

# Traditional Shopfront Improvement Grant Guidance





# Introduction

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Attractive shopfronts can help transform Govan's streets and trading potential, with renewed kerb appeal improving local livelihoods and making Govan a better, more desirable, place to be.

Govan Cross Townscape Heritage Initiative and Conservation Area Regeneration Scheme (THI) is launching a Traditional Shopfront Improvement Grant Scheme (TSIG) to encourage shop-owners to work with the wider community to enhance and reinvigorate Govan's shops, streets and town-centre offer.



01 – Traditional shopfront improvements transform Langlands Road, Govan.

With a new foot and cycle bridge reconnecting Govan with Partick on the horizon, lots more homes being built, public space improvements taking place and huge efforts being made to develop more business space, visitor attractions and community assets in Govan, the time has never been better to improve the attractiveness of Govan's shopfronts in order to capitalise on the thousands more people expected to be in and around Govan on a daily basis.

## Govan's got potential

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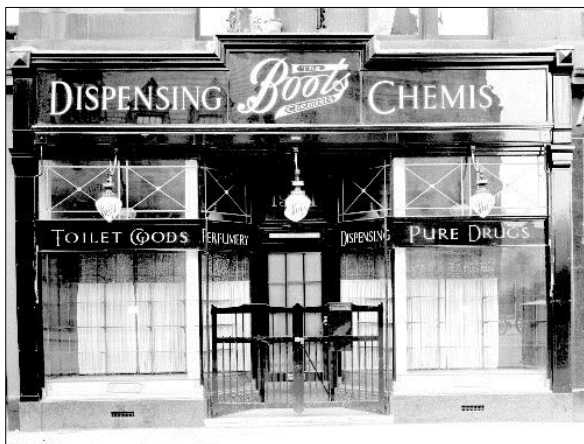
Govan already has all the ingredients to make a positive change happen: an exceptional collection of historic buildings and traditional shops, a distinct and pleasing street layout, and a rich history of high quality shopfront design. THI Traditional Shopfront Improvement Grant will enable shop owners to make the very best of these unique assets for the benefit of the local community and to make Govan a better place to live, work and visit.



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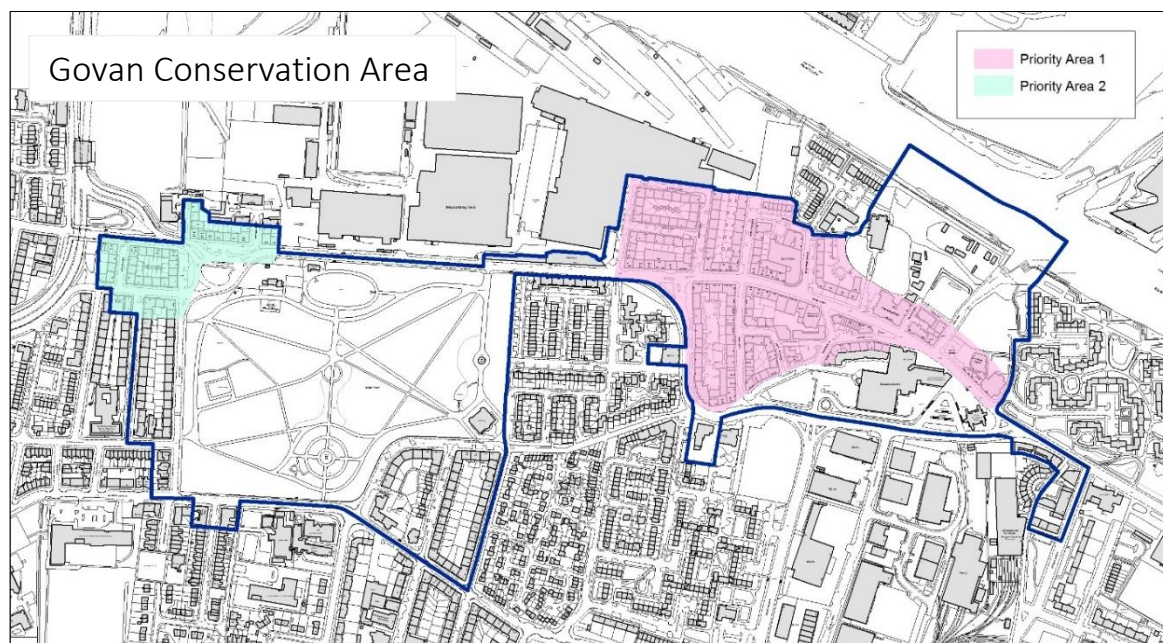
- 01 Traditional shopfronts transform Langlands Road.
- 02 Gaynor's Café, Langlands Road, Govan – before improvements
- 03 Gaynor's Café, Langlands Road, Govan – after improvements
- 04 Inspiration for the future? A fine example of a historic shopfront – Boots, at 19-21 Burleigh Street, 1927
- 05 Burton, 31 Burleigh St, 1935



# Traditional Shopfront Improvement Grant Scheme (TSIG)

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- Aims:**
- Attractive, well-kept, shopfronts that showcase traditional design in a contemporary setting.
  - Appealing streets with unique character – places where people want to meet, linger, visit, shop, enjoy.
  - Vacant shopfronts brought back into productive use for the benefit of the community.
  - Increased trade, community enterprise and improved retail offer.
  - More local jobs, higher local employment.
  - Raised awareness of traditional shopfronts and their significance and attractiveness to shopkeepers and the wider public.
- Budget:** £850,000.
- Timescale:** October 2017 to March 2021.
- Target:** 45 traditional shops improved e.g. shops located on the ground floor of pre-1919 tenements.
- Grant Rates:** Grants will be awarded up to a maximum of 96% of the total grant eligible costs dependent on funding availability. Grantees are responsible for providing their share of the costs upfront.
- Location:** Shops must be located within Govan Conservation Area to be eligible for grant, although this does not in itself guarantee an award of funding. Priority will be given to those shops located in central Govan - Priority Area 1 below.



The THI Guide “Improving Govan’s Shopfronts” provides detailed advice on best practice for repairing, altering or restoring a traditional retail frontage and should be referred to when reading this grant guidance.

# Categories of Grant

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The THI is a conservation-led initiative, which means all Traditional Shopfront Improvement Grant aims to:

- Preserve and enhance any remaining traditional features of the shop, such as the original fascia, corbels, pilasters, tiled entranceways and stall risers for example.
- Re-instate traditional design and proportions using traditional methods and materials.

There are over a hundred traditional shops in Govan Town Centre. In order to maximise the impact of the THI's investment three categories of grant will be made available:



06 Reinstatement



07 Improvement



08 Features

1. **Shopfront Reinstatement** – These grants will enable the full replacement of a shopfront e.g. complete removal of all modern material, including the external roller shutter, and replacement with a hardwood frontage in traditional design and proportions based on historic evidence (photos, drawings) where available. Typically a 'three-point' security system is introduced, which incorporates double glazing, internal 'chain-link' shutters and entrance gates. Works may also include decoration, hand painted signage or traditional equivalent, tiled stall risers and entranceways.

Reinstatement Grants will be targeted to priority projects based on the shop's heritage significance, condition, context and impact. External roller shutters must be removed as a condition of receiving this grant.

2. **Shopfront Improvement** – Less intensive and lower cost than a full-scale shopfront replacement, these Improvement Grants will aim to work with and make the most of the material on the existing shopfront. They will focus on conservation repair of traditional elements and the improvement of the shop proportions, in particular the relationship between the fascia and sub-fascia design, using minimal joinery work and a creative approach to decoration, signage and window displays.

3. **Shopfront Features** – Focusing on small interventions which make a significant visual benefit, these grants will help create and enhance positive shopfront features. Works may include improving signage, minor repair and redecoration of the shopfront and fascia, improving the appearance of shutters with creative art and removal of surplus advertising and information to the glazing.

## Let's get creative...

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The TSIG Scheme aims to encourage the emergence of quality shopfront design throughout Govan, design that uses traditional design principles, components and materials to create appealing, characterful, contemporary streets. The design possibilities are endless. Grant applicants will be able to access a variety of design advice, on architecture, signwriting and street art, to help create the desired look for their shopfront.



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- 09 Creative shutter painting can enliven the street
- 10 Original shopfront tiles tell the story of the shop and should be retained
- 11 A colour palette for Govan shopfronts
- 12 Golspie Street, Govan
- 13 Traditional hand painted sign, cut out letter sign and a traditional sign

### Colour Palette

A colour palette for Govan shopfronts has been drawn up from a limited number of colours to bring cohesion, vibrancy and interest to the Govan street scene. Grant applicants will be encouraged to base colour choices for shopfronts within this palette, inspired by colours found elsewhere in the conservation area, including the projecting boxes of the housing development on Golspie street and the tiles found in tenement 'wally closes'

# What the TSIG can fund

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## Eligible Works

Grants are available for **structural** and **external** repairs to shopfronts. Internal repairs are generally not included unless necessary for structural stability. All grant aided works should be carried out in the most appropriate way for a traditional shopfront using traditional materials and methods, and at least three competitive quotes should be sought to establish costs from suitably experienced contractors. No work should start before a formal grant award has been signed.

**Eligible Works** are likely to include:

- removing & replacing inappropriate modern alterations with traditional materials and design e.g. the introduction of a hardwood timber frontage, full length glazing, recessed doorway, fascia & stall risers.
- restoring traditional architectural features e.g. fascias, corbels, console brackets, pilasters.
- restoring or reinstating signage using traditional materials, methods and proportions e.g. hand painted or cut out letter signs.
- painting and decorating (as part of a wider scope of works).
- replacing solid roller shutters with an internal chain-link or brick bond roller grille shutter system with deadlocks, ensuring housing is inconspicuous and integrated into or behind the upper frame of the display window (usually as part of a shopfront reinstatement).
- reinstating full length metal entrance gates and deadlock.
- reinstating or restoring traditional awnings, ensuring they are appropriately housed
- reworking the suspended ceiling (where new glazing proportions necessitate).
- repositioning alarm boxes unobtrusively within door recesses and/or painting to blend with the background.
- Introduction of energy efficient LED lighting for display window (usually as part of a shopfront reinstatement).

**Non-Eligible Works** include:

- fitting a standard modern 'off the shelf' shop front system
- installing solid roller shutters.
- any works using non-traditional, low quality or artificial materials like uPVC, plastic or aluminium.
- Internally illuminated box fascias or projecting fascia signs.
- Dutch or modern canopies and the use of plastic or plastic coated canopy materials.
- Internal fit out and repair.
- CCTV and security alarms.



## Fees

Grant applicants must appoint a professionally qualified advisor, such as an architect, to provide drawings, submit planning applications and oversee the works. Professional fees are eligible for grant aid. At least three quotes should be sought for the appointment of a professional advisor, who should also be suitably qualified in conservation.

## VAT

VAT on eligible works, services and goods, where not recoverable, is an eligible grant cost.



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- 14 Gates, window grilles and internal shutters provide security whilst creating a more attractive streetscape - eligible
- 15 Traditional awnings are practical and in keeping with traditional shopfronts - eligible
- 16 Traditional features such as console brackets should be retained and repaired - eligible
- 17 A carousel style canopy is not appropriate for traditional shopfronts – non-eligible
- 18 & 19 Oversized fascias and cluttered displays can have a negative effect on the streetscape – non-eligible



# Applying for Grant

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Applying for grant is simple and the THI Team is here to help you every step of the way.

To be eligible to apply for grant you must either be the owner of the shop or be a tenant with an unexpired lease of at least 10 years without a break clause.

**Applying for grant is an easy two stage process:**

**Stage 1** – Register your interest in the TSIG Scheme using Form 1. The THI Team will then work with you to assess the type of work that best suits your shopfront and will confirm whether or not grant can be offered as well as an indicative contribution required from you. Successful applicants will be formally accepted onto the TSIG Programme and will then be able to access professional design services to help design the shopfront and apply for any consents required.

**Stage 2** – Once a detailed specification of work has been agreed, consents obtained, tenders returned and costs established, you will confirm the final project details by submitting Form 2 along with drawings of the proposed works. If the application is successful, you will receive a formal offer of grant along with a legal grant contract that you will be required to sign. No work should start on site before the grant contract has been signed.

The TSIG Scheme will run from October 2017 until March 2021. Grants will be assessed and awarded in rounds on a *first come first served* basis. There is no guarantee that funding will still be available as the scheme progresses. If you are interested in carrying out shopfront improvements through the TSIG Scheme, it is recommended that you register your interest as early as possible.

## Application Phase

Stage 1 Application

Register Interest  
Submit Form 1



Stage 1 Approval

Feedback from THI  
Application either Accepted or Rejected  
In-principle grant amount and owner  
contribution confirmed



Design Phase

Appoint Design Team  
Agree Schedule of Works  
Agree Indicative Costs  
Obtain Statutory Consents



Tender Phase

Identify Contractor Shortlist  
Obtain 3 quotes for the Works



Stage 2 Application

Confirm project works and cost  
Submit Form 2



Stage 2 Approval

THI Grant Appraisal  
Application either Approved or Rejected  
Countersigned Legal Grant Contract

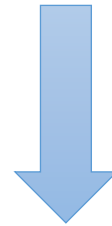


Construction Phase

Award contract, commence work  
Grant typically paid direct to Contractor  
Works complete, handover

## Indicative Timescale

By published deadline



8 weeks



16 weeks



8 weeks



8 weeks



4 weeks



## Receiving Grant

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If your application is successful, the THI will issue a legal grant contract which you will be required to sign. The standard conditions of grant include:

- All works must be agreed in advance with the THI Team.
- All necessary consents must be in place before works commence e.g. planning, building warrant, listed building and/or advertisement consent.
- Original/authentic shopfronts or features should be retained.
- All works must be carried out to a conservation standard, using appropriate methods and materials.
- Grantees must provide their share of the total project costs upfront.
- Three competitive quotes should be obtained for all works and services.
- Grantees must either be the owner of the property or have a minimum 10 year lease with no break clause.
- A Standard Security may be required for high grant amounts, typically exceeding £50,000.
- The building must be appropriately insured during the works and on an ongoing basis thereafter.
- A portion of the Grant may need to be repaid if the property is sold following grant-aided works.
- Grant will only be paid on receipted invoices as forwarded by the Grantee and accompanied by a completed THI Grant Claim Form and is often paid directly to the contractor or professional advisor on the instruction of the grantee.
- A signboard acknowledging the grant funding should be displayed on site during the works.
- Any works carried out prior to the signing of the grant contract are not eligible for grant.

## Interested? Here's what you'll need to do

- Register your interest, and when the time comes, submit a full Stage 2 Grant Application.
- Be able to contribute towards the costs of your project and have your share of the funds available upfront (typically at Stage 1 approval).
- Accept and sign a legally binding offer of grant.
- Insure and maintain your shopfront and window display to a good standard consistent with the character and appearance of the completed improvement.
- Above all, enter into the spirit of the grant scheme. Let's make Govan's shops, streets and the goods and services they offer beautiful to behold and enrich people's lives.



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19, 20, 21 & 22 Vibrant scenes inside and outside shopfronts in Govan that were improved through the first phase of THI grant funding



## Contact Us

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The THI Team is here to help you! We are on-hand to answer questions, provide advice on proposals and help with your shopfront improvement at every stage of the project - from your initial thoughts to the completed shop.

To get in touch or register your interest in the grant scheme contact Bryony Robinson:

T: **0141 274 3411** E: [bryony.robinson@glasgow.gov.uk](mailto:bryony.robinson@glasgow.gov.uk)

M: Govan Cross Townscape Heritage Initiative, Orkney Street Enterprise Centre  
18-20 Orkney Street, Glasgow, G51 2BX

All the information you need to make a grant application is available to download from our website [www.getintogovan.com](http://www.getintogovan.com) including: Form 1 – Registration of Interest, Form 2 – Grant Application Form, Govan TSIG Scheme Grant Guidance and the THI’s “Improving Govan’s Shopfronts” Guidance. Hard copy forms will be made available on request.



**19** An attractive, fully reinstated traditional shopfront in Langlands Road, Govan

### Further Reading

Historic Environment Scotland also provide guidance on traditional shopfronts:

*Traditional Shopfronts: A Short guide for Shop Owners*

*Managing Change: Shopfronts*

Both publications can be found on their website: [www.historicenvironment.scot](http://www.historicenvironment.scot)

Govan Cross Townscape Heritage Initiative and Conservation Area Regeneration Scheme (THI) is a five year, grant-giving initiative funded by Glasgow City Council, Heritage Lottery Fund and Historic Environment Scotland. During 2016-2021, the THI will invest over £4million to repair, restore and make the very best of Govan's exceptional historic buildings, shops and streets, aiming to improve lives, grow the local economy and make Govan a better place to live, work and visit.

The THI's Shopfront Improvement Grant Scheme will invest £850,000 grant funding to encourage shop owners to improve Govan's shopfronts and the goods and services they offer for the benefit of the community, creating attractive streets with distinct character where people choose to meet, linger, shop, visit and enjoy.

