



2024/2025 BID Member Grant Programme

What are we

Royal Tunbridge Wells Together is the organisation behind the Business Improvement District in Royal Tunbridge Wells. It is a non-for-profit Community Interest Company based in the town, led by a Chief Exec and overseen by a volunteer board of directors made up from local businesses. It is funded through a BID levy scheme that every eligible business pays into.

What is our purpose

Our purpose is to serve our levy payers in any way that may support them, be that through increasing trade, lowering costs or generally improving the environment for them.

What are BID Members

Every business within the BID Geographic area (on last page) which is based within a property that has a rateable value higher than £15k, is required to pay a small supplementary levy on their business rates. These are the organisations RTW Together is primary here to support.

Why do we offer grants

Our BID Member grant schemes are designed to support our levy payers with specific projects which benefit both them directly with financial support as well as the wider town environment which in turn benefits other members of the BID.

BID Member Grant Programmes

- **Security Grants** – To help pay for security equipment and infrastructure that will enhance the security of a BID member premise and generally deter crime within the BID area.
- **Christmas Decoration Grants** – To help pay for lights and features to go outside a venue and improve the aesthetic/interest of the business and street scene and generally encourage visits to the BID area.
- **Sustainability Grants** – To support the purchase of equipment and infrastructure to support BID Members saving money and generally support an aim of helping the BID area becoming more sustainable.
- **Accessibility Grants** – To support the purchase of equipment and infrastructure to support BID Members become more accessible and more attractive as a destination for customers as well as support an aim of helping the BID area becoming more accessible generally and develop a reputation for being welcoming to all.

2024 BID Member Grant Guidance Notes

Grant Fund	2024/25 Planned Budget Allocation	Max Grant Award	Application Open Date	Deadline for Applications	Assessment of Applications
Security Grants	£4,000	£250	5 th June	Rolling deadline	As soon as received
Christmas Decoration Grants	£3,000	£200	7 th August	Rolling deadline	As soon as received
Sustainability Grants	TBC	TBC	TBC	TBC	TBC
Accessibility Grants	TBC	TBC	TBC	TBC	TBC

On the basis of an application, RTW Together may choose to approve or deny a request. Please hand in a signed paper copy in person, send by post to RTW Together, 52 High Street, Tunbridge Wells, Kent or email to biddirector@rtwtogether.com.

Application Details

- Applications in this year will be offered on a 1st come 1st serve basis (subject to a viable application)
- BID Members who has already been successful with a grant application will not be considered for a second in the same or another grant fund in the same year.
- The application will cover a maximum of 50% of the cost of the project.
- 100% of the grant will be awarded upon provision of proof of spending within 10 working days of proof being received.
- Grants will only be offered to BID Members and BID members who are not overdue on BID levy invoices.
- If a BID Member is not able to proceed with the project within the year an award may be cancelled and the funds reallocated back into the grant fund pot.
- Grant awards are for the set amount specified.
- Grants are designed to support improvements to venues within the BID area I.e. a BID member with multiple premises can not apply for funds to support a venue outside the BID area.
- If there are underspends in other projects then the fund may be increased. If there are any funds remaining, we may re-allocate these to other projects.
- If any of the conditions are broken then future applications for grants may be declined.
- RTW Together reserves the right to decline applications which it considers may harm the reputation of the BID or bring it into disrepute.



ROYAL TUNBRIDGE WELLS
TOGETHER
BUSINESS IMPROVEMENT DISTRICT

2024 BID Member Grant Application Form

What Grant fund are you applying for?

- Security** *(Fund to support security systems & Equipment - £0-£250)*
- Christmas Decoration** *(Fund to support Christmas decorations - £0-£200)*
- Sustainability** *To be confirmed*
- Accessibility** *To be confirmed*

What is your organisation's name? _____

How much are you applying for? _____

Applicant Details

Address of BID Member	
Name of applicant	
Email Address	
Phone Number	

Project Details

Please give a brief Description of Project

Please include, what you would like to do and what is its purpose?

Please identify your timescales for the project?

What is the total budget for this project?	
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Payments

What is your organisation's

bank account name

bank account number

sort code

Grant award conditions

By applying for this grant you confirm

- you have been truthful to the best of your ability
- grants will only cover expenditure yet to be incurred (unless agreed with BID Director)
- you will deliver the project/spend the money by 31st December 2024 (unless otherwise agreed)
- you have a UK Bank Account for the award to be deposited into
- you will run a safe project including producing any necessary risk assessments
- the project complies with all appropriate regulations and permissions, including Planning & Building Control
- your organisation will acquire all necessary relevant insurance and licenses
- the grant will only cover a maximum of 50% of the total budget for the project
- you considered spending the grant with local suppliers and installers
- in order to make the claim, you will need to provide
 - copies of invoices for the work up to the financial amount of the grant
 - before and after photos of the project
- you will endeavour to credit the BID with helping fund the project e.g. with a social media post
- you provide consent for the BID to use any photos provided to promote its activities
- you have the authority to and hereby give consent for the BID to use any images, quotes or feedback for promotional or other purposes

I have read and understood the above terms

Signature _____

Name _____

Date _____

RTW Together BID Geographic Area

