**BID Event and Project Funding**

**Application Form: Oct 2021 – Sept 2022**

Our mission is to help make Canterbury a vibrant, exciting, well connected and successful business community; an attractive, clean, green, safe and enjoyable destination for customers and clients,

The BID is looking to support events that take place in Canterbury between now and the end of September 2022 that can contribute towards Canterbury BID’s key objectives.

|  |  |
| --- | --- |
| **1. Name of your event** |  |
| **2. Total funding support requested** | £  (average sponsorship allocation is between £500 - £1.5k, but can vary) |
| **3. Contact Name** |  |
| **4. Organisation/business Name** |  |
| **5. Contact Address** |  |
| **6. Tel Number / Mobile** |  |
| **7. Email** |  |
| **8. Website** |  |
| **9. Describe your event, festival or project activity**  This must convey:   * When and where it will take place * aims & objectives * how it will benefit the city within the Canterbury BID area * if this is a new or existing event, festival or project. |  |
| **10. How does this project contribute to Canterbury BID’s key aims:**   1. Promoting the City 2. Supporting local businesses 3. Improving the City |  |
| **11. What will the outcomes of your project be?**  (qualitative and quantitative)   * What you are hoping to achieve? * How will you measure them and evaluate the success of your project?   (The BID will require a post event evaluation report) |  |
| **12. What other sources of funding have you applied for or obtained to support this project?** |  |
| **13. BID Contribution**  Please detail exactly which activities the BID Funding will be used for wholly or in part |  |
|  |  |
| **FINANCIAL INFORMATION** Please confirm the following: |  |
| Total Projected Event Costs | £ |
| Planned Project Income  (without the BID contribution) | £ |
| The source and value of other contributions and whether confirmed, applied for or planned | £ |
| Total funding support you are seeking from Canterbury BID | £ |
| Your own organisations contribution | £ |
| **Total Project Income,** including BID (Excluding VAT) | £ |

**Declaration on behalf of the organisation, group or company. I confirm that:**

**Event Management**

* The information on this form is correct and any award received will be spent on the activities specified
* Any form of licence or other approval for this project has been received or will be prior to the commencement of this project e.g. Musical entertainment licence, permission to use a public space and completion of contingent Risk Assessment Form etc
* The necessary public liability insurance will be in place prior to commencement of the project

**Marketing and Publicity**

* An acknowledgement of support from the Canterbury BID will be given in all marketing, publicity in print, digital or website material and the Canterbury BID brand will be included in all marketing material.

**Accountability**

* That the use of the bank account named above for the receipt of BID money has been approved by the Organisation/Business at Board level where appropriate and that written approval or Minutes of an appropriate meeting can be supplied as evidence of this.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation, Group or Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this Application Form for funding to: **rachel.pilard@canterburybid.co.uk**

**All applications will be assessed by the Canterbury BID Marketing and Events Sub-committee.**

**Final decisions to be made by Canterbury BID Board**