



One Linlithgow Ltd.
 28 The Vennel
 Linlithgow
 EH49 7EX
 01506 205308
 office@onelinlithgow.com

Premises Improvement Grant: Application Form

Before completing and submitting this document to One Linlithgow, **please contact One Linlithgow staff at first instance, using the email address at the top of this page.** They will be able to give advice about the types of projects that are eligible for grant support.

For example, if your business is located in the town centre and your improvements are going to be external, then funding may be available to you, but **not** through this grant.

At least **two official quotations** (not emails or screenshots of text messages) must be provided for every aspect of work to be undertaken. Checks may be made to verify quotations.

The core aim of One Linlithgow is to support local business. For this reason, your **quotations must come from local** tradespeople/suppliers/service providers with an EH49 address. If a suitable business exists in Linlithgow, which you have not approached for a quotation, your application will likely be refused, unless there is a compelling reason that you must use a non-Linlithgow business.

Please **do not start work until your grant has been approved.** One Linlithgow will attempt to respond to all applications quickly, but grants are not available for work already started.

Your One Linlithgow BID **levy payments must be fully up-to-date** for a grant to be approved. One Linlithgow **will** check this with West Lothian Council, so if you have any outstanding liability, it must be settled with West Lothian Council Revenues Unit (01506 282020) *before* applying for this grant.

It is the responsibility of the applicant to ensure that all **relevant consents** or permissions are granted before work begins.

No grant monies will be transferred until **proof of works undertaken** is provided to One Linlithgow.

Please mark "X" in each check box, once you have fulfilled the criteria.

<input type="checkbox"/>	I have established dialogue with One Linlithgow staff, with no major issues identified at pre-application stage.
<input type="checkbox"/>	I enclose two official quotations for each aspect of work to be undertaken.
<input type="checkbox"/>	All enclosed quotations are from businesses with an EH49 postcode (otherwise, please enclose a separate document explaining why not).
<input type="checkbox"/>	No work has been undertaken prior to submitting this application, nor will it start before it has been approved.
<input type="checkbox"/>	One Linlithgow BID Levy liability for the property in question is settled in full.

Grants are awarded at 50% of total cost, up to a maximum grant of £500.



One Linlithgow Ltd.
28 The Vennel
Linlithgow
EH49 7EX
01506 205308
office@onelinlithgow.com

Please do not leave any fields blank.

Full name of applicant	
Company name (cheque made payable to)	
Business address	
Contact telephone number	
Contact email address	

Details of work to be undertaken	
Total cost of works (not total grant applied for)	
Proposed work start date	
Proposed work end date	

I confirm that I have filled in all check boxes and information fields, and that all statements are true and accurate.

Signed	
Date	

PLEASE RETURN TO ONE LINLITHGOW USING CONTACT DETAILS AT TOP OF PAGE.
*If you are returning by email from your business official email address,
you may simply type your name in the "Signed" field.*