

Discover Halifax

Shop Front Improvement Fund

Terms & Conditions

1. Scheme Overview

The Discover Halifax Shop Front Improvement Fund (“the Fund”) is a match-funding scheme delivered by Halifax Business Improvement District (Halifax BID). The Fund provides financial support to eligible businesses to improve the external appearance of their premises, contributing to a more attractive, welcoming, and vibrant town centre.

2. Eligibility

To be eligible for funding, applicants must meet all of the following criteria:

- Be a levy-paying business located within the Halifax BID boundary.
- Have no outstanding BID levy arrears at the time of application or payment.
- Be the occupier of the premises, or have written permission from the landlord to carry out the proposed works.
- Submit a complete application form with all required supporting information.

3. Eligible Improvements

Funding is available for improvements to the external appearance of business premises, including but not limited to:

- Painting or repairing shopfronts
- Installation or replacement of signage
- Decorative elements such as lighting

Internal works, movable fixtures, or general maintenance not visible from the public realm are not eligible.

4. Funding Levels

- Halifax BID will provide match funding of up to £500 per business.
- Applicants must contribute a minimum of 50% of the total project cost from their own funds.
- 50% of the approved grant value will be paid within one month of Halifax BID receiving a signed Grant Agreement Letter.
- The remaining 50% will be paid within one month of the approved works being completed, subject to satisfactory evidence being provided.
- Funding is limited to one successful application per business, unless otherwise agreed by Halifax BID.

5. Application Process

- Applications must be submitted using the official Shop Front Improvement Fund application form.
- At least one quote for the proposed works must be provided at the time of application.
- Applications are assessed by the Halifax BID team against the objectives of the scheme and available budget.
- Funding is awarded on a first-come, first-served basis, subject to quality and compliance.

Submission of an application does not guarantee funding.

6. Approval and Timescales

- Successful applicants will receive written confirmation of approval.
- All approved works must be completed within three (3) months of the approval date, unless an extension is agreed in writing by Halifax BID.
- Failure to complete works within this timeframe may result in withdrawal of the funding offer.

7. Payment of Funds

- All payments are subject to a signed Grant Agreement Letter being returned to Halifax BID.
- The first payment (50%) will be made within one month of receipt of the signed agreement.
- The final payment (50%) will be released once the following have been submitted and approved:
 - Paid invoices or receipts
 - Photographic evidence of completed works
- Halifax BID reserves the right to inspect completed works before releasing the final payment.

No advance payments will be made.

8. Quality and Compliance

- All works must be carried out to a professional standard and comply with relevant planning, conservation, and signage regulations.
- Any required permissions, including planning consent or landlord approval, are the responsibility of the applicant.
- Halifax BID accepts no liability for contractor performance or workmanship.

9. Promotion and Publicity

- Applicants agree to allow Halifax BID to use before-and-after photographs of funded improvements for marketing, promotional, and reporting purposes.

- Businesses may be featured in BID communications including social media, newsletters, and case studies.

10. Monitoring and Evaluation

- Halifax BID may contact funded businesses for feedback or monitoring purposes to assess the impact of the scheme.
- Failure to provide requested evidence or information may affect eligibility for future BID funding initiatives.

11. Right to Withdraw or Reclaim Funding

Halifax BID reserves the right to withdraw or reclaim funding if:

- Information provided in the application is found to be false or misleading
- Works differ significantly from those approved
- Eligibility criteria are no longer met
- Terms and conditions are breached

12. Scheme Discretion

Halifax BID's decision regarding funding approval, payment, or rejection is final, and no correspondence will be entered into.

13. Data Protection

All personal data will be processed in accordance with Halifax BID's Privacy Policy and applicable data protection legislation.

14. Acceptance of Terms

By submitting an application, applicants confirm that they have read, understood, and agree to these Terms & Conditions in full.