



Warwick Town Council

Event Funding

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

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**Completed applications should be submitted 10 days before Economic & Tourism
Committee meetings**

**The Court House
Jury Street
Warwick
CV34 4EW**

Part 1. Events Funding – 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 their support, before submitting your application to the office.
- Applications should be for one off events in the seven wards; All Saints and Woodloes; Aylesford; Castle; Leafield; Myton & Heathcote; Saltisford or Wilmhurst. Events 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 Event Grant Fund.
- Events 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.**

Applications will be considered at Economic and Tourism Committee and should be submitted 10 days prior to the meeting. The Committee oversees event applications of up to £3,000. All grant applications over the value of £3,000 will be taken to Economic and Tourism committee for recommendation, followed by a decision at the next Full Council Meeting.

Part 2. Event Funding – Application Notes

Section 1 – Contact Details

Please give the name of the association that will manage the project. Please also provide 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

Overview – please provide an overview of your organisation, including your aims and objectives.

VAT – This should include your VAT and Charity Number, if applicable.

Organisation – Please state how many members your organisation has, including paid staff.

Section 3 – Project Information

Event – Please state the name of your event

Date – Please advise of the event date

Description – This should include a description of the event and what the grant will support

Attendance – Please estimate the number of attendees to the event

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

Evidence – please give evidence of the need and how your event will achieve this

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.

Target Audience – Please indicate what age group will benefit from this event

Project Management – Please state who will be responsible for managing the project and how you will monitor and evaluate success.

Section 4 – Financial Details

Amount of Funding Requested – Applications under £3,000 will be decided by the Community and Cultural Committee. Grant applications over £3,000 will be discussed at the following Full Council Meeting.

Itemised Breakdown – Please provide a breakdown of how you plan to spend the money

Project Total – Is this the total cost of the project? If no, please advise where the remaining money has been obtained from

Section 5 - Declarations

Please sign and date the application form

Section 6 - Town Councillor Declarations

This section must be completed before submitting your completed application to the office

Town Councillor – Please state which Town Councillor will be supporting your application

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

Town Councillor’s Signature – This section must be signed by a Town Councillor

Comments – For the Town Councillor to give a brief comment on the project if they wish

‘Councillors Funding Application’ form must also be completed by the supporting Town Councillor to indicate their support of the application, and submitted alongside the completed grant application form