

**LEIGHTON-LINSLADE TOWN COUNCIL**

**MARKET TRADER BURSARY SCHEME**

**GUIDANCE NOTES**

1. A maximum of five bursaries can be awarded per financial year (April – March).
2. Each bursary will be for up to £500 and shall not exceed this amount.
3. Bursary funds should be earmarked for the purchase of necessary equipment or public liability insurance required in order to commence trading on the Leighton Buzzard street market.
4. Bursary funds will not be paid directly to the applicant. On submission of an approved invoice/proof of purchase, funds will be reimbursed by the Town Council.
5. An individual or business may only submit one application for a market bursary.
6. The bursary scheme will be reviewed at the end of the first year.
7. The scheme is designed for brand new traders to the Leighton Buzzard street market.

**APPLICATION CRITERIA AND PROCEDURE**

1. Applicants for a bursary must complete the relevant application form and submit this, along with a detailed cash flow projection and Business Plan, to the Town Centre and Market Officer, who will acknowledge receipt.
2. In the first instance, submitted documents will be reviewed by the Town Clerk and Market Officer in conjunction with the Chair of the Economic Development Sub-Committee.
3. Applicants will be advised whether their submitted documents meet the necessary criteria and will be put forward for further consideration, or whether further information/amendments are required.
4. Approved applications will then be presented to the Town Clerk or (depending on the timing) the Economic Development Sub-Committee for a formal decision on whether to approve a bursary.
5. Successful applicants must provide detailed receipts in order for the costs of equipment or public liability insurance purchased to be reimbursed.

6. Successful applicants must make a commitment to trade on the Leighton Buzzard street market for a minimum of six months and to comply with the Market Regulations.

For further information contact:

Town Centre and Market Officer

Tel. 01525 631912

Email: [markets@leightonlinlade-tc.gov.uk](mailto:markets@leightonlinlade-tc.gov.uk)

*Updated procedure approved by Partnership Committee 5 June 2014*