Decision-making for Market Rasen High Street Pilot Grant Applications

The approvals process for applications for grant for the Market Rasen High Street Pilot Scheme has been summarised below. The Project Officer will:

Invite Applications

Have initial discussions with potential applicants & confirm that proposals are eligible for grant & meet funding priorities

Identify any specialist expertise needed to inform the project. Provide guidance on eligible works and conservation principles to applicant/agents

Work with applicants & WLDC Planning/Conservation staff to develop acceptable schemes, including applications for LBC and PP as required

Issue application forms (and guide applicants in their completion as required)

Assess Applications

Receive completed applications for grant

Assess information supplied against grant criteria

Retain all application and appraisal documents on case files as a record

Approval & Award of Grant

Shopfront Improvement Panel reviews Officer recommendation & authorises grant offer

Complete the grant offer letter/contract & send to grantee for signing

Monitor progress of the work

Ensure compliance with the approved project and scheme of works

Monitor the standard of work in progress

Monitor the standard of work on completion. Withhold retention until work is fully complete

Process claims for Payment

During project, receive and process requests for grant payments

Check evidence for payments made & that claims relate to eligible works

Make recommendations for payment to the Responsible Officer

Responsible Officer makes payment