



**OUR COLCHESTER**

*A BID to make new history*

## Our Colchester BID

Create fund 2019/20

<b>Name of applicant completing form:</b>
<b>Name of organisation:</b>
<b>Event/Project/Initiative being funded:</b>
<b>General conditions of funding:</b> <ul style="list-style-type: none"><li>• Our Colchester BID support is clearly acknowledged on all promotional material using the official logo supplied.</li><li>• If requested you must provide confirmation of your policies and compliance with Equality, Diversity and Human Rights legislation.</li><li>• The organiser is responsible for ensuring that there is adequate public liability insurance, in the sum of no less than £1m, in place for the duration of the event/project/initiative</li><li>• If your event/project/initiative involves working with children, young people or vulnerable groups, we remind you that it is the responsibility of the project lead to ensure that all relevant persons have been checked through the Disclosure and Barring Service.</li><li>• If requested, you must account for the expenditure against your grant including the presentation of invoices/receipts where applicable.</li><li>• If you change your funding-related activity from the application specifications, or you expect your activity to be delayed or cancelled, you must contact us as soon as possible to explain and we will confirm whether this is acceptable. If we deem that this is not acceptable, we reserve the right to recall all or part of the grant.</li><li>• If the grant is not being paid to a formally registered organisation or charity, the person signing this declaration remains personally responsible for repaying the grant, and agrees to repay it, if the planned event does not go ahead as outlined in the application.</li><li>• Where applicable, Our Colchester Ltd, may set special conditions relevant to your application that must be achieved by application.</li></ul>
<b>Furthermore, we reserve the right to withdraw the funding under any of the following circumstances:</b> <ul style="list-style-type: none"><li>• Failure to ensure the event, and any person connected to it, has adequate public liability insurance</li><li>• Failure to obtain necessary Disclosure &amp; Barring Service checks</li><li>• If your business or organisation goes into financial administration or you go into bankruptcy or insolvency</li><li>• If you do not follow our reasonable instructions or special conditions imposed on your award (see overleaf)</li><li>• If you act illegally or negligently at any time during the funded activity, related to that activity</li><li>• If we believe your actions harm the reputation of Our Colchester Ltd</li><li>• If requested you should be prepared to complete and submit evaluation of your event to demonstrate how it has contributed to the aims of Our Colchester Ltd</li></ul>
<b>Special conditions:</b>

**Please sign and return a hard copy of these conditions to confirm you accept them to:  
Sam Good, BID Manager, Our Colchester, 4 Portal Precinct, Colchester, Essex, CO1 1JJ**

Alongside a scanned copy to [sam@ourcolchester.co.uk](mailto:sam@ourcolchester.co.uk)

Upon receipt of your signed agreement we will arrange payment by BACS to the account specified in your application within three weeks, subject to any special conditions above having been met.

*On behalf of:*

*I accept the general and special on conditions of this funding as specified.*

**Signed**

**Completed by (Print name):**

**Date:**