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| **Deadline: 31st January 2024** |



**Events & Festivals Grant**

**Up to £5,000**

**(up to £10,000 in exceptional circumstances)**

Southampton City Council is keen to support events and festivals in the city. One of the ways it does this is by awarding grants to organisations and groups that meet its priorities and criteria. The council receives more grant requests than it can fund and uses the information provided on the forms to assess applications. It is therefore important that you:

* apply for the right grant on the right form,
* fully complete all the questions,
* include all the required supporting documents,
* ensure your application is realistic.

**Please read the grant criteria, guidance notes and grant agreement in the** [**Events & Festivals Grant Application Guidelines**](https://www.southampton.gov.uk/people-places/grants-funding/events-festivals-grant/) **before completing this form.**  If you do not have the Application Guidelines you can get them from our website or by contacting us on [grants@southampton.gov.uk](mailto:grants@southampton.gov.uk).

**Q1 – Your details**

**Name of your organisation / business**

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**What kind of organisation / business are you?** (i.e. registered charity, CIC, Limited Company, sole trader, etc.)

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**What is your charity/company/CASC number** (if you have one)

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**Main contact for this application**

This must be someone who is authorised to represent your organisation, who can talk about your application and can be contacted during standard office hours (i.e. 9am to 5pm, Monday to Friday)

Title First Name Last Name

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| Contact address  (this is the address we will send letters to) | | | Event / festival address or site (if different from your contact address) |
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Telephone Number

Email

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**Q2 – What does your organisation do?** (i.e. what your aims are and activities you carry out) Your response should be no more than 50 words.

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**Q3 – What would you like a grant for and why.** (i.e. what will you be spending the money on and why you want this equipment, event, etc.) Your response should be no more than 100 words. Please see the Application Guidelines for a list of what the grant can and cannot fund.

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**Q4 – How much money are you applying for and what do you intend to spend it on?** Please provide a breakdown of your costs and provide us with copies of your estimates and/or quotes documents. Costs must be in pounds and pence. Please remember to include your written estimates/quotes from an external source – see the Application Guidelines for more details.

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| **Item or activity** | **Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** (please put your total here even if you have used a separate sheet) | £ |

**The maximum grant is £5,000 (£10,000 only in exceptional circumstances) –** the grant should be no more than **50%** of your total costs

**Q5 – What is the date of the event / festival?** (at least 12 weeks after the application is submitted)

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| Please give the event / festival date: |  |

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| **Q6 – How many people do you expect to attend your event/festival?** |  |
| **Q6a – What percentage of those people live in the city of Southampton?** (approximately) The city is broadly defined as postcodes SO14 to SO19. |  |

Southampton City Council can only fund projects that benefit residents of the city. If your project includes residents from outside the city you will need other funding to cover those costs.**Q7 – How have you arrived at this expected attendance figure and what experience to do you have in organising events?** Your response should be no more than 50 words.

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**Q8 – Which priority does your project support?** You must meet one of these priorities to be eligible for a grant.

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| **Growth** Creating a vibrant, entrepreneurial city with projects that help to grow the local economy, bringing investment into the city and increasing employment opportunities for local people.  **Wellbeing** Improving health and learning for both our children and adults across the city. Start well, live well, age well, die well; helping residents to live safe, active, healthy lives and live independently for longer.  **Our Greener City** Making Southampton a leading city for the green economy, providing a sustainable, clean, healthy, and safe environment for everyone. Embracing our green spaces, parks, and waterfront.  **Communities, Culture & Heritage** Celebrating, enhancing, and promoting our diverse cultural and heritage offering and experiences within Southampton to bring economic and social benefits for our communities and partners, locally, nationally and internationally. |

**Q8a – Please explain how you will meet this priority.** Your response should be no more than 100 words.

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**Q9 – What do you hope to achieve with this grant? If this is an established event, what added benefit will the grant bring for local residents?** Your response should be no more than 50 words.

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**Q10 – How will you make sure your project reaches all residents and/or meet the needs of specific groups?** Your response should be no more than 50 words.

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**Q11 – How will you match fund this grant?** You must raise at least 50% of the total resources needed for your event / festival. Your response should be no more than 50 words.

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**Q12 – Do you have any commercial sponsorship for this event, or plan to approach organisations for commercial sponsorship?** Please provide details of any organisation that you have sponsorship from or plan to approach.

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| Sponsorship already agreed | Sponsors we plan to approach |
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**Q13 – Have you applied for any other grant funding towards this project?** Please tell us if the funding is confirmed or if you waiting to hear. Your response should be no more than 50 words.

Yes  No

**Please give details:**

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**Q14 - If we can only part fund you will the project still go ahead?** Your response should be no more than 50 words.

Yes  No

**Please give details:**

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**Declaration**

This application is submitted on behalf of the organisation named in question 1 which the contact named in question 1 is duly authorised to represent. The information given is correct to my knowledge. We have read the grant agreement in the application guidelines.

**We have read the declaration** (please tick)

**Application checklist**

This checklist is to help you include all the supporting documents. **Applications which do not include all the supporting documents requested will not be considered.** Please see the application guidelines for more information.

If you have problems supplying some of the requested documents please contact the Grants Officer on 023 8083 4067 or email [grants@southampton.gov.uk](mailto:grants@southampton.gov.uk) **before** sending in your application.

Please submit your supporting documents as email attachments or paper copies – we are unable to accept documents via file sharing services such as One Drive or Google Drive.

**Scanned / photocopied copies of all these documents are acceptable**

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|  | Estimates / quotes  *These must be from an external source, i.e. a written quote from a company* ***Estimates are essential – applications will be rejected without them***  *(see application guidelines for more information)* |
|  | Full budget plan  *This should show the overall budget for the whole project.* |

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| **Organisations / businesses** | |
|  | Governing document, i.e. constitution, Memorandum and Articles of Association, etc. |
|  | Accounts (audited / inspected)  *(for your last financial year – see application guidelines for more information)* |
|  | We are less than 1 year old; we do not have accounts yet |
|  | Equal Opportunities/Equalities/Diversity Policy or Statement |
|  | Our EO statement is within our governing document |
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| **Safeguarding children and vulnerable adults**  The council reserves the right to request your safeguarding policies if relevant for your event/festival. | |

**Privacy Notice**

Southampton City Council is collecting this information in order to award, publicise and monitor grants, and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council’s handling of your personal data can be found in its privacy policy, available online at <http://www.southampton.gov.uk/privacy> or on request.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**Submitting your application**

We prefer to receive applications by email, but you can submit your application by post or by hand if you wish to the address at the bottom of this page. If you have typed this application form please email it to us even if you have submitted a paper copy.

**Please make sure you submit all the supporting documents – applications cannot be accepted without them.**  See the Application Checklist for details.

It is important to remember that we are keen to receive your application, but you must take responsibility for ensuring the application reaches us, i.e. is emailed to the correct email address or has sufficient postage and is posted in time to the correct, full postal address. If posting your application we recommend that you take it to a post office to be weighed and also request a signature on receipt.

Please note:

* Our email system will not accept emails bigger than 20mb, even if you have used zip files. If you are sending documents with large file sizes (such as photos) you may need to split them over several emails.
* All incoming email attachments are scanned by our virus software, which can cause a few minutes delay in your email reaching us. If you intend to phone to check your email has arrived please wait at least 15 minutes after you send it.

Please send your completed application form and checklist to:

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| [grants@southampton.gov.uk](mailto:grants@southampton.gov.uk) | or | Stronger Communities Team (Grants)  Southampton City Council  Civic Centre  Southampton  SO14 7LY |