



BABERGH DISTRICT COUNCIL

Workspace grant scheme standard conditions

1. The grant is specifically aimed to encourage conversions providing facilities for long-term employment creating enterprises.
2. Grants are paid from a financially limited fund, applications will be dealt with on a first come, first served basis and will cease to be given when that year's fund is exhausted. In appropriate circumstances and subject to the finance becoming available, a phasing of payments may be considered, allowing the completion of a project in a subsequent financial year.
3. The grant is given only on a fully discretionary basis, but will normally be restricted to the lesser of either £5,000 or 25% of eligible projected conversion costs.
4. Minimum eligible expenditure is £1,000 and the maximum expenditure eligible for aid will be £20,000. There is no restriction on overall cost of project.
5. Eligible conversion costs may include:
 - Material repairs to the buildings fabric, including internal floors. Improvements including windows, doors, internal partitioning, thermal insulation, electrical wiring and basic fittings, provision of plumbing including sanitary ware and waste disposal facilities. Other items as formally agreed with the Council, excluding the items specified below.
6. Ineligible costs will include:
 - Provision of any transportable items not normally considered part of the buildings fabric, including carpets, furniture, decorative light fittings. Process equipment and fittings.
7. The grant will only be paid after the work has been completed in accordance with the agreed application and to the satisfaction of the Council.
8. Claims for payment of the grant must be supported by evidence of the costs incurred, i.e. receipted paid invoice(s). Payment will be calculated as 25% of the lesser of the original approved quotations or the final documented costs.