



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

***= Mandatory sections that have to be completed (if these mandatory sections are not completed the bid application form will not be accepted by Brentwood Borough Business Partnership)**

<u>BID ORIGINATOR</u>	<u>INFORMATION</u>
Date of Submission	
<u>1.</u> Title	*
<u>2.</u> First Name	*
<u>3.</u> Surname	*
<u>4.</u> Business/Cluster Name	*
Note	Please continue to type information and the document will permit increased space
<u>BID DETAIL</u>	<u>INFORMATION</u>
<u>5.</u> Project Title	*
<u>6.</u> Name of Project Co-ordinator/Manager	*
<u>7.</u> Project Coordinator's/Manager's email address	*
<u>8.</u> Project Coordinator's/Manager's phone number	*
<u>9.</u> Name of Organisation/Business	*
<u>11.</u> Organisation/Business Address (including post code)	*
<u>12.</u> Full Project Description with aims	*
<u>13.</u> What do you want the project to achieve?	*
<u>14.</u> How does this Project meet Brentwood Borough Council's Corporate Priorities for the Town Centres and shopping areas as a Prosperous Borough?	*
<u>15.</u> How does this Project improve the business and/or tourism offering in the Borough or improve the public realm, with a view to increasing footfall and supporting the local economy as stated in the Council's Vision? =	*
<u>16.</u> Who is the target audience/s?	*
<u>17.</u> Does this Project require media support/marketing from the Brentwood Business Partnership?	*YES (PLEASE DELETE WHICHEVER DOES NOT APPLY)
<u>18.</u> If YES, what are the key messages?	*
<u>19.</u> Are printed publicity materials required?	*
<u>20.</u> Is this Project part to be part funded by parties outside the Brentwood Business Partnership?	*NO (PLEASE DELETE WHICHEVER DOES NOT APPLY)

<u>FINANCIAL</u>	<u>INFORMATION</u>
21. If the Project is to be part funded by other contributions/funding please provide full details	*NO (PLEASE DELETE WHICHEVER DOES NOT APPLY)
22. Bid amount requested NOTE Please attach a full schedule of costs breakdown including 20% self-funding.	*
<u>OTHER</u>	<u>INFORMATION</u>
23. Have you obtained: <ul style="list-style-type: none"> • Planning permission if relevant • All required legal permissions • All required licences • All health and safety permissions If not please a full explanation	*N/A (PLEASE DELETE WHICHEVER DOES NOT APPLY) *N/A (PLEASE DELETE WHICHEVER DOES NOT APPLY) *N/A (PLEASE DELETE WHICHEVER DOES NOT APPLY) *N/A (PLEASE DELETE WHICHEVER DOES NOT APPLY) *
24. Project Start Date	*
25. Project End Date	*
26. Which Local Trade Cluster area(s) will the Project benefit?	*
27. Please state how the area will benefit from the project	*
28. Please list all supporting information attached to this Project bid application	*

Bid Proposer sign-off signature and status: * Signature * Status of Project/Co-ordinator: * Name * Date:
FOR BRENTWOOD BUSINESS PARTNERSHIP'S USE ONLY ↓
Bid Reference Number:
Agreed YES/NO
If Yes, amount agreed £
State reasons if reduced amount
If No, state reasons
Brentwood Business Partnership sign-off signature and status: Signature Name: Position: Date:
Brentwood Borough Council sign-off signature and status: Signature Name: Position: Date:

NEXT STEPS

1. Please send a copy of this form as an email attachment to info@brentwoodbusinesspartnership.co.uk with the subject line **BID APPLICATION FORM**

AND

2. Print and sign a copy of this document and return to

Brentwood Business Partnership

c/o Elaine Richardson

Town Centre Development Co-ordinator

Brentwood Borough Council

Town Hall

Ingrave Road

Brentwood Essex CM15 8AY