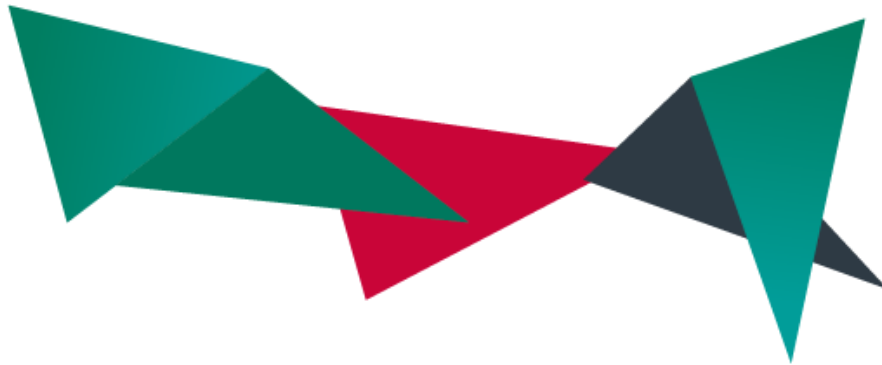




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Larger Property Improvement Grant (over £25,000) – Implementation Plan Guide





Section 1 – Basic details

Business Name

Contacts:

- Business Address (trading / registered office if appropriate)
- e-mail
- website
- Telephone(s)
- Mobile
- Fax

Principal Proposed Activity

For what purpose do you intend to improve the property?

Section 2 – The Proprietor(s)

Name

Address (if different to business address)

Phone(s)

e-mail

Background:

- Previous property improvement experience etc
- Relevant skills, qualifications, knowledge, and experience
- Interests and hobbies (optional)
- Personal strengths
- Personal weaknesses
- Any training requirements
- (or attach a CV)

[repeat for additional business owners]

Section 3 - The Business

Legal format:

are you/will you be a

- sole trader,
-



-
- partnership,
 - limited company
 - etc?

Further details

(e.g. number of partners, shareholder details, directors)

Governance

Explain the governance structure of your business – outline the key governance roles (members of the governance team) and how they fit into your structure.

Scale of Proposed Improvement

Detail the current condition of the property

What improvements exactly do you intend to make to the property?

Detail the anticipated final condition of the property

Detailed description of the plan to improve the property

Explain how you intend to undertake the work

Who will be undertaking the work on your behalf?

How do you know that they are available to undertake the work?

How will you ensure that you keep to the project timetable?

How will you ensure that you keep to the project budget?

SWOT analysis

- Strengths
- Weaknesses
- Opportunities
- Threats

PESTLE analysis

factors beyond your control, but possibly affording opportunities, and/or posing threats

- Political
 - Economic
 - Social
 - Technological
 - Legal
 - Environmental
-



Section 4 – Your Intentions for the Property

Explain your intentions for the property – do you intend to sell the property after improving it, to rent it out, or to operate a business yourself from the premises?

If you intend to sell or rent:

- What research have you undertaken into the sales/rental market?
- What were your conclusions regarding:
 - o The likelihood of selling/renting easily
 - o the likely price you can obtain

Section 5 – Operations

How and where will your business operate?

Premises

Give details of:

- Size?
- Location?
- Cost?
- Tenure?
- Etc

Legal Requirements

Explain how you have complied with all legal requirements, including (where relevant):

- Licenses
- Consents (including planning permission, LABC etc)
- Leases
- Contracts
- T&CT
- Employment
- Etc
- Costs associated?

Health & Safety

- Legislation
 - Risk Assessments
 - Authority
 - Hazards
 - Controls
 - Etc
-



Insurances

Do you need/have you arranged:

- Public liability?
- Employers' liability?
- Professional Indemnity?
- Buildings and contents ?
- Etc

Personnel Requirements to improve the property

- Who?
- Why?
- Doing what?
- How many?
- Skills?
- Training?
- Costs?
- How to recruit?

Suppliers (Please explain, in answering these points, how the project which you are seeking grant funding towards contributes towards the wider local economy).

- What?
- Who from?
- Where?
- When?
- Costs?
- Terms?

Money

- How much?
 - What for? (capital purchases, working capital etc)
 - When?
 - Where from? (personal investment, bank, grants, hp etc)
 - Shortfall?
-



Contingencies

What happens if:

- You are injured?
- You die?
- An employee is ill?
- The market fails?
- Legislation changes?
- Etc

Section 6 – Risks

Set out the risks involved in successfully delivering the business development activities you are seeking a grant for, and explain what steps you will take to try to mitigate these risks

Section 7 – Appendices

Samples of promotional materials Terms and conditions Price lists Photos of work Anything else that describes or explains what, why, where etc



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