

## **Winter Pavement Café Grants – FAQ'S**

### **Who can apply?**

- Independent and SME businesses that pay the Newcastle NE1 business rates levy can apply for each of their premises.
- Grants are available to businesses that operate and have a license (or pending application) from Newcastle City Council for a pavement café. The grant is not available for use in outdoor spaces on private land.

### **How much can businesses apply for?**

- Grants are available between £500 and £2,000 per premises. Owners with several premises can apply for a maximum of three venues.
- Due to there being a finite amount of grant money available, Newcastle NE1 will assess each application on a set of criteria including value against benefit, quality of the proposal and number of covers impacted.
- The grant will cover the net cost of goods purchased (not including VAT)
- All applications will be checked for completeness and eligibility against the guidelines.

### **What can the grant be spent on?**

- The grant can only be spent on physical assets which enable a business to trade outside. This could include (but is not limited to) parasols or covers, heaters, lights, tables and chairs.
- All assets must meet appropriate safety regulations and permissions required to use.
- All goods will need to comply with the Newcastle Council's Pavement café street policy. In addition, we would request that you ensure a high quality of design and finish to fit in with the aesthetic of your establishment and the surrounding area. For example, barrier requests for standard Coca Cola signage will not be approved.
- Businesses will own the equipment once purchased and be responsible for the upkeep and safety of all these assets.
- Ideally all purchases should be sourced locally and not from online companies (eg Amazon). Ebay/other trading sites are not acceptable sources of quotes. One quote is required for all goods being purchased.
- In respect of heaters and to reduce our carbon efficiency gas heaters will not be permitted but other heaters such as Infrared (IR) electric heaters will be allowable.
- The grant can only be awarded for items purchased after the date of the publication of the grant offer (16 October 2020). Any purchases made prior to notification of an award,

acceptance of the funding agreement or approval for a pavement café license will be at your own risk.

- Newcastle NE1 are keen that these grants are used to support pavement cafes during the next few challenging winter months, and would ask that all equipment is in place as soon as possible.

### **How to apply?**

- Please complete the application form online ([link](#)), giving as much detail as possible around the proposal and benefit to your business. The closing date for initial applications is 12 (midday) on Friday 30<sup>th</sup> October.

### **How will I know if my application has been successful?**

- If you are successful you will be sent an email confirming your application has been successful along with a funding agreement to be signed which will tell you the amount you will receive and with any specific conditions relating to your grant.
- If your application is incomplete or ineligible, we will send you an email telling you why.

Please note, if you are in the process of obtaining a street café licence, we may not be able to fully approve and release the funding until that permit has been officially approved.

### **When will be the grant be paid?**

- Once you have signed the funding agreement, you will then be able to purchase the goods agreed as part of the funding agreement. Any purchases prior to acceptance of the funding agreement will be at your own risk.
- We will pay grant monies within 10 working days of receiving the required documentation from you. You must provide proof of payment for the agreed equipment within 14 days of receiving this money.

### **Feedback**

We want to make the application, assessment and decision-making processes as fair and transparent as possible. We welcome constructive feedback on any of our processes and procedures.

### **Retention of application materials**

- In order to comply with our audit processes, we will retain copies of the application form and supporting materials for declined applications up until 31 March 2021 and for successful applications for a further 10 years after which time they will be destroyed.
- Any personal information that you provide will be processed in accordance with current Data Protection laws. It will be used by Newcastle NE1 and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone

else unless required or allowed to do so by law. Read more about how we use personal data in our Fair Processing / Privacy Notice on our website here <https://www.newcastlene1ltd.com/privacy-policy>

### **Re-submission**

- We can only accept re-submissions that have previously been declined if there have been significant and substantial new impacts for your business since the last application. All re-submissions must be discussed and agreed with us in advance.

### **Complaints**

- Our funding is discretionary and our decision in all matters concerning the assessment and selection of projects for investment is final. You can make a complaint if you have good cause to believe that the correct procedures, as published in these guidelines, have not been followed or have been applied in such a way as to prejudice the outcome of your application. If you wish to complain, please contact [info@newcastlene1ltd.com](mailto:info@newcastlene1ltd.com)