

## **Pavement Café Grants (Phase two) – FAQ'S**

### **Who can apply?**

- Independent and SME businesses 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.
- Businesses that received a grant in phase one of NE1's Winter Pavement Café Grants, **if they are applying for support for different equipment.**

**Please note these grants** are an award of State Aid and must comply with the Temporary Framework. Successful organisations will be required to confirm that the value of this award and any previous funding received under the Temporary Framework does not exceed €800,000.

### **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, a panel 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 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. Proof of payment for goods dated on or after 16 October 2020 will be required before grant monies are released.

### **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 5pm on Wednesday 27<sup>th</sup> January.

### 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 the paperwork needed to claim the grant which will tell you the amount you will receive and any specific conditions relating to your grant.
- Successful applicants need to provide copy of receipts for purchased goods, signed funding agreement and invoice for the grant amount within two weeks of the grant offer along with other required paperwork.
- 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 provided all the required paperwork we will pay grant monies within 10 working days. Any purchases prior to acceptance of the funding agreement will be at your own risk.

### 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 (Newcastle City Council and North of Tyne Combined Authority) and their evaluation 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.newcastlene1td.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; or if the eligibility criteria are now appropriate to the 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@newcastlene1td.com](mailto:info@newcastlene1td.com)