



## ***Elgin BID Grant Scheme***

### ***Introduced - September 2018***

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## Section 1 - Context

The new Elgin BID Grant Scheme has been introduced to provide our business members with access to a flexible grant fund that can be used to:

- Benefit their business trading
- Increase Footfall to the City Centre
- Demonstrate Creativity and Innovation
- Promote the use of a Vacant Commercial Space
- Improve vibrancy to the City Centre
- Increase accessibility

Traditionally the Elgin BID Grant Scheme and our partnership programme the Conservation Area Regeneration Scheme (CARS) grants, concentrated on work that visually and physically enhanced the exterior of a business property. While this is still critical, the new Elgin BID Grant Scheme (BGS) can be used in a more flexible way, providing more freedom for the business/property owner to decide on their priorities and business needs.

Elgin BID will also be happy to accept applications from collaborations between our business members, whether that be by geographical location, business sector or common interest, adding a new dimension to the grant package.

Should a business or business collaboration wish to seek support for an idea that is not outlined in Section 3, but which they believe will increase footfall, improve the vibrancy of the city, promote vacant commercial space or show creativity/innovation, we would be happy to discuss this.

Please call Gemma Cruickshank on 01343 550652 or E mail [gemma.cruickshank@elginbid.co.uk](mailto:gemma.cruickshank@elginbid.co.uk) The BGS supersedes any previous grant scheme operated by Elgin BID solely or in partnership.

## Section 2 - Eligibility

The grant is open to BID levy payers and property owners of buildings located within the BID Boundary, who, where appropriate have paid, or through payment arrangements are paying their BID levies. Property owners must seek permission from their tenant for the work to take place, equally Tenants must seek permission from the property owner for the work to take place.

Elgin BID reserves the right to award a grant where they deem it appropriate, specifically but not exclusively for a business bringing a derelict building back into use who will become a BID member when the building is rated.

The Moray Council may be asked to confirm whether each grant applicant is up to date with their BID levy payments, prior to the grant being approved;

- BID levy payers can apply for the Elgin BID Grant Scheme;
- Property Owners of buildings within the BID Boundary;
- BID businesses are entitled to submit one application per financial year (April to March);
- BID levy payers moving to new premises within the BID area, cannot apply for more than one grant within the same financial year, unless they are opening a second/additional premises (April to March);

- Business collaborations are welcome which will help to develop collaborative working between BID business members.

### **Section 3 - What can be Applied For**

The Grant can be used for a wide range of uses listed below, ensuring it is flexible and will truly enhance the business, which will in turn help to increase footfall and the vibrancy of the City Centre.

Applications that demonstrate creativity and innovation are welcomed, as are applications that help to promote use of a vacant commercial space.

Please note, applicants will be asked to explain in detail why the item/activity will be of benefit and how it meets the criteria set above. The BID Board of Directors reserves the right to seek further information and clarity.

It is essential that applicants can provide a strong case for their funding application.

Applications for accepted for -

- Exterior Signage
- Vegetation Removal
- Replacement of Doors and/or Windows
- Exterior painting
- Upgrading of customer toilets
- Staff Training in Customer Service (Training must be accredited for example WorldHost, in house training will not qualify)

As stated above, should a business or business collaboration wish to seek support for an idea that is not outlined in Section 3, but which they believe will increase footfall, improve the vibrancy of the city, promote vacant commercial space or show creativity/innovation, we would be happy to discuss this.

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### **Section 4 - Scope**

The Grant must be used for works that:

- Enhance both the external and where appropriate internal function of the business and thereby contribute to the Elgin BID, Business Plan objective of enhancing the vibrancy of the City Centre;
- Improve staff performance and customer engagement;
- Will help to increase footfall to the City Centre;
- Will develop and enhance business collaborations.

### **Section 5 – Process**

A simple process chart can be found below which illustrates the steps that should be followed to make a Grant Application.

- Applicants should initially submit an Expression of Interest form, if the application meets the grant criteria a full application will be requested
- The full application must be submitted with two quotes for the works, in exceptional circumstances and in discussion with Elgin BID, a single quote may be accepted;
- Applications will only be accepted prior to the works being carried out i.e. not retrospectively;
- A decision on the Expression of Interest will be made within 14 days;
- The grant will be payable upon the production of a VAT receipt, accompanied by before and after photographs of the completed works;
- VAT cannot be paid
- The BID Board reserves the right to check that the works are completed prior to the grant being paid.

### Section 6 - Application Conditions

- Applicants will agree to take part in promotional activities that acknowledges the Grants support, e.g. allow the use of before and after photographs or provide a quote stating how the grant assisted me to carry out work;
- Elgin BID reserves the right to refuse an application if it fails to meet the criteria stipulated above.
- The decision of the Board is final, no appeal process exists, if the applicant wishes to re submit an application that meets the grant conditions they will be welcome to do that.

### Section 7 - Grant Intervention

Grants are available for 50% of the the project cost, up to a maximum of £500. The grant applicant must match the grant supplied by Elgin BID – example below. Please note VAT costs cannot be paid.

Item	Total Cost (inc VAT)	Applicant Contribution	BID Grant
Exterior Signage	Net - £560 VAT - £112 Total - £672	£392	£280 (50% of Net costs)
Replacement Door	Net - £1000 VAT - £200 Total £1300	£800	£500 (50% of Net costs)
Staff Training	Net - £220 VAT - No VAT Applied to this item Total - £220	£110	£110

## Section 8 - Process Chart

