**Brentwood Connected Small Grant Scheme application**

Please complete the application and send to brentwoodconnected@brentwood.gov.uk

Prior to completing this form, please ensure you have read through the guidance and scoring matrix as your application will be scored against this to ensure a fair process. If you have any questions, please email brentwoodconnected@brentwood.gov.uk or call 01277 312801.

|  |  |
| --- | --- |
| **Project title** |  |

|  |  |
| --- | --- |
| **Please indicate which of the four BID priorities will your project deliver**  | Tick all that apply |
| **Improving places:** To dress our streets and create an environment for people to stay longer |  |
| **Promoting places:** To attract new visitors and additional spend through marketing and events |  |
| **Welcoming places:** To ensure our locations are well-managed, safe and friendly |  |
| **Connecting places:** To create great places to live, work and invest |  |

|  |
| --- |
| **Please describe your project in detail and how it will deliver on one or more of the Brentwood Connected priorities. Please include evidence that this project is needed.** |
|  |

|  |  |
| --- | --- |
| **Date of submission** |  |
| **Name of applicant** |  |
| **Name of business** |  |
| **Unique number** | e.g. Company, Charity or Unique Tax Reference number |
| **Email address** |  |
| **Contact number** |  |
| **Full business address** |  |

|  |  |
| --- | --- |
| **Name of project coordinator** (if not the applicant) |  |
| **Who is your target audience?** |  |
| **Estimate of how many people will attend or will benefit from the project** |  |
| **Which Brentwood Connected BID area/s will benefit from this project?** (list all that apply) |  |
| **Total project budget**  |  |
| **Total amount requested from the Brentwood Connected small grant scheme** |  |
| **Total amount of match funding** (including in kind time and donations) |  |
| **How many Brentwood Connected BID businesses are you working in partnership with to deliver this project? Please list them here.** |  |
| **Project start date** |  |
| **Project end date** |  |

|  |  |
| --- | --- |
| **Supporting documentation**  | **Instructions** |
| Please provide a full budget breakdown including in kind support and donations | Submit as an attachment with your application  |
| Provide a copy of your Public Liability insurance | Submit as an attachment with your application |
| If you are not a Brentwood Connected BID member, you will need to provide at least 3 letters of support from nearby businesses that are BID levy payers. | Submit as attachments with your application |
| If you are holding an event, please supply:* Full risk assessment
* Event management plan (if relevant)
* Temporary Event Notice (TEN) if you plan to provide hot food, alcohol, music and entertainment (see [Temporary event notices | Brentwood Council](https://www.brentwood.gov.uk/temporary-event-notices))
* Food hygiene certificates for food providers
 | Submit as attachments with your applicationSee [Advice on organising an event | Brentwood Council](https://www.brentwood.gov.uk/advice-on-organising-an-event) for more information |