



## **Step by Step Guide**

### **How to apply for your Business Improvement Grant**

#### **Stage 1**

- Register your interest for the Hamilton BID Business Improvement Grant by 1 September 2021 in writing or email [admin@hamiltonbid.org](mailto:admin@hamiltonbid.org). Verbal notification will not be sufficient
- Application pack sent to all BID members who registered for the Improvement Grant

#### **Stage 2 Making your application for the Hamilton BID Business Improvement Grant**

- Complete your Improvement Grant Application and obtain a minimum of two job quotations.
- Apply for planning permissions and consents
- Send your completed application to the BID office by 1 September 2021.
- Your formal offer letter subject to planning approvals and consents is issued within 21 days of receipt

#### **Stage 3 Building works through to grant payment**

- You organise work to start on site and inform the BID office of your start date providing a programmed schedule of works including details of all contractors and subcontractors being employed
- Ongoing progress reports are to be submitted to the HamBID Manager in relation to improvements where they extend beyond one day. Upon completion

of the works a full breakdown of all costs and relevant invoices are to be produced with details of all works carried out to the HamBID manager. This is to take place within seven days of completion.

- Contact the BID office when works are completed and submit your invoice
- Checks are made to ensure your work is completed in accordance with your application – invoices are verified.
- Failure to complete the works as per the original submission or failure to supply a full cost breakdown may lead to non-payment of the grant.
- Further to meeting the requirements of the scheme, your cheque will be presented within 21 days
- All works to be completed by 1 March 2022.