



**Castlebar Municipal District**  
**Shopfront Grant Scheme 2024**

**1. Scope:**

**The 2024 Shopfront Grant scheme is an initiative focused on improving the overall visual appearance of Shopfronts in Castlebar Municipal District, this scheme offers an incentive to premises owners and those in control of premises to enhance their properties, prioritising the following works:**

- a) Shopfront improvement incl. repair, renovation, minor upgrading, and painting.
- b) Shopfront signage.
- c) Repair of existing masonry and render, painting, general decoration and making good.
- d) Removal of existing fixtures and fittings i.e. redundant and unnecessary electrical equipment, wiring, signs and advertising signs, brackets, etc.
- e) Repair / replacement of gutters and downpipes and general roof repairs.
- f) Repair / replacement of existing windows.

The grant scheme will not be extended to include:

- Internal works to the shop or premises.
- Electrical or Mechanical works.
- New Shopfront installations.
- Illuminated signage.
- Signage additional to that located on the shopfront.

**2. Eligibility:**

The owners or tenants (with the written permission of the owner) of retail premises located in the following areas of Castlebar Municipal District may apply for grant assistance under the Shopfront Grant Scheme. Priority will be given to smaller independent businesses within the town/village centres.

**Castlebar**

Bridge Street	Castle Street	Cavendish Lane	Chapel Street
Duke Street	Ellison Street	Hopkins Road	Linenhall Street
Lower Charles Street	Market Square	Market Street	New Antrim Street
Newtown	Richard Street	Rush Street	Spencer Street
Shamble Street	Thomas Street	Tucker Street	

**Village Centres**

Balla	Belcarra	Bellavary
Breaffy	Lahardaun	Turlough



### **3. Grant Funding:**

Grant assistance of up to 50% of the cost of the approved works excluding VAT to a maximum of €1,000 is available to successful application. The agreement of Castlebar Municipal District is required prior to any works taking place. The Budget for this scheme in 2024 is limited and applications for funding will be assessed by an Adjudication Panel appointed by the Council, whose decision shall be final.

### **4. Ensuring quality:**

The proposed improvements when completed should make a positive contribution to the streetscape. The removal of existing inappropriate shopfronts, fittings & fixtures on the applicant's premises is also endorsed. Guidance on the repair and restoration of shopfronts is available from the offices of Castlebar Municipal District. The plans generally require that new shopfront designs are in keeping with the existing character and traditional form of the streetscape. Traditional shopfront designs and nameplates over shop windows are favoured, however contemporary designs where appropriate are also open for consideration.

### **5. Terms & Conditions**

- Maximum Grant is 50% of costs (vat exclusive) with a maximum grant payment of €1,000.
- The Budget for this scheme in 2024 is limited and applications for funding will be assessed by an Adjudication Panel appointed by the Council, whose decision shall be final.
- Grants will not be offered in respect of works commenced before the grant approval date.
- Properties must be commercially rated.
- Applications may not be considered where there are rates or charges due to the Council. However, consideration will be given in such instance where there is an agreed payment plan in place that is being adhered to.
- Grant payment will be subject to the applicant having obtained planning permission, if required.
- Priority will be given to smaller independent businesses within the town/village centres.
- Applications will be accepted from either the landlord or lessee, whichever is appropriate.
- Works must not commence prior to receipt of written approval from Castlebar Municipal District
- Third party costs only will be considered. Should applicants wish to undertake work themselves a grant will be paid towards material costs only.
- Grants are awarded entirely at the discretion of the Council. If the application is successful, Castlebar Municipal District will send a Grant Offer letter, confirming the grant offered, in accordance with the guidelines.
- Any alterations to design and/or materials must be agreed in advance and recorded on the work schedule.

### **6. Making an application.**



- Application forms are available online at [www.mayo.ie](http://www.mayo.ie)
- The applicant must indicate their legal interest in the property e.g. proprietor, tenant, leaseholder.
- The applicant must provide written permission from shop owner if lessee or tenant.
- The closing date for the receipt of application forms is **4p.m. on 20<sup>th</sup> June 2024**
- Incomplete applications will be deemed **invalid**.

### **Requirements**

- Completed **shopfront grant application** form.
- Drawings/Photographs.

### **7. Drawdown:**

Drawdown of grant assistance monies shall only issue provided the applicant is in compliance with the following:

- The award of a shopfront grant is linked to the named applicant and the premises in question. It cannot be reassigned.
- A notice of completion is lodged with Castlebar Municipal District on or before 4.00pm the 1<sup>st</sup> November 2024.
- Receipted invoices for works pertaining to the shopfront are lodged along with the notice of completion.
- The works are substantially in compliance with the approved details – subject to final inspection and verification by Castlebar Town Council.
- Payment will only be made following completion of appropriate, approved works.
- No grant will be paid to any project where changes are made that have not been agreed with Castlebar Municipal District
- Tax Reference Number & Access Number of the contractor and the business owner must be provided.

### **8. Reminder of Statutory Requirements:**

In accordance with the Planning & Development Act 2000 to 2020 and the Planning & Development Regulations 2001 to 2024, it is a legal and statutory requirement that **planning permission** will be required for the following development:

- Installation of a **New Shopfront**.
- Alterations / Works to a **protected structure** or a **proposed protected structure**.