

For office use only

Building ID No:

Status:

Date Received:

Grant Approved:

Drawdown:

DUBLIN CITY COUNCIL
SHOPFRONT IMPROVEMENT SCHEME 2018
Supporting a Better Business Environment

APPLICATION FORM

APPLICANT DETAILS

1. Name of Applicant

.....

2. Address for Correspondence

.....

.....

.....

3. Email Address

.....

4. Contact Phone Number

.....

5. Tax Clearance Cert Number

.....

6. Expiry Date

.....

PREMISES DETAILS

6. Address of Premises

.....

(if different to 2 above)

.....

.....

7. Do you own the property?

Yes No

8. Are you leasing the property?

Yes No

**You should include a copy of the lease agreement or the written agreement of your landlord with your application.*

9. Please indicate the period of lease (start date and end date) if relevant:

Start Date: / /

End Date: / /

10. Are you up to date with your Commercial Rates? Yes No

11. Please provide a brief description of your proposal and the projected cost of works

**You should include quotations for work to support the incentive amount sought. You may also include any indicative plans or drawings or specifications that might assist in determining your proposal. Use additional sheets if required.*

Item	Estimated Cost of Works €

12. Amount of Grant Assistance applied for: € _____

**The Shopfront Improvement Scheme provides for up to 50% of the cost of works to a maximum allowable grant of €3,000 across a number of categories of work. Please refer to Details of Scheme.*

MAKING AN APPLICATION

Please read the accompanying Details of Scheme guidance note carefully in advance of making your application. Ensure you enclose all the relevant information required.

Completed Applications should be submitted by post to:

Shopfront Improvement Scheme 2018
Dublin City Council - South Central Area Office
First Floor, Eblana House
Marrowbone Lane, Dublin D08 E120

or email: stephen.coyne@dublincity.ie

Closing date for receipt of applications: Friday 29th June 2018 (4pm)

Please note all payments made through this scheme will be done via EFT (Electronic Funds Transfer) and successful applicants will be required to provide the relevant bank details.