



# Broadstairs & St Peter's Town Council

## EVENT FUNDING APPLICATION FORM

**PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM**

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at [www.broadstairs.gov.uk](http://www.broadstairs.gov.uk).
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) If you have run the event before, then please attach any press reports, feedback or evaluation reports which have been written after the event has taken place (n.b. this will cease to be a requirement from the 31<sup>st</sup> November 2017, as all future grant applications will need to complete a grant monitoring and evaluation form, see grant criteria for further information)

### Your Details

**Name of Organisation:**

**Grant amount requested:**

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i>	.....
<i>Accounts Enclosed</i>	.....
<i>Copy of Constitution</i>	.....
<i>Grant Approved / Declined</i>	.....

**1. Contact Name**

**2. Position**

**3. Address**

  
  
**Postcode**

**4. Telephone**

**5. email**

**6. Website**

**7. Name & address  
Of TREASURER**

# EVENT SPONSORSHIP APPLICATION FORM

1. What is the name of your event? A working title is acceptable.

2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land?

3. Which date(s) will your event be held on?

Please state the start date and time:

*If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.*

Please state the end date and time:

4. Is your event open to the public? If not, your event will not qualify for funding.

5. Please provide a general description of your event. *Include things like where will your event be held, how it will be promoted and who you expect to attend.*

6. How many times have you previously held this event? Is this the first time this event has been held?

**7. Please confirm how your event will be promoted/marketed?**

**8. Please describe how you will meet our funding criteria:**

*(i) How does your event take into account the needs of the community?*

*(ii) Please explain how the event links to Sports, Health or Well-being?*

*(iii) And/or: How does the event have a clear link to Culture, Arts or Music?*

*(iv) And/or: How does the event have a clear link to Broadstairs & St. Peter's Heritage?*

**9. Why do you think the council should sponsor your event?**

*(i) How is the event going to support and promote Broadstairs & St. Peter's?*

*(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?*

## Managing your Event

<b>10. Is anyone else financially contributing to your event? If yes, please give the details below:</b>	
<b>(a) Funding secured:</b> <b>Name of funder:</b>	<b>Amount secured:</b>
<b>(b) Funding applied for:</b> <b>Name of funder:</b>	<b>Amount requested:</b>
<b>(c) Funding being used from Reserves or Fundraising:</b> <b>Details</b>	<b>Amount</b>

<b>11. If this would be your only source of funding, please explain why?</b>

<b>12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?</b>

**13. Is your organisation VAT registered? If so, please supply your VAT number:**

**14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**

**15. Do you employ anyone to help with your event? If yes, how many people do you employ?**

**16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?**

**17. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.**

**18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:**

# Event Budget

<p><b>18. Please complete the following budget sheet. Please give as much detail as possible.</b>  <i>When you make your application you should also enclose audited copies of your most recent accounts including the organisation's current Bank or Building Society balances.</i></p>		
<b>TOTAL PROPOSED COST OF EVENT</b>	£	
<b>TOTAL CONTRIBUTION REQUESTED FROM THE TOWN COUNCIL</b>	£	
<p><b>Event Expenditure:</b> <i>Please list the costs you will incur in putting on your event – This should include all expenses from security, marquees, music and entertainment, marketing and promotion. Please over-write the sections below providing as much detail as possible.</i></p> <p><b>PLEASE NOTE YOU MUST ITEMISE ALL EXPENDITURE - DO NOT SUMMARISE COSTS – IF NECESSARY USE A SEPARATE SPREADSHEET OR PAGE</b></p>		
<i>e.g. Hire of facilities (such as a hall or marquee)</i>	£	
<i>e.g. Hire of services (eg fencing, music, entertainment, PA systems, staging, etc)</i>	£	
<i>e.g. Security and stewarding costs</i>	£	
<i>e.g. Marketing and promotion costs:</i>	£	
<i>e.g. Statutory costs – licences, road closures, land hire etc</i>	£	
<i>Other costs – (Please ensure you itemise all expenditure)</i>		
<b>Total Cost of Event (A)</b>		£

<b>Event Income:</b> <i>Please outline what income the event will generate and what other sponsorship funds you have been able to secure.</i>		
<i>e.g. Sales of tickets</i>	£	
<i>e.g. Sales of merchandise (programmes, t-shirts, etc)</i>	£	
<i>e.g. Sponsorship from the business sector</i>	£	
<i>e.g. Funding from other grant making bodies (Lottery, Arts Council, Sport England etc)</i>	£	
<i>Income generated from your own fund raising activities to support the team:</i>		
<b>Total Income Raised (B)</b>		<b>£</b>
<b>Variance between A and B</b>	£	



# Your Declaration

**Please complete the section below as the final part of your application.  
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

I am an Employee: Please record your job title, department and line-manager.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest audited accounts.

SIGNED:

DATE:

**Please return the completed form – together with all appropriate attachments:**

**The Town Clerk  
Broadstairs & St. Peter's Town Council  
Pierremont Hall  
Broadstairs  
CT10 1JX**

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)