

WARWICK TOWN COUNCIL



APPLICATION FORM EVENT FUNDING

- Please read Guidelines Parts 1 & 2 before completing the form.
- Closing date for applications: 10 days prior to Committee.
- 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 to the Economic & Tourism committee.
- Grants more than £3,000 will be taken to the Economic & Tourism committee for recommendation and then to the following Full Town Council meeting for final decision.

If you can tick ALL the boxes below you are eligible to apply for a grant

- Your group has got a bank account (we cannot pay money into individual's accounts)
- Your group is non-profit making, i.e a registered charity, a voluntary or community group, or a club or society
- 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

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	Warwick District Council Business Support and Events
Contact details of person completing the application form This person is responsible for: <ul style="list-style-type: none">• providing information if requested• receiving the grant money if awarded• signing the grant agreement• providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved	Name: Helen Kelly
	Email address: helen.kelly@warwickdc.gov.uk
	Telephone number: 01926 456011
	Postal address: Development Services, Riverside House, Milverton Hill, Leamington Spa, Warwickshire, CV32 5QH

Section 2: Group/Organisation Details											
Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives	As part of a local authority, the business support and events team provide locations and provisions for publicly held events and activities. Our aim is to ensure that events take place safely and provide for local groups and communities. As an objective we engage local businesses in events, ensuring they are aware of the activities occurring and try to accommodate their needs. In addition to this, we try to promote local businesses where possible through providing stalls at events.										
Please provide the charity & VAT number for your group, if applicable	N/A										
How many people are currently involved in your group /organisation?	<table border="1"> <thead> <tr> <th colspan="2">Members / service users</th> </tr> </thead> <tbody> <tr> <td>Women (18+) =</td> <td>Men (18+) =</td> </tr> <tr> <td>Girls (0-17) =</td> <td>Boys (0-17) =</td> </tr> <tr> <th colspan="2">Staffing</th> </tr> <tr> <td>Paid staff = 1</td> <td>Volunteers = 7</td> </tr> </tbody> </table>	Members / service users		Women (18+) =	Men (18+) =	Girls (0-17) =	Boys (0-17) =	Staffing		Paid staff = 1	Volunteers = 7
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Section 3: Project Information	
Name of Event	Warwick Victorian Evening
What is the date of the Event?	Thursday 28 November 2019
Description of event and purchase requirement. (This should describe what you want to do with the money)	Warwick Town Centre annual Christmas Light Switch on event which is taking place on Thursday 28 November. There will be a range of stalls selling food, drink and Christmas related items. The whole event is Victorian themed and will attract visitors and residents of all ages. The grant funding would support the event by adding performers for the event such as fire spinners, reindeer's walkabout acts and supporting price increases from providers. This will bring a wonderful sense of occasion making it memorable to all those in attendance
Estimated attendance number, or attendance numbers of the event in previous year(s):	2017 attendance was 11,000 2018 attendance was 10,500
What economic or tourist-based need does your event aim to fulfil?	The purpose of the event is to attract visitors (locally/regionally), into the Town Centre. The event will encourage visitors to experience all that Warwick has to offer and increase the footfall and revenue of the local business.
Please give evidence of the need and how your event will fulfil this need:	The retail sector is facing challenging times with Brexit/competition from online companies and out of town retail offers. This event services to bring people back into the Town Centre, frequenting the local retail offering.

Please provide details of any other groups/organisations who are contributing to the project, such as community groups or agencies working with you:	Warwick Chamber of Trade- £250.00 Sketts Market Provider- £1,150.00 Warwick Lions- Volunteers
What age group(s) will benefit from the project?	Tick/indicate all that apply: <input checked="" type="checkbox"/> 0-8 <input checked="" type="checkbox"/> 9-14 <input checked="" type="checkbox"/> 15-24 <input checked="" type="checkbox"/> 25-35 <input checked="" type="checkbox"/> 36-50 <input checked="" type="checkbox"/> 51-65 <input checked="" type="checkbox"/> 66+
How will it be monitored for success? (e.g. attendance numbers, sessions run, funds raised).	WDC will conducting an Economic Impact Assessment which will be completed during the evening.

Section 4: Financial Details																	
How much money are you requesting from the fund?	Total amount applied for £2,425.00																
Please provide a simple itemised breakdown of how money will be spent	<table border="1"> <thead> <tr> <th data-bbox="663 999 1294 1032">ITEM</th> <th data-bbox="1294 999 1501 1032">COST</th> </tr> </thead> <tbody> <tr> <td data-bbox="663 1032 1294 1095"></td> <td data-bbox="1294 1032 1501 1095"></td> </tr> <tr> <td data-bbox="663 1095 1294 1158">Fire Spinners</td> <td data-bbox="1294 1095 1501 1158">475.00</td> </tr> <tr> <td data-bbox="663 1158 1294 1220">Walking Policeman on Stilts</td> <td data-bbox="1294 1158 1501 1220">250.00</td> </tr> <tr> <td data-bbox="663 1220 1294 1283">Reindeer for the event</td> <td data-bbox="1294 1220 1501 1283">450.00</td> </tr> <tr> <td data-bbox="663 1283 1294 1346">Touch FM increase costs</td> <td data-bbox="1294 1283 1501 1346">800.00</td> </tr> <tr> <td data-bbox="663 1346 1294 1408">Walk about Acts</td> <td data-bbox="1294 1346 1501 1408">450.00</td> </tr> <tr> <td data-bbox="663 1408 1294 1471">TOTAL:</td> <td data-bbox="1294 1408 1501 1471">2,425.00</td> </tr> </tbody> </table>	ITEM	COST			Fire Spinners	475.00	Walking Policeman on Stilts	250.00	Reindeer for the event	450.00	Touch FM increase costs	800.00	Walk about Acts	450.00	TOTAL:	2,425.00
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Is this the total cost of the project?	<input type="checkbox"/> Yes <input checked="" 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): Other funds applied for/secured (including amount): Warwick Chamber of Trade- £250.00 Warwick District Council- £5,652.50 Sketts Market Providers-£1,150.00																

Section 5: Declarations	
Signature of main contact person	Helen Kelly
Date form completed	19 August 2019

This section must be completed before submitting your application to the office. 'Councillors Funding Application' form must also be completed by the supporting Town Councillor to indicate their support and submitted at the same time as this completed application.

Section 6: Town Councillor Declarations	
Town Councillor supporting the project (name)	
Have you been or will be actively involved in this project?	
Town Councillor's signature	
Date:	
Town Councillor's additional comments (if applicable)	

Completed forms and any supplementary sheets should be sent to:

Town Clerk
Warwick Town Council
Court House
Jury Street
WARWICK
CV34 4EW

Electronic copies to be sent to: -
clerk@warwicktowncouncil.org.uk

For further support please call Warwick Town Council on 01926 411694