



APPLICATION FORM FOR
LARGE GRANTS (over £300)

TOWARDS

**EVENTS & FESTIVALS, ARTS &
CULTURAL PROGRAMMES**

1st April 2010 – 31st March 2011

N.B. This form should NOT be used for Community Festivals Fund Grant Aid
Please refer to guidelines for application criteria

LBC Large Grants Application (£300 - £3000)

Section A: Applicant Details (PLEASE PRINT)

Name of Club / Organisation			
Address:			
Contact Name		Position in Club / Organisation	
Postal address If different to above. Please include Post Code.			
Telephone		E-mail	

Section B: Information on your Club / Organisation

Year Club/Organisation was established		What is the main activity of your organisation	Sports Arts/Cultural Community
Please give brief details on the main activity carried out by your club / organisation			
Sport			
Arts / Cultural			
Community / Voluntary			
Other (please give details)			
Name of Governing Body, regional / national body to which your club / organisation is affiliated			
Details of the Secretary / main point of contact within the Governing Body/ regional / national body (if applicable)			
Name			
Address			
If your Club / organisation is not affiliated to a Governing Body/ regional /national body please explain the status of your organisation and <u>enclose a signed copy of its constitution</u>			
Does your club / organisation have a current Child Protection Policy <i>If YES please attach copy of Policy</i>			Yes
			No

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Does your club / organisation have a current Child Protection Officer	Yes		No	
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Membership details: Age Group	Number of males	Number of females
Under 14 years		
15 – 18 years		
Senior Members		
People with Disabilities (please do not include these figures twice)		
Members representing ethnic minorities		
Qualified Club Coaches/ instructors	Male	Female
Type of Qualification(s) held		

Section C: Information on your event

Name of Event											
Date(s) of Event											
Venue Entertainment venues must have Entertainments Licence current at date of event.											
Status of Event (please tick)											
Local		Regional		National		International		European		World	
Is this a new event (please tick)		Yes				No					
If this is not a new event please state when and where it was last held and outline how the event has developed since the last time it was held.											

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Please outline details (including the aims and objectives) of the event.

Number of Participants	Male	Female
Under 11		
12 – 15years		
16 – 18years		
Adults		
Veterans		
Individuals with Disabilities		
Anticipated number of Spectators		

Does your club / organisation have a current Policy which promotes equality of opportunity and good relations? <u>If yes please attach a copy to your completed application.</u>	Yes		No	
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Section D Marketing and Promotion

Please provide details on how you intend to market and promote the event. This should include details use of coverage through newspapers, TV, Radio, internet, posters etc and at what level i.e. local, regional, national etc.

Would you be happy for Council to include information on the event on the Council’s event calendar and /or website?

Yes _____ No _____

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Section E Economic Benefits

What economic benefits will the event bring to Limavady Borough?

Section F Tourism Benefits

What will the benefits be to tourism in Limavady Borough?

How many participants do you expect to stay in Limavady Borough? This section <u>must be</u> completed				
Number	Origin	Length of stay i.e. number of nights	Total number of bednights (number X nights)	Type of accommodation i.e. hotel, B & B, Caravan
How many spectators do you expect to stay in Limavady Borough?				
Number	Origin	Length of stay i.e. number of nights	Total number of bednights (number X nights)	Type of accommodation i.e. hotel, B & B, Caravan

Section F – DETAILS OF INCOME AND EXPENDITURE FOR THE EVENT

<u>EXPENDITURE</u>	
Please provide details of all expenditure which you anticipate will have to be met in relation to the event.	
Item of expenditure	Amount
Participant costs e.g artistes. Travel/accommodation etc	
Production costs – staging, PA, lights etc.	
Insurance	
Promotion and Publicity – printing, advertising etc.	
Venue costs – hire, preparation and re- instatement	
Health & safety – first aid, stewarding, safety barriers etc.	
Administration – postage, telephone etc.	
Miscellaneous	
Prizes	
Purchase of Equipment	
Other	
Hospitality	
TOTAL	£

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Section G – Bank Details

Name of Bank / Building society			
Address of Bank / Building society			
Account Name (Clubs must have their own bank account)			
Account Number		Sort Code	

PLEASE ENSURE THAT ALL RELEVANT SECTIONS OF THE APPLICATION FORM HAVE BEEN COMPLETED. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED BY COUNCIL

I hereby confirm that the information contained within this application form is complete and accurate and that evidence of information contained within the application form will be provided on request to Limavady Borough Council.

Signed: _____ **Date:** _____

Name: _____
(Please print)

Position within club / organisation: _____

COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:

**CULTURE, ARTS AND TOURISM MANAGER
LIMAVADY BOROUGH COUNCIL
7 CONNELL STREET
LIMAVADY
BT49 0HA**

CLOSING DATE FOR APPLICATIONS FRIDAY 14th MAY 2010

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CHECK LIST

Yes No

Have you completed all relevant sections of the application form?

Have you enclosed?

- Copy of Constitution or Memorandum of Association
- Minutes of last Annual General Meeting including a List of Office bearers and Committee
- If this is not a new event/programme provide a statement of accounts for the previous year's Event/programme

Other supporting documentation (if applicable)

- Child Protection Policy
- Equal Opportunities Policy

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ADDITIONAL INFORMATION SHEET