



# **Warwick Town Council**

## **Event Funding**

### **2018 / 2019**

- Part 1 General Guidance Notes**
- Part 2 Application Guidance Notes**
- Part 3 Application Form**

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**Applications should be submitted 10 days before relevant Committee date**

The Court House  
Jury Street  
Warwick  
CV34 4EW

Updated – January 2018

## Event Funding. Part 1 – Guidance Notes

The Event Grant Fund has been established as one of a number of ways of helping communities, particularly in deprived areas, to address local issues of concern to them. It will contribute to the Council's objectives of involving community representatives in identifying local needs, supporting the role of Councillors, and the representative role of the Town Council.

Applications will have to satisfy the following conditions to be considered for a grant:

- All applications must be signed by a local Town Councillor to indicate his/her support.
- Bids should be for one off projects in the five wards; Aylesford, Emscote, Myton & Heathcote, Saltisford and Woodloes that provide lasting benefits to the community. Projects that require ongoing funding will only be considered if there is a *clear and realistic plan* of how it will be funded after the initial contribution from the Community Grant Fund. Projects will only receive funding once.
- Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional channels, unless there is at **least matched funding or an agreement by those other agencies to pick up ongoing costs after the initial contribution from the Town Council.**

**Location - 1, 2, 3 or 4 points.** There will be a presumption in favour of the most deprived areas in the Town. These are defined by reference to the Government's local Index of Deprivation. The definition has been widened to include small pockets of deprivation within wards which generally have above average prosperity.

Bids that satisfy these conditions will be evaluated against the following criteria:

Town Councillor involvement	2 points
Services for under 8's or the elderly	2 points
Community development/public involvement	3 points
Crime reduction	2 points
Economic development	1 point
Equal opportunities	1 point
Integration - number of agencies involved	2 points

Very few applications will score against all criteria but those with high scores will be more likely to obtain funding.

Applications will be considered at the relevant Committee Meeting and should be submitted 10 days prior to the meeting. The Community and Cultural Committee oversees Community Projects of up to £3,000. The Economic & Tourism Committee oversees Community Event funding of up to £3,000 and is considered against Economic impact and raising awareness of Events in Warwick thereby encouraging visitors and residents alike.

All grant applications over the value of £3,000 will be taken to the relevant committee meeting for recommendation, followed by a decision at the next Full Council meeting.

**Successful applicants are required to attend the Annual Town Meeting on 9<sup>th</sup> May 2019 to deliver a brief report on their project.**

## Community Event Funding. Part 2 – Application Notes

### Section 1 – Contact Details

Please give the name of the association that will manage the project. Also, please give the name, email address, telephone number and postal address of the person that will act as the main contact for further information and correspondence.

### Section 2 – Group / Organisation Details

1. **Overview** – Please provide an overview of your organisation, including your aims and objectives.
2. **VAT** – This should include your VAT and Charity Number, if applicable.
3. **Organisation** – Please state how many members your association has, including paid staff.

### Section 3 – Project Information

1. **Event** – Please state the name of your event.
2. **Date** – Please advise of the event date.
3. **Description** – This should include a description of the event and what the grant will support.
4. **Attendance** – Please estimate the number of attendees to the event.
5. **What Economic Need Does Your Event Fulfil?** – Please state what target group will benefit from the event and how it will have a positive impact on the local economy.
6. **Evidence** – Please give evidence of the need and how your event will achieve this.
7. **Partners / Agencies Involved** – Please list all groups and agencies involved with the project. If more than one County or District Council Department is involved please list each one separately. Indicate the lead or principal agency first.
8. **Target Audience** – Please indicate what age group will benefit from this event.
9. **Project Management** – Please state who will be responsible for managing the project and how you will monitor and evaluate success

### Section 4 – Financial Details

1. **Amount of Funding Requested** – Bids for under £3,000 will be decided by the relevant committee meeting. Grant applications over £3,000 will be discussed at a Full Council Meeting.
2. **Itemised Breakdown** – Please provide a breakdown of how you plan to spend the money (e.g. flooring, rewiring, kitchen equipment, administration costs etc.)
3. **Project Total** – Is this the total cost of the project? If no, please advise where the remaining money has been obtained from.

4. **Name of Bank / Building Society Account** – Please give the name, account number and sort code to which payment should be made payable. Please note that the money cannot be paid to an individual.

### **Section 5 - Declarations**

Please sign and date the application form

### **Section 6 - Town Councillor Declarations**

1. **Town Councillor** – Please state which Town Councillor will be supporting your grant application
2. **Town Councillor Involvement** – This must be completed by the Town Councillor. A 'yes' or 'no' answer will be sufficient, but space has been provided for a full answer if required.
3. **Town Councillors Signature** – This section must be signed by a Town Councillor
4. **Comments** – For the Town Councillor to give a brief comment on the project if they wish.

**Successful applicants are required to attend the Annual Town Meeting on 9<sup>th</sup> May 2019 to deliver a brief report on their project.**