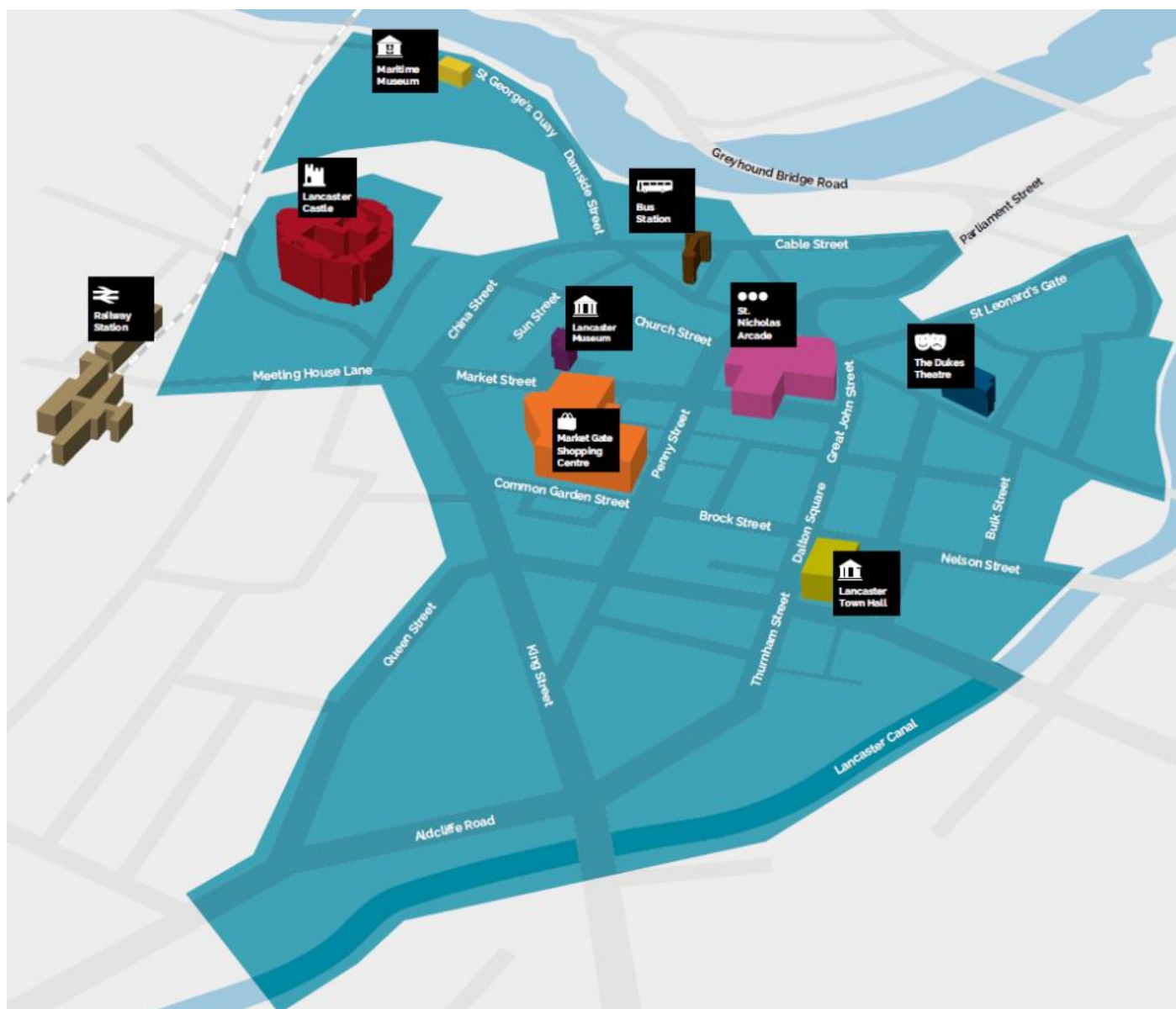


Lancaster BID Special Project Application Guidelines

Please ensure that you have read and understood these guidelines before applying for special project funding. If you would like to discuss your application with a member of the BID team before submitting it, please phone 01524 590650 or email bidmanager@lancasterbid.org

LOCATION

To apply for the Lancaster BID Special Project Fund, your project MUST take place within, or be of direct benefit to, the Lancaster BID Zone. (Please see map below). For a list of included streets and locations, please visit <http://www.lancasterbid.org/The-BID-Area>.



Applications will be considered on their merit and will be dealt with on a case by case basis. Applications will be reviewed at the monthly Events and Marketing Sub Group meetings, where a range of business owners and managers will assess whether the application meets the eligibility criteria and evaluate the impact of the event on the city centre.

Applications must be received by 12pm on the below dates to be considered at that month's meeting.

Applications must be submitted in advance of the proposed event or initiative, for example 3 months (minimum) before an event or initiative, or before marketing materials have been produced.

DEADLINE DATES

Send your application to bidmanager@lancasterbid.org or Lancaster BID, F1 City Lab, 4-6 Dalton Square, Lancaster, LA1 1PP by the following dates for your application to be considered:

- 8th January
- 5th February
- 5th March
- 2nd April
- 7th May
- 4th June
- 2nd July
- No August Meeting
- 3rd September
- 2nd October
- 5th November
- No December Meeting

OUTCOMES

After the Events & Marketing Sub Group have met and discussed the application (one week after the deadline date) the BID Manager will get in contact as soon as possible afterwards to let you know the outcome of the discussions. This may be a straight forward approval or rejection, a reduced amount may be offered or there may be further information required before a decision can be made.

PREVIOUSLY SUPPORTED PROJECTS

We have supported a number of successful projects in the past through our Special Project Fund. The fund is designed to give new events a 'helping hand' to get their project off the ground and to bring something new and different to Lancaster city centre, to benefit the businesses who operate here.

Lancaster BID may, on occasion, support events annually but the amount of funding will reduce each year as the project works to become more structured, self-sustaining and has been able to collate evidence of success to apply for funding from elsewhere.

The Lancaster BID Special Project Fund is a very modest pot of money, and is not suitable for supporting very large projects that require substantial capital.

In the past we have supported a number of projects through our Special Project Fund including:

- Lancaster Music Festival
- Lancaster Jazz Festival
- Lancaster PRIDE
- Light Up Lancaster
- Lancaster On Ice
- Armed Forces Day
- Lancaster Festival of Songs
- Chinese New Year in Lancaster
- City Centre Cycle Race



- Lancaster Comedy Festival
- Lancashire Youth Dance Festival
- Lancaster PUBFEST
- Campus In The City
- Illuminate- shop windows project
- Lancaster Shop Front Awards
- CancerCare Big Easter Egg Hunt
- Ale Trail



ELIGIBILITY CRITERIA:

1. Applicants are strongly advised to discuss their proposal with the Lancaster BID Manager before submission.
2. Applications must have a larger proportion of ‘other’ funding obtained from other sources than they are applying for from Lancaster BID. Lancaster BID cannot be the sole source of income.
3. An organisation can only receive funds from the special project fund grant once per year.
4. Projects must support our aims of making Lancaster a better place to live, work, visit, invest and do business in.
5. Projects must support the business community in Lancaster. Anything which conflicts or could hinder city centre businesses will be rejected.
6. Projects must demonstrate a wider benefit to Lancaster BID Zone and cannot take place solely in one place or establishment.
7. You must clearly define what BID funding is being requested for on the application sheet e.g.

16. FINANCIAL INFORMATION		
What are the total Project Costs?(ex VAT)	£7,000	
What is the amount you are seeking from Lancaster BID? (ex VAT)	£800	
BID Contribution (please detail exactly which activities the BID Funding will be used for wholly or in part)	Amount	Activity
	£200	Contribution towards marketing materials. 1,000 flyers, 5 promotional banners and 100 posters- all of which will include the Lancaster BID logo.
	£600	Contribution towards core entertainment, stilt walkers for Market Square, live band in Market Square, fire breather in Dalton Square and FREE engagement workshops with children

Applications will not be considered until the required information is given.

8. Non Eligible activity includes all Routine Maintenance already provided by Lancaster City or Lancaster County Council, Temporary repairs, Redecoration, Renewal of services (plumbing, wiring etc), Professional Consultancy Fees etc. as well as any core event or project costs e.g. Insurance, Website Costs, Design Agency Costs, Licence Costs, Booking Fees, Volunteers Costs, Staffing Costs, Refreshment Costs etc.
9. The cost of VAT may be included in the calculation if it cannot be recovered by the applicant.

10. Funding, once approved will be paid in two stages. Half the funding can be invoiced once the project has been approved, with the second half being invoiced after the project is complete and an evaluation document has been received.
11. Projects must not start (without approval) until the offer has been made by Lancaster BID, so please ensure that you apply well in advance of your project.
12. The Lancaster BID logo must be included in all online, digital and print marketing materials concerning the event. Please ensure that you have confirmed the correct logo with Lancaster BID and obtained approval of document proofs prior to publishing or printing.