**Small Business**

**Property Assistance Scheme**

**The Property Assistance Scheme (PAS) offers support of up to 50% of total costs for signage, security and improvements to business properties.**

**Where total project costs are in excess of** £**50,000, grants of up to** £1**0,000 may be considered. Proposals must be for premises which are in company ownership or on a long (2 years minimum) lease.**

Priority will be given to projects where PAS provides ‘gap’ funding - the minimum finance needed to allow a project to proceed after a business establishes how much it can raise itself and from banks and other lenders. Projects where a funding ‘gap’ has not been demonstrated will be given a lesser funding priority.

In order for a company to qualify for support through this scheme the following information will be required:

* Provide latest audited accounts and business plan. (May be waived for applications where grant funding is up to £1,000)
* Describe the works to be undertaken and their intention in terms of the development the business
* Submit quotations (preferably three) for the works.
* Provide justification of the gap funding required from Inverclyde Council to let the proposal proceed.
* Obtain all necessary statutory permissions

This information is required in order to allow Inverclyde Council to assess the application, and consider if the proposed works are likely to help the business towards meeting its development needs and support the economic development aims of the Council.

If successful, the applicant should receive two copies of an offer letter, one of which should be accepted and returned to Property Development prior to the start of any work. Retrospective applications cannot be considered.

Once the works are completed companies are required to provide invoices, receipts etc. associated with the works, and an inspection of the works will be carried out prior to release of funds.

**For Further Information Contact:**

 **Property Development, Regeneration & Planning, Inverclyde Council**

 **Municipal Buildings, 24 Clyde Square, Greenock, PA15 1LY**

**Tel: 01475 715581 or e-mail propertydevelopment@inverclyde.gov.uk**