



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR EVENT SPONSORSHIP

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved, we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the process is competitive and your application will be assessed in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Grant amount requested:

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed

Copy of Constitution

Grant Approved / Declined

1. Contact Name

2. Position

3. Address

Postcode

4. Telephone

5. email

6. Website

7. Name & address
Of TREASURER

1. What is the name of your event? A working title is acceptable.

2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land?

3. Which date(s) will your event be held on?

Please state the start date and time:

Please state the end date and time:

If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.

<p>4. Is your event open to the public? If not, your event will not qualify for funding.</p>
<p>5. Please provide a general description of your event. <i>Include things like where will your event be held, how it will be promoted and who you expect to attend.</i></p>
<p>6. How many times have you previously held this event? Is this the first time this event has been held?</p>
<p>7. Please confirm how your event will be promoted/marketed?</p>
<p>8. Please explain how the event links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:</p>
<p>9. Why do you think the council should sponsor your event?</p> <p><i>(i) How is the event going to support and promote Broadstairs & St. Peter's?</i></p> <p><i>(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?</i></p>

Managing your Event

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
(b) Funding applied for: Name of funder:	Amount requested:
(c) Funding being used from Reserves or Fundraising: Details	Amount

11. If this would be your only source of funding, please explain why?

12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

13. Is your organisation VAT registered? If so, please supply your VAT number:

14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

15. Do you employ anyone to help with your event? If yes, how many people do you employ?

16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

17. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.

18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:

Event Budget

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
	£
	£
	£
	£
	£
	£
Total expenditure	£
Income (eg ticket sales, pitch hire etc)	£
	£
	£
Total income	£

Please provide the following details from your most recent annual accounts.	
Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.</p>	
<p>SIGNED:</p>	<p>DATE:</p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk