

## **Weymouth Business Improvement District Ltd Project Funding Application**



**Please note that applicants may be required to provide further information and give a presentation of the proposal to the Board.**

### **Application Process:**

- Complete the application form in full and make sure that all the requested information is included. This should be returned to the Weymouth BID office.
- Applications should be submitted as far as possible in advance.
- Your application will be considered by the Weymouth BID board of Directors.
- You will be notified of the date the decision is due to be made in advance.
- Once the decision is reached, you will be informed of the outcome.

### **Funding Procedure:**

- Normally, once the funding is approved, and we have received your signed acceptance, you will receive payment. This may consist of staged payments, payable upon reporting from the applicant.
- If you haven't had all your money in place to start the project then we may hold your grant until all the money is secured.
- You will need to agree to send us copy invoices relating to the funding and complete a report form to say how you've spent the money. If we don't receive this we may ask for the money back.
- You must spend the money as stated in your application.
- You must return any unspent funds.
- You must tell us if you change the project as described in your application.

Name and address of your organisation and correspondence address:  
(Including email address and contact telephone number if possible)

Describe your project:

Describe how your project will benefit Levy Payers and how it fits within the Weymouth BID business plan (a copy of which is available on [weymouthbid.co.uk](http://weymouthbid.co.uk)):

How much funding are you asking for from the Weymouth BID Ltd?

How will you spend the funds you are asking for? Please itemise the costs or project budget (use another sheet if necessary):

Please list at least six business who you have consulted and who support this project:

Please list any businesses that may be adversely affected by the project and explain what steps you have taken to mitigate those effects:

Additional Information you wish to submit in support of your application for consideration:

**DECLARATION:**

I declare that this funding application has been authorised by:

Name of organisation:

Name of Applicant:

Signature of applicant:

Position:

Date:

## **Assessment Criteria**

**The BID2 board will assess applications for funds using the following criteria:**

### **Essential criteria:**

1. The project or event is in accord with the BID2 business plan.
2. That the funding provided will benefit a significant number of Levy Payers
3. That the applicant has consulted Levy Payers in the area where the project or event is based.
4. Where any element of an event will compete with a Levy Payer or Levy Payers, that they have been consulted with a view to offering them participation or otherwise mitigate the effects of that competition.
5. Where any project or event will cause disruption or obstruction to any Levy Payer that they have been consulted in order to minimise the effects of this.
6. That any project will deliver tangible benefits within six months.
7. Where other funding has been sought for the project or event it is likely that it will be obtained
8. The application contains proposals to evaluate and monitor its expenditure
9. The application is well costed and value for money and that tenders have been requested where necessary.
10. The applicant agrees to account for how the funding has been spent, and to provide feedback to BID2 of the outcomes.
11. The applicant agrees to BID2 using details of the projects or events in publicity material and annual reports

### **Other factors that will be considered:**

- A. Whether BID2 has been given adequate notice of the application
- B. Whether applicants have experience of managing funding in a professional way
- C. Whether the event needs BID2 funding or should be able to run itself
- D. Whether the Applicant or anyone associated with the Applicant will benefit financially in any way.