

APPENDIX C – EF2 – APPLICATION FORM QUESTIONS FOR UP TO £500

Eligibility box to appear on a separate page and applicants are only able to move forward to the form itself if they've answered all the questions with a Y

Eligibility Y/N

1. My organisation has a constitution, terms of reference or articles of association and can provide documentation to support this. Y/N
2. My organisation has a bank account requiring at least 2 signatures from people who are not related to each other. Y/N
3. Event/activity takes place in Tower Hamlets. Y/N
4. Event is open to the general public in Tower Hamlets. Y/N
5. Event will take place in the quarter to which the application refers. Y/N
6. I have read and understood eligibility criteria and guidance notes. Y/N

Deadlines/timetable

Your event **MUST** take place in the quarter for which the application is submitted

Event Date	Quarter	Application Deadline	Evaluation Deadline
April-June 2017	1	12 noon 2 February 2017	30 September 2017
July-September 2017	2	12 noon 27 April 2017	31 December 2017
October-December 2017	3	12 noon 20 July 2017	31 March 2018
January-March 2018	4	12 noon 2 November 2017	30 June 2018

Applications must be received by MIDDAY of the deadline day (12:00). Late submissions WILL NOT BE CONSIDERED

All sections of the Under £500 Event Fund Form must be completed in full.

You should answer the questions in your own words, giving evidence and examples where appropriate.

If you chose to type your answers in Word and copy and paste them into the relevant sections of the form, please be aware that an attempt to copy bullet points, tables, monetary symbols and unusual characters may cause a problem. Please use text only.

1. Contact Details

a. Main Contact

Name

Position in organisation

Email

Phone

Mobile phone

b. Alternate Contact

Name

Position in organisation

Email

Phone

Mobile phone

2. Organisation Information

a. Organisation Details

Organisation name

Registered address

What geographic area in Tower Hamlets do you serve? (please give postcode)

Web address

b. Organisation Legal status

Limited company (please provide company registration number)

Registered charity (please provide charity number)

Unincorporated association

Community Interest Company (please provide company registration number)

Sole trader (please provide unique tax reference number)

When was your organisation established/ when did you start operating as a sole trader?

Please attach a copy of your constitution, terms of reference or articles of association on the attachments page.

How is your organisation managed?

c. Organisation Background

What are the aims of your organisation (100 words max)

What are the main activities of your organisation (100 words max)

Who are your organisation's main beneficiaries? (e.g. young people, older people, everyone living on the X Estate, people with mental health conditions, etc.) (100 words max)

Have you received funding from LBTH before? Y/N

3. About the Event

a. Title of Event

b. When will it take place (include start and end date if more than one day)
Let us know how many events if multiple events)

c. Where will it take place (address and postcode – if multiple venues, list all)

d. Brief description of event (100 words max)

e. Tell us how arts are part of your event – be specific (100 words max)

f. How much funding are you seeking from LBTH?

4. Who Will Benefit

a. Is your event aimed at a particular section of the community – if so please describe (100 words max)

b. How many people in total do you expect to benefit from your event?

c. Please provide an estimate breaking down those who will benefit from your event. Put people into the categories that fit best.

Groups	Audience	Participants	Performers	Organisers
White				
African or Caribbean				
Bangladeshi				
Chinese				

Vietnamese				
Somali				
Other Asian				
Other ethnic groups				
Older People 65+				
Adults 26-64				
Young People 14-25				
Children 0-14				
People with limited mobility				
People with sensory disability				
People with learning difficulties				

- d. How will your event involve the community of Tower Hamlets? (100 words max)
- e. How will you know if your event has been successful? (100 words max)

5. Accessibility

- a. Is your event taking place in fully accessible venue(s)? Y/N
- b. Is there a cost to the public for the event? If yes, please give price/concessions/free tickets and numbers of each.
- c. How will you promote your event to make sure it reaches everyone community, (e.g. people who speak other languages, people who do not read, people who don't access the internet or social media). Make specific reference to your target beneficiaries. (100 words max)

6. Event Budget

a. Income

Event Fund	£
Ticket Income:	£
Total Cash Agreed	£
Total Cash Pending	£
Total In-Kind Agreed	£
Total In-Kind Pending	£

Grand Total £

b. Expenditure

Give details for the TOTAL projected expenditure of the proposal.

Total In Kind	£
Total Cash	£

Grand Total £

7. Declaration

I confirm that the information provided on this form is accurate at the time of completion Y/N