

Disability Access Grant

Guidance and Application Form

2009/2010

A) Grant Details

1. Applications for grants of up to £500 are welcome from Community/SME (Small to Medium sized Enterprises) business owned premises within Shropshire that require any of the following eligible activities:

- a) Wider parking spaces
- b) Dropped kerbs, contrasting kerbs and tactile paving to aid the visually impaired.
- c) Ramps or level entry or exit.
- d) Handrails
- e) Wheelchair accessible toilets
- f) Corridor widening
- g) Induction loop system (to assist hearing aid users)
- h) Signs
- i) Any Work which in the opinion of the Approval panel would improve access for people with disabilities.

List of exclusions:-

- a) Housing adaptation (presently carried out under the auspices of Social Services etc.)
- b) Access to and within new buildings.

Small to Medium sized businesses are defined as enterprises which:

- *employ fewer than 250 full-time equivalent persons*
- *have an annual turnover not exceeding 50 million euro and/ or have an annual balance sheet total not exceeding 43 million euro.*
- *businesses with a holding of more than 25% but not exceeding 50% of the capital or voting rights (whichever is higher) in another company or another company holding more than 25% but not exceeding more than 50% of your business, must add the percentage of shares or voting rights that are held (whichever is higher) to establish the total staff headcount and financial details to determine the SME status.*

2. Grants are available up to a maximum of £500.

Where the total cost of works is £500 or less the grant aid shall be 100%. If the total cost is higher than £500 then match funding will need to be identified.

3. Total cost of any proposed scheme should not normally exceed £2,000 (any higher than this the work could not reasonably be considered as a small scheme)

All applications must be submitted with at least two estimates and a plan of the proposed works. **An application will not be considered without these.**

4. Applications received for a grant will be referred to the Shropshire Partnership Equalities Forum Approval panel for consideration and approval
5. Recommendations from the Approval panel to be considered and checked by the Building Control Access Officer prior to approval, as Building Regulations, Planning Permission and/or Listed Building Consent, may be required in some instances.
6. Work **may not** be commenced prior to approval.
7. Work will be inspected by Shropshire Council's designated Officer prior to payment being made.
8. Copies of invoices will need to be submitted prior to payment of grant.
9. On the recommendation of the Approval group, grant to be on a first come first served basis (where eligible).
10. Work to be completed within 12 months of approval of application for grant.
11. Applications shall be limited to one application per venue in each financial year.

B Application Process.

- 1) If you would like to apply for a grant then please complete the application form attached, ensuring that all sections are complete and that plans and quotes are attached.
- 2) The closing date for applications is **Friday 4th December 2009**. Any applications received after this date will not be considered.
- 3) The panel will meet during the week of the 14th December and we will inform you of the outcome of your application no later than the 18th December 2009.

If you have any technical queries then please contact Velma Finney, Shropshire Council Access Officer on 01743 253419 or email velma.finney@shropshire.gov.uk who will be able to provide advice. If you have any application queries then please contact Hannah Owen on 01743 252267 or email hannah.owen@shropshire.gov.uk

Disability Access Grant
Application Form
2009/2010

1	Project Information			
1a	Applicant and Premises to be improved.			
	Name of person applying		Position	
	Name of premises or organisation where improvements will take place			
	Address of premises			
	Postcode of premises			
	Tel Number			
	Type of organisation	SME (please see guidance for definition)		Community
	Charity Number if applicable			
	VAT number if applicable		Are you able to reclaim VAT?	
	Correspondence address if different from above			
1b	Details of the proposed work (Where, why, etc)			
1c	Why is the work needed and what difference/impact will the proposed work make?			

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2	Funding Details
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2a Amount requested from Access Grant. (Max £500)	£
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a) Total Project cost	b) Access grant	c) Match Funding (If total project costs over £500)	Total Funding (B+C)

2b Source of match funding (If total project costs over £500)		Has the funding been secured?	

3	Declaration
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Applicant Signature		Date	
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NOTE

The application **will not** be considered unless you have attached the following documentation.

Please tick if attached:

- (a) Plans and specification of the proposed work .
- (b) Two independent estimates of cost .

Please return completed applications and documentation to:

**Hannah Owen,
External Funding Team,
Shirehall, Abbey Forge,
Shrewsbury,
SY2 6ND**

Closing date: Friday 4th December 2009.