



# Local Event Grant Application Form

Cliffe & Cliffe Woods Parish Council

Cliffe & Cliffe Woods Parish Council are pleased you are considering holding an event for the local community. Our local event grants aim to support not for profit groups to hold events in the parish that benefit the parish community. We have supplied a copy of our policy in relation to giving grants along with the terms and conditions. Agreeing to these documents forms part of your application.

## 1. Name of person or organisation applying for the grant

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## 2. Contact Information

Designated contact person: Address:  Contact telephone number:  Email Address:
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## 3. The Event

Proposed date:	Proposed location:
Briefly describe your event:	
Will your event be freely open to parish residents?  Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please explain how your event qualifies for a local event grant in relation to being a community event and/or supporting the community. You can use the policy document to support your answer.	



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Will your event support local businesses?

Yes

No  (skip the next question)

If your event will support local business, roughly how many business (any organisation that runs with the goal to make a profit for its owner/s) will be benefiting from your event in comparison to community groups that do not run as a business (clubs, charities, community trusts, not for profits etc)?

## 4. Other Sources of Funding

Are you seeking funding from other sources? If so, please describe what sources of funding you will seek and how much they may provide.

Do you expect the event to make any income? This could be stall holder fees, item purchases etc.

Yes

Please provide an estimate in the budget section below.

No

If you expect the event to make an income, please explain who will benefit from any profits generated.

## 5. Your Budget Estimate

We understand that at the early planning stage, it can be difficult to provide an accurate reflection of all your costs and income. However, we do ask that you provide a guide as to what you expect to spend on what items and include any income you might make.

Please attach your budget to this form or send it separately to the Parish Clerk using the email address below.



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## 6. Any Other Information

Is there anything else you would like to add to support your application?

*By signing this application you agree that you have read the policy and terms and conditions documents provided and agree to the terms and conditions of the grant if it should be agreed by the council.*

- Completed all sections of the form?*
- Attached or sent the Clerk your budget estimate?*
- Read the grant policy?*
- Read and agree to the terms and conditions (including the return of any unspent funds)?*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by \_\_\_\_\_ (print your name)  
on behalf of \_\_\_\_\_ (the organisation).

Return to the Clerk of Cliffe & Cliffe Woods Parish Council using the email address  
clerk@cliffeandcliffewoods-pc.gov.uk