



Barrow BID | manager@barrowbid.co.uk | 07955 816000

Barrow BID Events Grant: Guidance Notes

The Barrow BID Events Grant is designed to make Barrow town centre a better, busier and brighter place to visit by attracting footfall to our town centre.

The grant will cover 50% of eligible project costs and the payment is exclusive of VAT.

The grant scheme is aimed at businesses located within the Barrow BID area or organisations, groups, clubs, societies, public sector bodies or private companies seeking to deliver an event or initiative within the Barrow BID area, which will have a positive impact on the town centre or local businesses.

Eligible applicants are:

- Barrow BID Levy Payers
- New businesses moving into current qualifying BID Levy hereditaments
- Voluntary BID Levy Payers inside the BID area (max grant £1,000)
- Organisations & companies seeking to deliver events/schemes for the benefit of the town centre (max grant £1,000)

Projects could include:

- Events, projects and initiatives which will benefit the town centre or local businesses.
- Initiatives that promote improvements to outside space, community space or facilities.

Payment will be made to the organisation that has made the grant application and no work should be undertaken until written approval from the Grant Panel is received. (Formal Offer Letter).

Payment will be retrospective, so applicants will need to ensure they have the total funds available upfront and are in a position to commence the project. Applicants will also be required to supply relevant paid invoices within 90 days of the offer date.

Grant applications will be processed on a first come first served basis and first time applicants will be given preference over returning applicants.

Eligibility

1. Incomplete applications will not be considered.
2. BID Levy payers must provide evidence that their BID levy payments are up to date.
3. New businesses must provide evidence of their lease agreement or purchase of new Barrow BID qualifying premises.
4. BID Levy paying Registered Charities and CICs are eligible for the funding.
5. Applicants should be able to demonstrate that they are using the funds to meet the aims and objectives of the grant scheme, i.e. define how the project will enable the business to grow
6. Voluntary BID Levy paying businesses must sign up as voluntary BID members for the current BID Levy year and any remaining years in the current term (until 31st August 2026)



7. Businesses and organisations based outside the Barrow BID area must be able to show how their proposed scheme, project or event will benefit the town centre
8. Voluntary BID members and non-BID Levy paying businesses and organisations can apply for a maximum grant of £1,000
9. Minimum project cost is £250 (i.e. requiring match funding of £125)
10. An applicant/business must have no current financial disputes with Barrow BID or the local Council in respect to BID Levy payments.
11. Before undertaking building works or large installations, especially in cases where your property is listed, regulatory permissions must be obtained before work takes place. By completing an application, you are confirming you have sought all necessary planning permissions and that any other permits and licences to operate are in place. For information on planning email: consultplanning@barrowbc.gov.uk

Terms

1. Two quotes must accompany the grant application for each item requested. At least one of the suppliers/providers should be based in the Barrow Borough area to keep the supply chain local.
2. The grant made will be 50% of eligible costs. Payment is exclusive of VAT.
3. A grant cannot be sought for retrospective projects. Approval must be given prior to the work commencing
4. Applicants must provide feedback on the project within 6 months of completion regarding the effectiveness of the grant via a feedback form supplied by the Barrow BID Company Ltd
5. Applications will be processed on a first come first served basis with priority given to new applicants.
6. Payment will be made on completion of projects, with evidence of work carried out and the submission of relevant paid invoices
7. Members and officers of the Grant Panel may visit to verify details of the project
8. No applications will be accepted after 31st May 2026
9. Where applicable, the grant can cover the physical material costs if an improvement is being made with the labour being undertaken in house
10. The Panel reserves the right to explore any data in the public domain and request additional information from directors, suppliers and company accountants to satisfy authenticity. The Panel reserves the right to reject any application in its absolute discretion where there are inaccuracies or the panel cannot verify information.
11. THE GRANT IS MADE ON THE STRICT CONDITION THAT IN THE EVENT THE FUNDS ARE NOT DEPLOYED TO THE SPECIFIED PROJECT, USING THE APPROVED SUPPLIER(S)/PROVIDERS, THE GRANT OBTAINED MUST BE REPAYED. ANY FINANCIAL LIABILITIES TO SUPPLIERS/PROVIDERS ARISING FROM THIS ACTION WILL TRANSFER TO THE GRANT APPLICANT.

Events

For companies and organisations seeking funding to deliver town centre events, please be aware that the grant funding limit is £1,000.

1. Applications for events should be made at least 3 months prior to the event (where possible)
2. Attach an event management plan including traffic management plan and risk assessment
3. Include all elements of the event and a total cost of the event
4. Provide two quotes for elements where possible and specify any elements that are unique
5. Specify which element you are seeking funding for from Barrow BID



6. Show where further funding is coming from
7. Attach a copy of your PLI with at least £5m cover (£10m desirable)
8. Highlight how the event will benefit the town centre and include some KPIs
9. We recommend a pre-application meeting with our BID Manager who may be able to assist with event planning (manager@barrowbid.co.uk) and other ways in which we can support your event.
10. Should an event not go ahead due to factors outside of the organisers control, the requirement for repayment of the grant will be at the discretion of the BID Board.
11. A maximum of one event grant can be applied for per event.
12. Any events taking place in Barrow town centre should include a post event clean

Grant Procedure

1. Applications must be made via Barrow BID's website: <http://www.barrowbid.co.uk/grant-scheme> or via a paper copy requested from manager@barrowbid.co.uk
(If you have special needs and require a large text or special version please contact the BID Manager)
2. Applications should be submitted by the end of the month prior to the Barrow BID board meeting the following month, i.e. by 31st July to be discussed at the August board meeting.
3. The following information will be required to complete the application:
 - a. Company number (if applicable)
 - b. VAT registration number (if applicable)
 - c. National Insurance Number (if applicable)
 - d. If trading as a Sole Trader or Unincorporated Partnership, proof of trading with UTR (Unique Tax Reference) number and start date will be required.
 - e. A full business bank statement that clearly shows your account name, sort code, account number and business transactions
 - f. Proposed designs (for new signage/building exteriors/marketing tools)
 - g. Evidence of planning permission (if applicable)
 - h. Business lease and written permission from landlord (if leasing premises)
 - i. Event management plan including traffic management & risk assessment (events)
 - j. Public Liability Insurance (events)
4. Two quotes for each element of your application, with one from a local supplier/provider.
5. Information detailing how the project will help your business.
6. Information detailing how the project/event will benefit the town centre
7. The Barrow BID Company Ltd will inform the applicant of the Grant Panel's decision by email and state the formal offer date.
8. If additional information is required the applicant will have 3 months to submit additional information, if all information is not supplied within this timeframe the application will be automatically rejected.
9. Applicant to confirm acceptance of the grant by completing and returning the Grant Agreement Form.
10. Applicant to commence project as outlined in the application form
11. Applicant to inform the Barrow BID Company Ltd on completion of the project.
12. Applicant to submit evidence of payment and attach a copy of paid invoice(s).
13. The Grant Panel may arrange a further visit with the business prior to payment of grant.
14. Payment will be sent to the applicant via BACs
15. The Barrow BID Company Ltd may conduct an evaluation through follow-up contact on behalf of the Grant Panel. Further information can be found on our website: www.barrowbid.co.uk/grant-scheme