

Lawley Partnership Board Event Grant– Tips for completing your application

All questions must be completed unless this guidance indicates you don't need to complete a question. If a question is not applicable to you please state n/a so that we know that you have considered this question. Missing information could result in a delay in your application being considered.

1. It is important that you complete this section fully so that we are able to communicate with you about your application	
1.1	Insert the name of your group/organisation
1.2	Insert the location
1.3	Select your type of organisation
1.4	These are the contact details of people within your group that we can get in touch with to discuss your grant application. Unless they are unavailable we will use your first contact as our primary contact
2. This section will help us to understand your event	
2.1	Please tell us what is the purpose of your event
2.2	Please tell us for how long your event will run
2.3	Please tell us where you plan to hold your event.
2.4	What is the date of your event?
2.5	Please tell us if you require permission to hold the celebration at the venue. This could be from either a community group, partner organisation or venue owner.
2.6	Please tell us how many people do you expect to come.
2.7	Please tell us how many volunteers are involved with the group and their roles
2.8	Please detail how the community will benefit from this group and who in the community will be benefit.
3. This section will tell us about the amount of money you are asking for and what it will contribute towards	
3.1	Detail the amount you are requesting from the fund
3.2	Detail the total cost of your celebration.
3.3	This is where you tell us what the grant fund monies would be spent on. These costs must be accurate, The “total cost” column should indicate the total cost of your intended piece of work/purchase whilst the “amount requested” column should indicate how much you are requesting from the

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fund. Please indicate the total cost for each column at the bottom of the table and also indicate whether or not you have sourced quotes for your costs

For example:

Item	Total cost	Amount request
Design and production of posters	£75	£75
Insurance	£125	£75
Total	£200	£150

3.4	Please answer either Yes or No
3.5	Please answer either Yes or No
3.6	Please answer either Yes or No
3.7	Please answer either Yes or No
3.8	Please answer either Yes or No

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