

Waterford City & County Council  
Art/ Craft Studios or Art/Craft/ Artisan Food Shop Grant Scheme  
Application Form

**Instructions for completing Application Form:**

1. Please ensure you have read the Waterford City & County Council **Art/ Craft Studios or Art/Craft/ Artisan Food Shop** Grant Scheme Programme details.
2. Please ensure that all required documents as outlined in the Checklist are submitted with your application form as failure to do so will delay the processing of your application form and may result in refusal of an application.

**Personal Details**

1. Name of Applicant

2. Address for

Correspondence

3. Email Address

4. Contact Phone Number

5. PPS Number

6. Is this a new or existing operation? Existing  New

7. How many people will be employed (including owner manager) in this business?

\_\_\_\_\_

**Retail Details**

8.1 Please indicate what type of retail business you propose to operate, tick all that apply.

Arts  Crafts  Artisan Foods

8.2 Please provide a brief description of your retail proposal (including details of what elements of the produce you will be self producing and how your retail offering will comply with the terms and conditions of the scheme).

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## Premises Details

Note: Please enclose a photograph of this unit.

9.1 Proposed Retail Unit Address \_\_\_\_\_

9.2 Please indicate what floors of the unit will be used i.e. 1<sup>st</sup>, 2<sup>nd</sup> etc., and sq m of floor space to be utilised. Note: This scheme only applies to units of less than 40 sq m.

\_\_\_\_\_

9.3 Please indicate the date this Retail Unit was last occupied.

\_\_\_\_\_

9.4 Please indicate the previous use of the retail unit.

\_\_\_\_\_

10.0 Do you own the property? Yes  No

11.1 Are you leasing the property? Yes  No

11.2 Please indicate the period of lease (start date and end date).

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## Application Process

Completed Applications should be submitted by post to:  
Art/ Craft Studios or Art/Craft/ Artisan Food Shop,  
Director of Economic Development,  
Waterford City & County Council,  
City Hall,  
The Mall,  
Waterford

Closing Date for receipt of applications: 31<sup>st</sup> December 2016

<b>Checklist</b>	✓
Completed Application Form	
Photograph of proposed retail unit	
Copy of lease	