



TOWER HAMLETS COUNCIL  
 MAINSTREAM GRANT AID 2016/2017

## APPLICATION FORM FOR EVENT FUND EF1

All sections of the EventFund Form must be completed in full.  
 You should answer the questions in your own words, giving evidence and examples where appropriate. **PLEASE KEEP A COPY OF YOUR APPLICATION.** Please ensure your application is in an easily read format.

Please refer to the Guidelines and Criteria before completing this form to ensure you are fully eligible for funding.

1	Your Organisation	
a <b>Contact Details</b>	Contact name:	
	Position in company:	
	Organisation name:	
	Registered address:	
	Phone No:	
	Mobile No:	
	Email address:	
	Web address:	
b <b>When was your organisation set up?</b>	Please give the set-up date	

<p>c</p> <p><b>Organisation Management &amp; Description</b></p>	<ul style="list-style-type: none"> <li>• How is your organisation managed?</li> <li>• Include legal/charity status and company and/or charity number if you have one.</li> <li>• In <b>no more than 200 words</b> please describe the work of your organisation.</li> <li>• Include a mission statement if you have one.</li> <li>• Give details of your organisation's long-term objectives/strategy.</li> </ul>
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<p>d</p> <p><b>Type of organisation</b></p>	<p>Please tick all of the boxes below which apply to your organisation</p>
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We work solely or mainly with/for deaf and disabled people

We work solely or mainly with/for people who are: women  men  transgender

We work solely or mainly with/for people of a particular ethnic heritage   
 If yes, please specify:

We work solely or mainly with/for young/older people   
 If yes, please specify which age group: .....

We work solely or mainly with/for faith groups   
 If yes, please specify which faith(s):

We work solely or mainly with heterosexual  lesbian  gay  bisexual people

We work solely or mainly with women who are pregnant or currently breastfeeding

We work solely or mainly with people who are in Civil Partnerships  Married  Single   
 Co-habiting  Divorced

We work solely or mainly with people with mental health conditions

We work solely or mainly with long standing illness or health conditions

Other   
 Please specify .....

<b>e</b> <b>Event Management</b> <b>(max 200 words)</b>	<ul style="list-style-type: none"> <li>• Give details of at least 2 recent / similar events your organisation has managed.</li> <li>• Include size, scale &amp; audience attendance, as well as the size of budget/s you are used to managing.</li> </ul>	
<b>f</b> <b>Responsibility</b>  <b>Max 200 words</b> <b>(excluding CVs)</b>	<ul style="list-style-type: none"> <li>• Who will be responsible for delivering the event/project? Please upload CV documents of main leader/s.</li> <li>• Include a brief account of their ability to manage the event/project (i.e. track record).</li> <li>• Which other personnel (paid or unpaid) will be involved?</li> </ul>	
<b>2</b>	<b>Event Details</b>	
<b>a</b> <b>Title of event / project</b>		
<b>b</b> <b>Date &amp; Times of Event</b>	Include start and end date and times.	
<b>c</b> <b>Venue</b>	Where will the event/ project be taking place? Include postcode	
<b>d</b> <b>Amount Applied For</b>	What is the total amount of funding you are applying for from the Event Fund	£
<b>e</b> <b>Previous Council Funding</b>	<ul style="list-style-type: none"> <li>• Were you funded by LBTH in the previous 4 years?</li> <li>• If yes, please give the name &amp; date of your event and funding award. NB. Previous funding does not guarantee funding in subsequent years.</li> </ul>	

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f. WARD/S where event is taking place [click for further information](#)

- 1. Bethnal Green
- 2. Blackwall and Cubitt Town
- 3. Bow East
- 4. Bow West
- 5. Bromley North
- 6. Bromley South
- 7. Canary Wharf
- 8. Island Gardens
- 9. Lansbury
- 10. Limehouse
- 11. Mile End
- 12. Poplar
- 13. Shadwell
- 14. Spitalfields and Banglatown
- 15. St Dunstan's
- 16. St Katharine's and Wapping
- 17. St Peter's
- 18. Stepney Green
- 19. Weavers
- 20. Whitechapel



**Event Outline**

g **Attendance** How many people do you expect to benefit from your event?  
Please detail the breakdown of:

Audience	Participants	Artists	Managers	Organisers	TOTAL

h **Description of Event** **(Max 500 words)**

**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. Make reference to the Event Fund priorities & mandatory criteria and how your event meets these.

<p>i</p> <p><b>Details of workshops or skills development</b></p> <p>Max 300 words</p>	<p><b>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 they will take place and number of people taking part</b></p>
<b>3</b>	<b>Benefit</b>
<p>a</p> <p><b>Max 400 words</b></p>	<p>Please demonstrate which of the Event Fund priorities (outlined in section 5 of the guidelines and criteria) your event addresses and how your project meets these giving examples and evidence..</p>
<p>b</p> <p><b>Max 100 words for each answer (total 400)</b></p>	<p><b>One Tower Hamlets:</b> Promoting Community Cohesion through a diverse programme of free community events which contribute to tackling inequality, strengthening community cohesion and building community leadership and personal responsibility.</p> <p><b>Community Plan Themes:</b> Which of the following Community Plan Themes will your project contribute towards?</p> <ul style="list-style-type: none"> <li>• A Prosperous Community</li> <li>• A Healthy and Supportive Community</li> <li>• A Safe and Cohesive Community</li> <li>• A Great Place to Live</li> </ul>

Please demonstrate how your event / project contributes to supporting the theme /s marked “yes” above .

**4 Accessibility and Marketing**

**a  
Accessibility  
Max 200 words**

- How will you ensure that your event/project is accessible to the whole community? This includes physical, financial, social and cultural accessibility. Please make reference to the mandatory criteria 4b, 4c, 4d, 4e,.
- You are advised to demonstrate a commitment to equality of opportunity.
- Please also demonstrate that you have understood your obligations regarding the Equality Act 2010

**b  
Marketing  
Max 200 words**

Please demonstrate how your marketing plan will reach the wider community and include how you will attempt to reach new audiences. Please include electronic and social media in your marketing and outreach outline.

**5 Partners / Community Involvement**

**a  
Partners  
Max 200 words**

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

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<p>b</p> <p><b>Community Involvement</b></p> <p><b>Max 200 words</b></p>	<ul style="list-style-type: none"> <li>• Please outline how the wider community will be involved in organisation, facilitation, support or delivery of your event/project?</li> <li>• Please include details of volunteers, target groups and community organisations, community development, employment opportunities etc.</li> <li>• Please give a clear outline of how you will recruit participants to the community involvement element of the project.</li> </ul>
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<b>6</b>	<b>Outcomes</b>
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<p>a</p> <p><b>(max 50 words per outcome)</b></p>	<ul style="list-style-type: none"> <li>• Please indicate which of the outcomes listed below relate to your event and provide evidence of how your project / event meets these outcomes..</li> </ul>
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	Outcome	Evidence
1	Increased access to arts activities and participation in the arts	
2	Skills development opportunities and progression routes for participants.	
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	

<b>6 EVENT BUDGET</b>					
Please ensure that both budgets balance.					
<b>a Income</b>					
<b>Source of income</b>		<b>Amount</b>	<b>Cash or in kind?</b>		<b>Agreed or pending?</b>
<ul style="list-style-type: none"> <li>Please give name of source or funder and quantify all in-kind support in monetary terms.</li> <li>Please also include any anticipated income from Ticket Sales if applicable indicating ticket price and number of tickets.</li> </ul>		(please put all cash and in-kind income amounts in this column)	Please tick which apply		Please tick which applies
<i>ORGANISATION OR SOURCE OF INCOME</i>		<i>AMOUNT</i>	<i>CASH</i>	<i>IN KIND</i>	<i>AGREED</i>
					<i>PENDING</i>
<b>Amount you are applying for from the Tower Hamlets Events Fund:</b>					
<b>TOTAL:</b>					



<b>b. Expenditure</b> Give details of the TOTAL projected expenditure of the proposal. Please add in kind and cash amounts together to give the total. (the total expenditure should be the same as the total income)				
<b>Details</b>		<b>Amount Cash</b>	<b>Amount In Kind</b>	<b>Total Expenditure £</b>
Staff:				
Administration:				
Equipment and materials:				
Infrastructure: e.g. stages, marquees				
Services: e.g. stewarding, medical.				
Artists fees / entertainment:				
Venue:				
Marketing:				
Licensing/ Health & Safety: <b>MANDATORY</b>				
Insurance: <b>MANDATORY</b>				
Monitoring and evaluation: <b>MANDATORY</b>				
Other – please list:				
<b>TOTAL:</b> This should be the same as your total income.	Total should include the in kind and cash expenditure			£

Tower Hamlets Council upholds the principles of the Data Protection Act and will hold on computer personal data supplied by you on this form or in any subsequent telephone conversation or correspondence during the course of our business relationship for the purpose of community development. The information held will be sourced from your employer or colleagues and may also be disclosed to your employer, colleagues, suppliers providers of goods of services in relation to effecting repairs upon our computing equipment, employment recruitment agencies and education or training establishments and examining bodies. The information supplied by you will also be available widely within the public domain.

I the undersigned freely consent to Tower Hamlets Council processing the information provided in the course of our partnership relationship with the Authority as outlined above.

### **DECLARATION**

On behalf of the organisation / management committee, I declare that:

- the information in this application form and attachments is accurate to the best of my knowledge;
- I understand that my event/project must comply with statutory requirements for licensing, health & safety etc – our organisation will obtain all necessary consents & appropriate insurance cover.
- I have included a copy of the organisation's most recent set of accounts.
- I have included a copy of the organisation's constitution.

### **Two signatures are required.**

Name: ..... Signed.....  
(Contact person)

Position in organisation / ..... Date .....  
management committee:

Name: ..... Signed .....  
(Management Committee  
Member)

Position in organisation / ..... Date .....  
management committee:

### **COMPLETED, SIGNED APPLICATION FORMS MUST BE SENT TO:**

Festivals & Events Officer  
London Borough of Tower Hamlets,  
Arts, Parks & Events  
Brady Arts Centre  
192-196 Hanbury Street  
London E1 5HU  
Email: [festivalsandevents@towerhamlets.gov.uk](mailto:festivalsandevents@towerhamlets.gov.uk)