



## Support & Funding Request Guidelines

### Conditions of support:

- a) All requests for support and funding must in the first instance be directed to the North Notts BID Management Team.
- b) Requests for support and funding must be from an organisation/registered business that represents a group not an individual.
- c) Wherever possible, requests for support and funding for each of the main towns must be directed through the relevant business forums or Town Councils in order to submit an annual calendar of activities and support for each of the areas.
- d) A full detailed proposal outlining the purpose, objectives, target audience, total cost of the project/event and the amount of funding being requested must be submitted. The proposal must clearly demonstrate how the project/event will fit with other initiatives within the BID area avoiding duplication along with a detailed marketing plan.
- e) No support or funding will be offered until the request has been appraised against its fit within the North Notts BID criteria.
- f) All support and funding must be approved by the North Notts BID Management Team and the BID Board, according to the BIDs' constitution.
- g) Any offer of support and funding is at the discretion of the North Notts BID Board and Management team, they reserve the right to refuse any application or offer a lesser amount of support or funding than requested.
- h) If support or funding is offered, appropriate monitoring and reporting criteria will be conditional to this offer.
- i) All reporting criteria and funding conditions will be discussed and agreed by the requesting organisation and North Notts BID and written in to all relevant contracts as required.
- j) The North Notts BID Board reserve the right to recoup any financial support awarded in full or part if any of the terms and conditions of the agreed contact are breached.
- k) The decision of the North Notts BID Board is final there is no process of appeal.

# Support & Funding Request Guidelines (continued)

## The Fit:

- l) All requests must adhere to the principles of the North Notts BID Business Plan 2017-2022. A copy of the business plan can be found at [www.northnottsbid.co.uk](http://www.northnottsbid.co.uk)
- m) The project or activity must be solely operated/run within the boundaries of the North Notts BID area.
- n) The project or activity must fit with one or more of the 3 key themes of the Business Plan
  - **The Business Voice**
  - **The Experience**
  - **The Destination**
- o) All requests must be of direct or indirect benefit to our BID members.
- p) Events and activities funded must drive footfall into the town centres or any other area (rural or industrial) where there is a high density of BID members.
- q) All requests must be for either a completely new project/event or bring additionality to the existing activities of the applicant organisation within the North Notts area. Projects should not replace those already supported by Bassetlaw District Council or any other organisation locally.
- r) Every requesting organisation must submit a fully detailed proposal to the North Notts BID Management Team for appraisal.
- s) We reserve the right to request additional information about the proposal before making the final decision.
- t) Any event organiser must provide details of an events plan, risk assessment, public liability insurance.
- u) All supported events must include reference to North Notts BID and carry the logo.



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