

Application form

Business Improvement & Development Grant Scheme 2026/27

Please complete in BLOCK capitals if handwritten and include as much detail as possible

Business Name	
Applicant Name	
Email Address	
Business Address	
Property Owner Name and Address If you are not the owner and are carrying out any improvement works that affect the building e.g. new signage.	
Conflict of Interests Please provide full details whether the owner or applicant is employed by, is, or is related to an employee of Watford BID Ltd team or board director.	
Detailed Explanation of Works to be carried out Please explain how this will improve the business or customer experience. Works cannot be statutory requirements e.g. rent & bills, wages etc. Continue on an additional page if necessary.	
Quotations and Costs	<ul style="list-style-type: none"> • Please provide at least two competitive quotations for the proposed works or items. • Where possible, quotations should be obtained from local suppliers. • The amount of grant requested should be based on the lower quotation.

<p>Quotation 1</p>	<p>Supplier Name:</p> <p>Supplier Address:</p> <p>Description of Works:</p> <p>Total Cost (excluding VAT): £</p>
<p>Quotation 2 Must be a separate company/supplier to quote 1.</p>	<p>Supplier Name:</p> <p>Supplier Address:</p> <p>Description of Works:</p> <p>Total Cost (excluding VAT): £</p>
<p>Grant Request</p> <p>Please use the lowest quote</p> <p>VAT is NOT payable, please do NOT include in your grant request.</p>	<p>Total Cost of Works/Project (excluding VAT): £</p> <p>Amount of Grant Requested (maximum £3,000): £</p>
<p>Local Supplier Confirmation</p>	<p><input type="checkbox"/> I confirm that quotations have been obtained from local suppliers.</p> <p><input type="checkbox"/> I was unable to obtain quotes from local suppliers (provide reason below).</p> <p>Reason:</p>
<p>Project Timeline</p>	<p><i>If your application is approved (and all necessary consents are obtained), are you able to complete all works by 28 January 2027?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Declaration and signature declaration

- ✓ The quotations submitted are genuine and reflect competitive market pricing.
- ✓ The quotations provided are from local suppliers. Where this is not the case, a valid justification has been supplied.
- ✓ Consent for the proposed works has been obtained from the property owner and/or the relevant local authority, where required.
- ✓ The information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that the provision of materially misleading information at any stage may result in the rejection of this application or the recovery of any grant awarded.
- ✓ I acknowledge that all grants are awarded at the discretion of the Grant Panel and are subject to the terms and conditions set out in a formal legal agreement with Watford BID Ltd.

Name of Applicant

Signature of applicant

Date of application

Bank details:

Business Account name

(Must match the bank account name)

Sort code

Account number

Please send this completed form to:

Fiona Hadley

Business Support Manager

Watford BID LTD

Suite 5, Kings Court 153 High
Street Watford WD17 2ER

Email: business@watfordtowncentre.com

Remember to enclose a copy of **two** quotations for the works and, if applicable, a letter of consent from the property owner and/or planning permission if required.