



**BRENTWOOD BUSINESS PARTNERSHIP  
PROJECT FUNDING BID APPLICATION & DECISION FORM**

**\*= Mandatory sections that have to be completed**

<u>BID ORIGINATOR</u>	
1. Date of submission*	
2. First name*	
3. Surname *	
4. Business/cluster name*	
5. Email address*	
6. Mobile number*	
7. Business address*	
<u>BID DETAIL</u>	<u>INFORMATION</u>
8. Project title*	
9. Name of Project Co-ordinator/Manager (only fill in if different to Bid Originator, otherwise skip to question #14)	
10. Project Coordinator's/Manager's email address	
11. Project Coordinator's/Manager's mobile number	
12. Name of Project Co-ordinator/Manager's organisation/business	
13. Projector Co-ordinator/Manager's organisation/business address	
14. Full project description with aims *	
15. Who is the target audience? *	
16. Which trade cluster/s will benefit from the event? Select all that apply*	Brentwood Shenfield Ingatestone All
17. Bid amount requested from the Brentwood Business Partnership*	
18. Full breakdown of the project budget, including evidence of 25% match funding*	
19. Project start date*	
20. Project end date*	

<b>FOR BRENTWOOD BUSINESS PARTNERSHIP USE ONLY ↓</b>
<b>Bid proposer sign-off signature and status:</b> * Signature * Status of Project/Co-ordinator: * Name * Date:
Agreed YES/NO
If yes, amount agreed £
State reasons if reduced amount
If no, state reasons
<b>Brentwood Business Partnership sign-off signature and status:</b> Signature Name: Position: Date:
<b>Brentwood Borough Council sign-off signature and status:</b> Signature Name: Position: Date:

**NEXT STEP**

Please send a copy of this form as an email attachment to [laurie.edmonds@brentwood.gov.uk](mailto:laurie.edmonds@brentwood.gov.uk) with the subject line **BID APPLICATION FORM**