



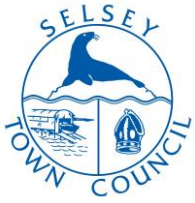
SELSEY TOWN COUNCIL EVENT GRANT APPLICATION FORM

1. CONTACT DETAILS OF YOUR ORGANISATION

Full name of the organisation:								
Date organisation was established:		Contact Details:						
Type of organisation (tick one box):			Title:	Mr	Mrs	Miss	Ms	Other
Community Interest Co.	<input type="checkbox"/>	Registered Charity	Full Name					
Society	<input type="checkbox"/>	Un-registered Charity						
Community Group/Club	<input type="checkbox"/>	Individual	Position in the organisation:					
Community Interest Company or Charity? Please provide the Registration Number:								
Other (e.g. Parish Council/Local Authority etc)			Telephone Contact Details:					
			Home					
			Mobile					
Work								
Official Address of the organisation:			Contacts Address:					
Postcode:			Postcode:					

2. DETAILS ABOUT YOUR ORGANISATION

<p>Please describe in brief, what your organisation does and how it functions. (what are its aims, objectives and structure/membership requirements & numbers/achievements to date) Please attach a copy of your constitution/terms of reference/operating document & note whether information about the organisation is available to the public.</p>
<p>What does your organisation do within the community? How is it part of Selsey?</p>



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Please provide financial details about your organisation.
(Estimated annual turnover of your organisation/how much do you raise/how do you spend your money).
Please attach a copy of your latest annual financial accounts. If these are not available, please provide year-to-date information on income including donations and expenditure including actual and planned.

3. EVENT DETAILS

Will your event be open to the general public? Y/N

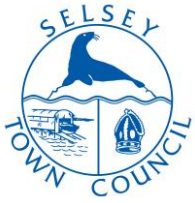
What is the name of your event? *A working title is acceptable but note that changes should be communicated to STC.*

Please describe your event. Who is it aimed at? What will it achieve?

Where do you plan to hold your event? Has permission be granted from the relevant landowner?

Which date(s) will your event be held on? Note anticipated start & finish times.

If you are applying for funding for a series of events please outline these on a separate sheet of paper and attach to your application.

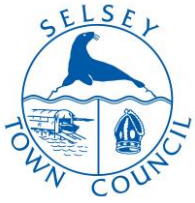


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Please indicate anticipated number of attendees and/or spaces:
Will tickets be issued? If yes, please indicate anticipated pricing including concessions & discounts:
Is this a recurrent event or a new initiative?
Please indicate how the event will be promoted?
Please describe how your event will meet the Council's own objectives as described in its Business Plan 2020-24 and/or community needs?
Which aspect of Selsey does your event best promote or appeal to?

4. EVENT FUNDING & MANAGEMENT

Total proposed cost of event:
£
Total contribution requested from Selsey Town Council:
£



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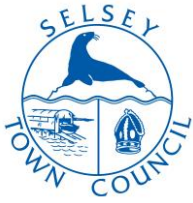
Please give a breakdown of expected income & expenditure. This should cover all areas such as ticket sales, donations, sponsorship, hall hire, promotion, entertainment, sound, lighting, logistics, security, licensing, etc. A separate sheet should be attached if necessary.

If you have secured other funding, including donations, please detail this below:

Do you have public liability insurance of not less than £5million to cover your event? Attach copy if available. If not, please outline when you intend to secure it:

Will your event require staffing/volunteers? Please indicate numbers below:

Is your event affiliated to a national or local organisation? Please give details below:



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- I confirm that the group named on the front page of this document has authorised me to sign this declaration on their behalf.
- I certify that the information given in this application is true to the best of my knowledge.
- I declare that should a grant be awarded, the money will be used solely for the purposes outlined in the application.
- I understand that should the proposed event not proceed, any grant funds awarded must be returned to Selsey Town Council within 6 months of the proposed event date.

Note: To comply with the Data Protection Act 2018 we require you to sign this document to give consent for your application details, including contact information, to be retained by Selsey Town Council. The information will only be retained and used in connection with your grant application and not for any other purpose. We confirm that your information will not be shared with any other organisation unless we are required to do so by law.

Signature:		Date:	
Name:		Organisation:	

Please return this form and supplementary information to: Clerk/RFO, Selsey Town Council, 55 High Street, Selsey, West Sussex, PO20 0RB or via enquiries@selseytowncouncil.gov.uk

The biannual application deadlines are 25th February & 25th August each year.