

Minehead BID welcomes funding applications from all outside not for profit organisations that either increase footfall in our BID levy areas or benefit our BID levy payers.

With any application to fund an event we expect the funding to be seen as pump priming only for a maximum of 3 years to help establish the event as an annual addition to the BID programme. Evidence of on-going sustainability must be shown in the application.

If successful, with all outside applications all marketing and press release information must have BID approval before publication and the financial support must be credited in any publicity material produced.

<b>Minehead BID Project Proposal Form</b>	
<b>Project Title</b>	
<b>Dates</b>	
<b>Contact details</b> (include Name, Address, Telephone number, Email address and website)	
<p><b>Description of the project</b> (include details how the funding requested matches the Minehead BID business plan <a href="http://mineheadbid.co.uk/our-bid.htm">http://mineheadbid.co.uk/our-bid.htm</a> and how it will enhance the town, any partnerships in existence to enable the activity to take place)</p> <p>For any event funding applications, please include the following:</p> <ul style="list-style-type: none"> <li>● Detailed costings</li> <li>● Event management plan – purpose of the event, intended outcomes, partnerships, communications, logistics, all relevant documentation, permissions and insurances</li> <li>● Governance structure - people involved, roles and responsibilities</li> <li>● Health and Safety policy - operating and emergency procedures</li> </ul>	

Funding requested (how much and what will this be spent on)	
Budget for project (give a breakdown of the costs of the project, any value in kind contributions and sponsorship opportunities)	
Any additional resources or logistics required? (can Minehead BID help with equipment, seeking permissions etc? Specify what help is required)	
Measuring the success of the project (what are your Key Performance Indicators)	
Signed and dated by	

Return this form to: [manager@mineheadbid.co.uk](mailto:manager@mineheadbid.co.uk)

**FOR OFFICIAL USE**

Date proposal received	
Sub-group meeting	
Approved by Sub-group	
BID board meeting	
Proposed by	
Seconded by	
Approved by BID board	
Letter sent to applicant	
Funding application confirmed by BID Manager to Bookkeeper	
Invoice received	
Invoice paid	