

Event Fund Application Form 2017-18

The Event Fund provides small grants to support high quality arts events and community arts festivals, which are open to, and of benefit to the general public.

Please pay careful attention to the following information and refer to the Guidelines and Criteria before completing this form to ensure you are fully eligible for funding.

Please note that due to high demand, eligibility does not guarantee that you will receive funding.

Please click on link to view Event Fund Criteria, timelines and Guidance Notes on the Council's webpage [Click for the Event page](#)

Timelines

The Event Fund operates on an annual programme and has moved to **QUARTERLY DEADLINES**. Applications should adhere to the timeframe below.

Applications must be received by the end of the deadline day (12:00 Noon).

Late submissions WILL NOT BE CONSIDERED.

- Quarter 1 (Events taking place between 1st April and 30th June 2017) – Application Deadline 2nd February 2017
- Quarter 2 (Events taking place between 1st July and 30th September 2017) – Application Deadline 27th April 2017
- Quarter 3 (Events taking place between 1st October and 31st December 2017) – Application Deadline 20th July 2017
- Quarter 4 (Events taking place between 1st January and 31st March 2018) – Application Deadline 2nd November 2017

Eligibility Quiz

Please tick all boxes to acknowledge that you agree with each of the following statements

1. My organisation has read and understood the eligibility criteria for the funding theme we are applying for.
2. My organisation has a constitution or articles of association, which we will provide as part of the application process.
3. My organisation has a bank account in the name of the organisation which requires two signatures (of people who are unrelated) to authorise payments.
4. My event is aimed at and open to the general public in Tower Hamlets.
5. My event is primarily arts based.
6. My event and associated activity takes place in Tower Hamlets
7. My event and associated activity takes place within the quarter for which I am applying.

8. My organisation if based in a Tower Hamlets Council owned property has an appropriate property agreement in place for the occupation of the land and buildings.

Please select option to show you have read the Event Fund Guidance and Criteria

All sections of the 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.

Organisational & Administration Details

Your Organisation

1. Prefix
2. First Name.....
3. Last Name.....
4. Job Title/ Position in Organisation.....
5. Organisation Name.....
6. Registered Address.....
7. City.....
8. Postal Code.....
9. Geographical Area Based.....
10. Please specify in which ward your organisation is located.....
11. Is your organisation based in a Council owned building?
12. Do you have and appropriate property agreement / lease in place for the use and occupation of the building?
13. Office Phone.....
14. Mobile Phone.....
15. E-mail.....
16. Web. Address.....

General Organisational Administration and Management

Please answer all of the following questions:

When was your organisation formally constituted or established?

(Please attach your organisation's constitution on the Attachments page)

Background

Please describe the work of your organisation. How is your organisation managed? Include a mission statement if you have one. Give details of your organisation's long-term

objectives/strategy. Maximum 200 words.

Legal Status

What is the legal status of the organisation?

Other

Please specify

Charity Number (if applicable)

Company Registration Number (if applicable)

Type of Organisation

Please tick all of the boxes which apply to your organisation

Work solely or mainly with/for people who are deaf and disabled

Work solely or mainly with/for women

Work solely or mainly with/for men

Work solely or mainly with/for people who are transgender

Work solely or mainly with/for people of a particular ethnic heritage

If yes, please specify

Work solely or mainly with/for people who are young/older

If yes, please specify

Work solely or mainly with/for faith groups

If yes, please specify which faith(s)

Work solely or mainly with/for people who are heterosexual

Work solely or mainly with/for people who are lesbian

Work solely or mainly with/for people who are gay

Work solely or mainly with/for people who are bisexual

Work solely or mainly with/for women who are pregnant

Work solely or mainly with/for women who are currently breastfeeding

Work solely or mainly with/for people who are in civil partnerships

Work solely or mainly with/for people who are married

Work solely or mainly with/for people who are single

Work solely or mainly with/for people who are co-habiting

Work solely or mainly with/for people who are divorced

Work solely or mainly with/for people with mental health conditions

Work solely or mainly with/for people with long standing illness or health conditions

Other

Please specify

Event Management

Give details of one recent / similar event your organisation has managed. Include size, scale and audience attendance, as well as the size of budget/s you are used to managing. Maximum 400 words.

Responsibility

Who will be responsible for delivering the event/project? Include a brief account of their ability to manage the event/project (i.e. track record). Which other personnel (paid or unpaid) will be involved? Maximum 400 words.

Event Details

Fund Event

What is the total amount of funding you are applying for from the Event Fund?

Have you received funding from LB Tower Hamlets in the previous 4 years? If yes, please give the name and date of your event and funding award. (Please note, previous funding does not guarantee funding in subsequent years.)

Title of Event/Project

Start Date

End Date

Your event may take place over one or more than one day, or have multiple events / venues. Please let us know how many individual events will there be in total.

Venue/s

Where will the event/project be taking place?

Are the venues accessible yes / no

In which ward(s) is your event taking place?

Description of Event

What is the Event? Please give a description of your event and include details such as the event content, audience profile, how the event will improve access to arts based activities and how it is different to other events in the borough.

You should demonstrate that your event is accessible, innovative, creative and of high quality.

Maximum 1500 words.

Details of workshops or skills development

Please give details of the content of any workshops related to the project or event. Please ensure that you include the number of workshops, where and when they will take place, number of people taking part, community development, employment opportunities etc. (Please make sure that the dates are included in the overall event dates.) Maximum 600 words.

Attendance and Participation

How many people do you expect to benefit from your event?

Please detail the breakdown of the following in the appropriate boxes. You may not need to complete all boxes, and only use one category for each person:

- 1. Audience**
- 2. Participants**
- 3. Artists / Performers**
- 4. Community Volunteers**
- 5. Organisers**

Total

Benefit of the Event

Please demonstrate which of the Event Fund mandatory criteria, priorities and Mayor's Priorities your event addresses and how your project meets these, giving examples and evidence. (outlined in section 4 & 5 of the guidelines and criteria)

In order to understand the benefit to the community we need to know the potential of your event to develop audiences, encourage participation and increase community involvement in the arts.

Please give a clear outline of how you will engage with the wider community from across Tower

Hamlets in your answer. Maximum 600 words.

Community Plan Themes

Which of the following Community Plan Themes will your project contribute towards?

Please demonstrate how your event / project contributes to supporting one or more of the themes marked below. Maximum 100 words per answer.

1. A Prosperous Community
2. A Healthy and Supportive Community
3. A Safe and Cohesive Community
4. A Great Place to Live

Accessibility and Marketing

Accessibility

Is your event ticketed?

Please give the number of free, full price and concessionary tickets available and the price for each.

How will you ensure that your event/project is open and accessible to the whole community across the borough? This includes physical, financial, social and cultural accessibility. Please make reference to the mandatory criteria 4b, 4c, 4d. Please also demonstrate how you will meet your obligations regarding the Equality Act 2010. Maximum 400 words.

Marketing

Please demonstrate how your marketing plan will reach the general public across the whole borough. Please include how you will attempt to reach new audiences, and how you plan to increase participation and engagement from all wards. Please include electronic and social media in your marketing and outreach outline. Maximum 400 words.

Partners/Community Involvement

Partnerships

Who are your partners supporting this project and what is their role? Include details of funding, project delivery, help in-kind and collaborative work e.g. cash funding, venue hire, office space, free marketing, use of equipment etc. Include any other funding/in kind help from other Tower Hamlets Council departments. Maximum 400 words

Community Involvement

Please outline how the wider community of Tower Hamlets will be involved in the organisation, facilitation, support or delivery of your event? Please include details of community volunteers, target groups and organisations. Maximum 400 words

Outcomes

Please indicate which of the outcomes listed below relate to your event and provide a brief description of how your project/event will specifically meet these outcomes. Maximum 50 words per outcome.

1. Increased access to arts activities and participation in the arts for Tower Hamlets residents
2. Skills development opportunities and progression routes for participants from Tower Hamlets
3. Increased community cohesion and cross-cultural understanding
4. Increased sustainable partnerships, new collaborations and organisational development and how this fits into your organisation's long term objectives/strategy
5. Any additional outcomes which are not outlined above

Event Budget

Income

Please complete the separate budget spreadsheet give name of source or funder in box marked 'Source' and quantify all in-kind support in monetary terms. (In-kind means goods and services that are part of the event but are being provided free of charge, and have a monetary value.) Include any anticipated income from ticket sales if applicable. Put the totals from the budget spreadsheet into the boxes as indicated below.

1. Event Fund	£
2. Ticket Income:	£
3. Total Cash Agreed	£
4. Total Cash Pending	£
5. Total In-Kind Agreed	£
6. Total In-Kind Pending	£

Grand Total £

Expenditure

Give details for the TOTAL projected expenditure of the proposal.

1. Total In Kind	£
2. Total Cash	£

Grand Total £