

## PART 3b - APPLICATION FORM EVENT FUNDING



- Please read Guidelines Parts 1 & 2 before completing the form.
- Closing date for applications: 10 days prior to Committee Meeting
- Applications must be countersigned by the supporting Town Councillor
- Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project.
- Grants under £3,000 will go forward for approval by the committee
- Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for final decision.
- If your organisation is VAT-registered and you can claim VAT costs back, do not include these costs in your application

**To be eligible to apply for a grant you must be able to tick all of the questions below**

- Your group has got a bank account
- Your group is non-profit making, i.e a registered charity, a voluntary or community group
- Your event will benefit people in Warwick (CV34)
- Your event requires a one-off payment (we cannot provide ongoing funding)
- Your event has not already started or been completed
- Your application includes at least 3 comparison quotes
- You have read part 1 & part 3 and meet the criteria to apply

**Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.**

Section 1: Contact Details	
Name of group/organisation applying	
Contact details of person completing the application form  This person is responsible for: <ul style="list-style-type: none"> <li>• providing information if requested</li> <li>• receiving the grant money if awarded</li> <li>• signing the grant agreement</li> <li>• providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved</li> </ul>	Name
	Email address
	Telephone number
	Postal address

## Section 2: Group/Organisation Details

Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives											
Please provide the charity & VAT number for your group, if applicable											
How many people are currently involved in your group /organisation?	<table border="0"> <tr> <td colspan="2" style="background-color: black; color: white; text-align: center;"><b>Members / service users</b></td> </tr> <tr> <td>Women (18+) =</td> <td>Men (18+) =</td> </tr> <tr> <td>Girls (0-17) =</td> <td>Boys (0-17) =</td> </tr> <tr> <td colspan="2" style="background-color: black; color: white; text-align: center;"><b>Staffing</b></td> </tr> <tr> <td>Paid staff =</td> <td>Volunteers =</td> </tr> </table>	<b>Members / service users</b>		Women (18+) =	Men (18+) =	Girls (0-17) =	Boys (0-17) =	<b>Staffing</b>		Paid staff =	Volunteers =
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Paid staff =	Volunteers =										

## Section 3: Project Information

Name of Event	
What is the date of the Event?	
Description of event and purchase requirement. (This should describe what you want to do with the money)	
Estimated attendance number, or attendance numbers of the event in previous year(s):	
What economic or tourist-based need does your event aim to fulfil?	
Please give evidence of the need and how your event will fulfil this need:	

Please provide details of any other groups/organisations who are contributing to the project, such as community groups or agencies working with you:	
What age group(s) will benefit from the project?	Tick/indicate all that apply: <input type="checkbox"/> 0-8 <input type="checkbox"/> 9-14 <input type="checkbox"/> 15-24 <input type="checkbox"/> 25-35 <input type="checkbox"/> 36-50 <input type="checkbox"/> 51-65 <input type="checkbox"/> 66+
How will it be monitored for success? (e.g. attendance numbers, sessions run, funds raised).	

**Section 4: Financial Details**

How much money are you requesting from Warwick Town Council?	Total amount applied for £															
Please provide a simple itemised breakdown of how money will be spent	<table border="1"> <thead> <tr> <th data-bbox="663 994 1291 1032">ITEM</th> <th data-bbox="1291 994 1501 1032">COST</th> </tr> </thead> <tbody> <tr> <td data-bbox="663 1032 1291 1093"></td> <td data-bbox="1291 1032 1501 1093"></td> </tr> <tr> <td data-bbox="663 1093 1291 1153"></td> <td data-bbox="1291 1093 1501 1153"></td> </tr> <tr> <td data-bbox="663 1153 1291 1214"></td> <td data-bbox="1291 1153 1501 1214"></td> </tr> <tr> <td data-bbox="663 1214 1291 1274"></td> <td data-bbox="1291 1214 1501 1274"></td> </tr> <tr> <td data-bbox="663 1274 1291 1335"></td> <td data-bbox="1291 1274 1501 1335"></td> </tr> <tr> <td data-bbox="663 1335 1291 1417" style="text-align: right;"><b>TOTAL:</b></td> <td data-bbox="1291 1335 1501 1417"></td> </tr> </tbody> </table>		ITEM	COST											<b>TOTAL:</b>	
ITEM	COST															
<b>TOTAL:</b>																
Is this the total cost of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No															
If no, please give details of funds raised or applied for from other partners, agencies, groups etc:	Other funds applied for/secured (including amount):															

<b>Section 5: Declarations</b>	
Signature of main contact person	
Date form completed	

**The supporting Town Council must also complete section 6 to indicate their support and submitted at the same time as this completed application.**

<b>Section 6: Town Councillor Declarations</b>	
Name of Councillor supporting the project	
Have you been or will be actively involved in this event?	
How will this event benefit residents of Warwick?	
Do you anticipate strong local community engagement?	
Has the group previously applied for funding from Warwick Town Council? If yes, please give details of their previous applications (date, amount requested, projects / events)	
Why do you feel Warwick Town Council should support this application?	

I support this grant application and will attend the upcoming Committee Meeting to represent this application and answer any questions that may arise

\_\_\_\_\_  
**Name of Councillor**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Completed forms and any supplementary sheets should be sent to:  
Warwick Town Council, The Court House, Jury Street, Warwick, CV34 4EW.  
Electronic copies can be sent to: [jaynetopham@warwicktowncouncil.org.uk](mailto:jaynetopham@warwicktowncouncil.org.uk)