Ulverston BID grant application guidelines and application form

## How we consider applications for funding

Below are the four Ulverston BID outcomes. Our outcomes are the differences we want our funding to make. During our assessment we will consider how well your project meets our outcomes. You must show how your project meets at least one of them to be considered for a grant

1. **Attractive** To improve, market and promote Ulverston as a place where people want to live, work and visit;
2. **Accessible** To make it easier and more affordable to use and get information on shops, services and entertainment in Ulverston;
3. **Alive** To revitalise the town by supporting and expanding the programme of markets, festivals, events, arts and cultural activities;
4. **Altogether** To build, through BID, an effective partnership between the town’s businesses organisations and local authorities for the benefit of Ulverston as a place to live, work and visit.

During our assessment we will look at the following factors to help us reach a decision:

* the need for your project
* who will benefit
* how you will achieve our outcomes
* if we have funded you before
* your organisation’s income
* total project cost.

We aim to assess each application equally and fairly and our team meets regularly to discuss their assessments. Our directors approve the final decisions.

## Process

Grant applications should be submitted on the Ulverston BID Grant application form, which forms part of this document and copies of which are available on the BID web site <http://www.ulverstonbid.org.uk/>.

Applicants will be informed in writing once the board has met and reached a decision. The board meets once a month, and the decision of the board is final. Feedback will be given to unsuccessful applicants as to why their application was not funded. Successful applications will have funds released the month after the application has been approved, provided the board has received complete supporting documentation including that referred to under *Due Diligence*, below.

The BID will monitor spend, including adherence to the agreed timetable for spend. The recipient will be required to provide an end of grant report detailing achievement. For some grants, the recipient will additionally provide interim reports at an agreed frequency detailing spend to date and progress towards deliverables.

## Terms and conditions

Any grant awarded from the Ulverston BID must be **publically acknowledged** by the recipient on all print and in all press releases. The BID logo must be used together with the words *Ulverston BID*.

**Applications:**

Grant applications will only be considered if submitted on an Ulverston BID Grant Application Form, accompanied by all supporting documentation.

**Criteria:**

The grant scheme **cannot support**:

* Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
* Salaries or routine administration costs
* Individuals
* Hospitality
* Applications from organisations with substantial unallocated resources
* The promotion of religious or political causes.

Grant applications will be considered against the following general criteria:

* The project meets the BID’s priorities as set out above
* The overall financial viability of the project
* Grants will not normally be paid retrospectively
* The project must be designed to benefit individuals, groups or businesses principally located within the Ulverston town limits
* Capital Projects. Grants for capital items (buildings, equipment, *etc.*) must provide evidence of on-going maintenance provision, leases *etc.*

Grants will exclude VAT unless it can be shown that the VAT is unrecoverable.

**Due diligence:**

Applications to be submitted on official application form and to include the following information:

* A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, ***or***
* Photocopy of bank statements covering the past month.
* A statement of your capital assets, if any.
* A copy of your constitution.
* How your organisation is going acknowledge the BID’s grant.

Grant application form

This application form is to apply for funding from the Ulverston BID, for projects which contribute to meeting the outcomes of the BID. There are four outcomes:

1. **Attractive** To improve, market and promote Ulverston as a place where people want to live, work and visit;
2. **Accessible** To make it easier and more affordable to use and get information on shops, services and entertainment in Ulverston;
3. **Alive** To revitalise the town by supporting and expanding the programme of markets, festivals, events, arts and cultural activities;
4. **Altogether** To build, through BID, an effective partnership between the town’s businesses organisations and local authorities for the benefit of Ulverston as a place to live, work and visit.

Should you wish to discuss the application process then please contact admin@ulverstonbid.org.uk.

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| **1. Project Title** |  |
| **2. Applicant** |  |
| **3. Organisation Type** |  |
| **4. BID outcomes** | Which of the BID outcomes will your project address? (tick all that apply) |
| ☐ **Attractive** To improve, market and promote Ulverston as a place where people want to live, work and visit;☐ **Accessible** To make it easier and more affordable to use and get information on shops, services and entertainment in Ulverston;☐ **Alive** To revitalise the town by supporting and expanding the programme of markets, festivals, events, arts and cultural activities;☐ **Altogether** To build, through BID, an effective partnership between the town’s businesses organisations and local authorities for the benefit of Ulverston as a place to live, work and visit. |
| **5. Project Description – Tell us about your project.** *You may consider describing: What you want to do and why; when this will happen; where this will happen; who will be involved and who will benefit?* |
|   |
| **6a) Project Start Date** |  |
| **6b) Project End Date (if applicable)**  |  |
| **7. Project Cost Break Down (£)** |
| **7a. Detail each item** | **Amount (£)** |
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| **Total Project Costs (£)** |  |
| **7b. How much are you asking for from the BID?**  |  |
| **7c. Match Funding (source)** | **Confirmed Y/N?** | **Amount (£)** |
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| **7d. Have you provided quotes to support your application?** |  |
| **8. Declaration of interests – Are you or any of your immediate family or business associates members of the Ulverston BID board?**  |
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| **9. How will you publically acknowledge Ulverston BID funding of your project, should this application be successful?** |
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| I understand that the BID funds public activities and that this document will be stored for future reference and that parts of it may be shared to publicise BID activity. I understand that any offer may be used as part of Ulverston BID publicity material and I consent to this.I understand that if I give information that is incorrect or incomplete, the grant may be withheld or reclaimed. I declare that the information I have given on this form is correct and complete. I will comply with monitoring of grant spend undertaken by the BID. |
| **Signature of Applicant:** |  | **Date:** |  |
| **Print Name:** |  |
| **Contact details:** | **Telephone: Email:** **Address:** |