about the expected use for the property on completion of the Project. This should include the nature of the new business, a summary of the business plan, number of new jobs to be created and opening days and hours.

Please provide details of the new lease being offered or attach a copy of the lease to the application.

Please refer to the Application Guidance for Aberdeen City Council's expectations in relation to the lease being offered.

7.0 Risks

Please consider and outline any risks associated with the Project and how you intend to mitigate against these risks.

A basic risk assessment can be included in the support material (*suggested 300 words*). This should address how future revenue and maintenance costs will be addressed.

8.0 Documents and Statements

A number of supporting documents have been referenced throughout this application which you are asked to include if relevant. We may ask for additional documentation when reviewing your application.

Please confirm which of the following documents you are submitting alongside your application.

Proof of ownership (if landlord applicant)	
Proof of lease (if tenant applicant)	
Supporting Letter indicating consent of the grant application and work as proposed in Section 2.3 from landlord (if tenant applicant)	
Proof of match funding secured	
Energy Performance Certificate for the building	
Equality and Diversity Policy	

Risk Register	
Business Plan (of new tenant)	
Any other supporting materials <i>(please detail)</i>	

Additional documentation will be requested from successful applicants to ensure adherence to Following the Public Pound Guidance.

9.0 Procurement

<p>Please tick to confirm you understand the rules, requirements and thresholds of procurement <i>Please see guidance document for more information on requirements</i></p>	
---	--

10.0 Public Subsidy

<p>Please provide a full breakdown of public subsidy received by your organisation in the past 3 years. <i>Please see guidelines for more information on subsidy control</i></p>		
Public body	Amount Received (£)	Date Awarded

11.0 Declaration and Use of Your Information

Aberdeen City Council collects and maintains the data on this form about you for the purpose of determining your application for funding, presenting to the Committee for a funding decision, contacting you in relation to that funding, monitoring purposes if your application is successful and to collate information for statistical and audit purposes.

A data privacy notice is available on the Aberdeen City Council [website](#) which outlines how we will use any data received in regard to this application.

<p>To confirm that all information included in this application is accurate and that you have read and followed the application guidelines, please sign and date below. If submitting by email an electronic signature should be inserted.</p>
<p>Name:</p>
<p>Signature:</p>
<p>Date:</p>