**Lancaster BID – Special Projects Application Form**

Lancaster BID is a not-for-profit company which exists to improve the trading environment in Lancaster city centre. Our funding comes mostly from our levy paying businesses and can only be used for initiatives which contribute to one of our Five Key Goals.

Most of our funding is spent on direct delivery of our own projects and partnership working with others in the city centre. Each year, we also allocate a limited amount to provide funding to other organisations to support the delivery of their projects in Lancaster city centre.

Anyone wishing to be considered for this funding must complete the application form below in as much detail as possible and submit to bidmanager@lancasterbid.org as early as possible and a **minimum of two months in advance** of your proposed activity.

You are encouraged to discuss your proposal informally with a member of the Lancaster BID team in advance of completing your application.

If your application is successful, you will be asked to sign a grant agreement confirming your acceptance and asked to submit a short report on completion. Your grant may be paid in instalments in line with an agreed timeline. For grants above £2,000, the final 10% will typically be paid once the project is successfully complete. Lancaster BID has the right to request all grant funding is returned in full if the project does not take place or changes significantly from your approved application without our prior agreement.

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| --- | --- |
| Name of organisation applying |  |
| Contact name |  |
| Contact details  | Email:Phone: Address: Website: |
| Name of project |  |
| Is this a new or repeat project? |  |
| When will your project take place (if confirmed)? |  |
| Where will your project take place (this must be within the Lancaster BID Zone) |  |
| Project description – please give as much detail as possible.If this is a repeat project, please detail any changes you have made. |  |
| Which Lancaster BID goals will your project help deliver? (Tick all that apply) | **Marketing Lancaster as a destination** |  |
| **Creating a Safe & Secure city centre** |  |
| **Keeping the city centre Clean & Attractive** |  |
| **Programme of flagship events** |  |
| **Direct support to businesses** |  |
| How will your project contribute to the selected priorities? |  |
| What will be the benefits to city centre businesses and how will you show these have been achieved? |  |
| How and where will you promote your project to make sure people know it is happening? |  |
| How will Lancaster BID support for the project be acknowledged? |  |
| What experience do you have of delivering similar projects? |  |

Please complete the table below giving details of your full expected project costs and where the funds requested from Lancaster BID will be spent.

Please ensure you have included the value of any VAT unless you are able to reclaim it. Any grant offered by Lancaster BID will be INCLUSIVE of VAT where applicable.

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| Project Budget - Expenditure |
| Item / Activity | Cost | Amount Requested from BID |
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|  |  |  |
| TOTAL |  |  |

# Complete the table below with details of all income for the project which you have either secured or applied for including any contribution from your own organisation. If income is not yet secure, please provide details of when a decision is expected.

|  |
| --- |
| **Project Budget - Income** |
| **Source of Funding** | **Amount** | **Is this Secure?** | **Date Decision Expected** |
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| Will your project generate any income (eg ticket sales or stall fees)? If so, please detail the source, estimated value and how the money will be used. |  |
| How will your project be impacted if Lancaster BID is unable to offer the requested funding? |  |
| What are your future plans for the project after the BID funding has been spent? |  |

Please submit your completed application by email to bidmanager@lancasterbid.org.

We will acknowledge receipt within two working days and aim to let you know the outcome of your application within one calendar month. We will contact you during this time if we have any questions about your application – please ensure you respond quickly to avoid any delays in our decision.

**Grant Terms & Conditions**

All successful applicants will be asked to sign and return an offer letter confirming acceptance of our standard terms and conditions:

* The project must be delivered in line with your approved grant application. Any changes, including timing of delivery, must be approved in writing by Lancaster BID.
* Lancaster BID funding must only be used to cover agreed costs from your application, unless changes have been approved by Lancaster BID in writing.
* Lancaster BID funding cannot be used to cover any retrospective costs incurred prior to the date of you acceptance of this grant offer.
* Invoices and receipts covered by the grant must be retained and made available to Lancaster BID on request.
* Lancaster BID must be publicly acknowledged as detailed in your application. As a minimum, the Lancaster BID logo must be used on all marketing materials.
* Copies of any marketing materials must be approved by Lancaster BID prior to distribution. Please email materials to bidmanager@lancasterbid.org giving at least 48 hours for approval to be given.
* Lancaster BID reserves the right to withdraw the grant offer in part or full at any time if the project does not take place or changes from your approved application without our agreement.
* All funded projects are required to submit a completed Project Report form on completion of the project. For grants above £2,000, the final 10% of your grant will not be paid until the final report has been submitted.
* No further applications will be considered from any applicant if they have any previous grant reports overdue.

Lancaster BID reserves the right to add additional bespoke conditions to any grant offer. Where applicable, these will be clearly explained on your grant offer letter.