# Chichester District Council

**ENTE Business Grant**

Guidance Notes

Funding assistance is available towards capital or revenue projects to:

* Enhance the interior environment and / or customer experience
* Invest in equipment to mitigate sound impacts or improve sound quality
* Promote activities to attract customers to new trading times
* Co-ordinate events with other high street ENTE businesses to widen the offer
* Contribute to improved business operation, efficiency and competitiveness

Funding is available to independent businesses, not part of any regional, national or international chain or franchise.

The grant made will be 50% of eligible costs (**excluding VAT**) up to a maximum contribution of £3,000. BAC’s payment will be made to the organisation that has made the grant application and on receipt of paid invoices. **Work must NOT be undertaken until written approval from the Council is received.**

#### **Eligibility**

* Applications must be completed fully - incomplete applications will not be considered
* Businesses must be registered with Companies House or HRMC and based on the high street in either Chichester, East Wittering, Midhurst, Petworth or Selsey
* Applications will be considered from independent businesses that have a total of six or fewer shop premises and are not part of any regional, national or international chain or franchise
* An applicant/retailer must have no disputes with the Council
* The quotes for the improvement works that accompanies the application must be on formal letter headed paper and where possible the contractor should be based in the Chichester District.
* Have permission of the property owner to carry out any proposed works on the premises (where applicable)
* If the contractor is a family member or has an interest in your business, this must be stated on the application form and a further quote must be provided by another contractor.
* If planning permission or advertisement consent is required, the cost of the application can be added in to the project costs. The applicant can check whether they require planning permissions via the Council’s website

[Planning applications - Chichester District Council](https://www.chichester.gov.uk/planning-applications)

* Any necessary planning consent for the works must be sought prior to commencing the project; otherwise, the offer of the grant support shall be withdrawn. A grant will not be paid if permissions required are not in place.
* A grant cannot be sought for retrospective projects. Approval must be given prior to the work commencing.
* Though the Council will consider a variety of applications, they must meet the criteria as above.
* The project must be completed within 9 months from the date the grant is approved.
* Applicant must provide feedback on the project within 9 months of completion of the project, regarding the effectiveness of the grant as and when requested
* On completion of projects, we will require evidence of work carried out and applicants must submit paid invoices/receipts. We will need to see proof that the invoice(s) have been paid prior to the council making the grant payment.
* The Council reserves the right to reject applications.

#### **Grant Procedure**

* 1. Applicant must submit a completed application with all documents requested attached. (Where possible the supplier/provider should be based in the Chichester District). **An incomplete application will not be formally registered in the grant process.**
  2. **Completed applications will be assessed after the application window has closed. Closing Date for applications is: Midnight 5th October 2025 We aim to let applicants know the outcome of their application within 4 weeks of the closing date.**
  3. Checks are carried out with other internal Council services to ensure that the applicant/retailer does not have any disputes with the Council.
  4. The application documents will be discussed with the relevant council department, in order to establish whether any planning permissions or licenses need to be applied for. The outcome of this will be communicated to the applicant as soon as possible.
  5. The Council may arrange a visit with the business and/or gather current evidence to check against future changes and developments of project
  6. The Council will inform applicant of Council’s decision by email
  7. The applicant will be issued with a Grant Agreement which must be signed and returned to the Council before commencement of the project.
  8. Applicant to commence project as outlined in the application form
  9. Applicant to inform the Council of completion of the project by providing a copy of final invoice(s) and proof of payment. Applicant must not pay for any part of the project with cash as this makes it difficult for the Council to obtain the evidence required to pay the grant award.
  10. The Council may arrange a further visit with the retailer prior to payment of grant.
  11. Payment of the grant will be sent to the applicant via BACs. We are unable to make payments in instalments.
  12. The Council will conduct evaluation through follow up contact.

THE GRANT OFFER IS MADE ON THE STRICT CONDITION THAT IT IS USED TOWARDS THE SPECIFIED PROJECT AS DETAILED IN THE APPLICATION FORM.