



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

Town Centre Business Development Grant

Guidance Notes

The Town Centre Business Development Grant is designed to make Barrow town centre a better, busier and brighter place to visit and to help businesses to develop to become sustainable.

The grant scheme is aimed at businesses located within the Barrow BID area.

Eligible applicants are:

- Barrow BID Levy Payers
- New businesses moving into current qualifying BID Levy hereditaments
- Voluntary BID Levy Payers (Max grant £1,000)

Grant Support Available:

Barrow BID are investing £60,000 into the grant scheme over the next 5 years with an aim of supporting around 50 applications. The grant will cover 50% of eligible project costs and the payment is exclusive of VAT.

Payment will be made to the organisation that has made the grant application and no work should be undertaken until written approval from Barrow BID is received. (Formal offer email).

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.

Business Development Grants are available for a range of projects to help improve and develop town centre businesses. You can apply for a single grant towards a particular project, or a project which covers multiple projects/initiative, with a set maximum match funding amount for each category.

The maximum amount that can be awarded is £2,000 if all applicable categories were met, which would require a minimum total project cost of £4000 exc VAT.



No.	Project/Initiative	Examples	Maximum Grant (at 50% match funding)
1	Exterior improvements to a property	Exterior signage, painting	£1000
2	Bringing a vacant or derelict property back into use	Contribution to reinstating a property that is derelict or has remained vacant for more than 12 months	£300
3	Sustainability improvements or accessibility improvements	The upgrade of existing equipment to be more efficient or sustainable. Improvements to improve the accessibility of a business such as disabled access and facilities	£200
4	Provision of community space or an initiative which would benefit other businesses within the town centre	Initiatives which would have a wider benefit to the town centre or would draw significant additional footfall such as the creation of events space, community space or bringing a service to the town centre not currently available	£250
5	Energy efficiency/green energy improvements	Implementation of improvements such as LED lighting and energy saving technology Further advice available from https://cafs.org.uk/	£250
6	Staff Training or Development	Developing new skills beyond what would normally be required to develop or add to services already offered	£100
7	Installation of CCTV (Only 1 quote required for CCTV installation)	Installation of either a single camera or CCTV system. To qualify for funding, all cameras	£100



		must be registered through Cumbria Police's Camera Registry: https://cumbria.fususregistry.co.uk/camera-registry Confirmation of this will be required prior to the release of funding.	
Please note that all grant payments and quotes are excluding VAT			

Grant applications will be processed on a first come first served basis. Only one application is allowed per BID year (1st Sept – 31st Aug) and first time applicants will be given preference over returning applicants or applicants who have received grants in the current term.

Please note that the Town Centre Business Development Grant would not cover or contribute to annual membership fees, single use disposable promotional items, company stock or office stationery items.

Grant payments are based upon the lowest quote received.

EXAMPLE: Project to install LED Lighting & New Shop Sign:

Shop sign	Quote 1	£500	Quote 2	£450	(max grant award £500)
LED Lights	Quote 1	£600	Quote 2	£650	(max grant award £250)

Total Project Cost (based on lowest quotes): **£1050**

Total Grant Application: **£475**

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 fits each of the grant criteria you have applied for.
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 2031)
7. Voluntary BID members can apply for a maximum grant of £1,000
8. Minimum project cost is £100 (i.e. requiring match funding of £50)
9. An applicant/business must have no current financial disputes with Barrow BID or Westmorland and Furness Council in respect to BID Levy payments.
10. 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.

Grant Scheme Feedback

All applicants will be required to complete an online feedback form prior to a grant payment being made.

Exclusions

This scheme is intended to support business development, not business as usual activity. The following expenditure types, while not exhaustive, cannot be included in an application:

1. Repayment of debts
2. Land/property purchases inc. rental payments and deposits
3. Direct staff costs e.g. salaries/wages
4. Stock, consumables and temporary installations/furniture
5. Security devices including CCTV and roller shutters
6. General running costs of the business or working capital
7. Professional and legal fees
8. Repairs of a building & renewals including building maintenance and like for like replacement of plant & equipment
9. Lease or rental costs
10. Window glass
11. Street furniture and temporary installations
12. Replacement of damaged, defective or life expired equipment
13. Vehicles and highly portable equipment (inc. laptops/phones/tablets)
14. Good or services purchased, or works that have commenced, before a written formal grant offer has been made

Terms

1. Two quotes must accompany the grant application for each item requested (excluding the installation of CCTV). At least one of the suppliers/providers should be based in the Furness area (where possible) to keep the supply chain local.
2. The grant made will be 50% of eligible costs up to a maximum contribution of £2000. Payment is exclusive of VAT.
3. A grant cannot be sought for retrospective projects. Approval must be given prior to the work commencing
4. Upon completion of works, applicants must provide photographic evidence of the work undertaken, copies of final paid invoices, as well as a completed BACS payment for (provided by Barrow BID). Payment should be expected within 28 days of all required paperwork being returned.
5. Grant applications will be processed on a first come first served basis. Only one application allowed per Barrow BID year (1st Sept – 31st Aug).
6. Payment will be made on completion of projects, with evidence of work carried out and the submission of relevant paid invoices
7. By submitting an application, you are agreeing to Barrow BID promoting the work undertaken as part of promotional activity for the town, including agreeing to include Barrow BID as a funder in any promotional activity of your own surrounding the project.



8. Members and officers of the Grant Panel may visit to verify details of the project
9. No applications will be accepted after 31st May 2031
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.

Grant Procedure

1. Applications must be made via Barrow BID's website at <https://barrowbid.co.uk/grant-scheme/>
2. 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
3. Two quotes for each element of your application, with one from a local supplier/provider (excluding CCTV).
4. Information detailing how the project will help your business to strengthen and grow.
5. The Barrow BID Company Ltd will inform the applicant of the Grant Panel's decision by email and state the formal offer date.
6. Applicant to commence project as outlined in the application form
7. Applicant to inform the Barrow BID Company Ltd on completion of the project.
8. Applicant to submit evidence of payment and attach a copy of paid invoice(s).
9. The Grant Panel may arrange a further visit with the business prior to payment of grant.
10. Payment will be sent to the applicant via BACs
11. The decision of the grant panel will be final
12. The Barrow BID Company Ltd may conduct evaluation through follow up contact on behalf of the Grant Panel. Further information can be found on our website at:
<https://barrowbid.co.uk/business-development-grant-scheme/>

By submitting an application you are confirming your full understanding and acceptance of the grant criteria.