

## Guidance to completing your application The VE Day 80 Celebration Fund

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.

Applications must be [completed online](#).

Section 1: Your organisation	
<b>Organisation name</b>	The official name of your group/organisation, this must also be the name that appears on the bank account* into which we pay any grant monies.  (*If you have a bank account in your organisations name)
<b>Geographic area where your organisation delivers its activities/services</b>	Where your organisation delivers your activities and services in the Borough, please give us the name of the area, for example Donnington or St Georges rather than a precise location.
<b>Address</b>	This is the address of your organisation.
<b>Postcode</b>	Postcode of your organisation.
<b>How would you describe your organisation</b>	Please tell us how you would describe your organisation by selecting one of the available options. If you come under "other" please tell us what this is.

Section 2: About your event	
<b>When do you plan to hold your event?</b>	Tell us the date of your event.
<b>How long will your event last?</b>	Tell us how long your event will be on for example, 3 hours.
<b>Where do you plan to hold your event</b>	This is the location where the event will be held, for example it might be on a particular street, in a community building, on a public open space, please also provide the address for this location.
<b>Postcode of your event venue</b>	It is important that you give us the postcode of your proposed venue, this will allow us to map where the events will be taking place and to ensure as much as possible (if applications allow) an even spread of funding.
<b>Do you require permission to hold the event at this venue?</b>	Some venues require permission to allow you to hold an event, please check with your preferred location, if you don't know and don't know how to find out please select "Don't know" and if successful we will support you. Please indicate your answer by clicking on the relevant box.
<b>Do you already have permission?</b>	Please indicate your answer by clicking on the relevant box.
<b>Will you be requesting a Road Closure for your event?</b>	Some events may require a Road Closure to ensure a safe event, for example, if you are holding a street party. For more information please <a href="#">visit the road closure page on our website</a> . Please indicate your answer by clicking on the relevant box.

<b>Describe your event and what it will involve</b>	This is an important question as it forms the basis of our understanding of your event and what it will entail. It's important that you answer this with as much detail as you can about what you plan to do at your event, what activities will take place, if there is a theme etc. Please ensure you read the ' <a href="#">The VE Day 80 Celebration Fund Grant Details</a> ' to ensure your event meets our criteria.
<b>How will your event celebrate VE Day 80?</b>	Applicants must demonstrate how their event will celebrate the 80 <sup>th</sup> anniversary of VE Day so please tell us how your event intends to do this, the anniversary must be the key theme of your event and not just an add on.
<b>How many people do you expect to come?</b>	Estimate the number you expect will turn up at your event.
<b>Tell us how the community will benefit from your event, including any lasting benefits you expect it to have</b>	What benefit will the community get from your event? For example, your event may bring people together that would not normally mix and therefore create better understanding of each other and more positive relationships. It may give people the opportunity to develop relationships with their neighbours. It may get more people involved in future community events and give people the chance to learn about things going on in their area that they might like to take part in. Or it might encourage more people to volunteer in their community.
<b>What community consultation have you carried out to help develop your ideas?</b>	You may have spoken to people in your community to come up with ideas for your event and to make sure it's something that local people will welcome, tell us about how you did this and what your findings were. For example, you may have sent out a questionnaire or talked to people at other events or meetings etc.
<b>How many volunteers will be involved in planning and running the event?</b>	Estimate the number of people that you will involve in running the event on a voluntary basis, this includes voluntary support leading up to the event, on the day of your event and after your event.
<b>Is your event aimed at a particular audience/community?</b>	All events funded via this grant must be open to all to attend, however, you can still have a target audience, for example you might like to run an activity targeted at a particular vulnerable group. Tell us here whether it is open to all or if you have a particular demographic in mind.
<b>If yes, who is your audience?</b>	If you answered yes to 20, please tell us who your event is aimed at.
<b>How are you going to promote your event to the wider community?</b>	Tell us how you will get the message out about your event to ensure good attendance, for example you might use social media, leaflets, posters in community venues, schools, GP surgeries etc.
<b>Do you plan on charging entry to your event?</b>	If you are thinking about charging entry to your event, please tell us by clicking on the relevant box.
<b>Please tell us how much you will charge, indicate why a grant is needed in addition to an entry fee and how the money raised through entry fees will be used</b>	<p>Please tell us how much you intend to charge for your event, if you have not confirmed this yet please give a rough indication. You should also tell us why this fee is needed in addition to this grant and what will happen to the money raised from entrance fees.</p> <p>Please note the section in the 'About the VE Day 80 Celebration Fund' document in relation to charging for your event.</p>
<b>In order to ensure your event is appropriately managed please confirm which of the</b>	<p>You will be given a 'yes', 'no' or 'N/a' option for the following:</p> <ul style="list-style-type: none"> <li>• Health and safety policy</li> <li>• Event risk assessment</li> <li>• Site plan/map</li> <li>• First aid arrangements/medical plan</li> </ul>

<b>following you will have in place for your event</b>	<ul style="list-style-type: none"> <li>• Security plan/arrangements</li> <li>• Crowd management policy</li> <li>• Safeguarding policies and procedures</li> <li>• Public liability insurance</li> <li>• Employers liability insurance</li> <li>• Event management plan</li> </ul> <p>Please also <a href="#">visit our toolkit</a> for full guidance on planning a safe event.</p>
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Section 3: Funding	
<b>Which level of funding are you applying for?</b>	Please indicate which level of funding you will be applying for by clicking on the relevant box.
<b>How much funding are you requesting from The VE Day 80 Celebration Fund?</b>	This is the total amount you are requesting in grant funding from us.
<b>What is the total cost of your event?</b>	This is the expected total cost of holding your event.
<b>Will you be able to run your event if you do not receive the requested amount?</b>	If we are unable to offer the full requested amount due to the volume of applications received we may offer a reduced amount. Please indicate whether or not you will be able to run your event if you do not receive the full amount you have requested by clicking on the relevant box.
<b>Please detail how you will manage this</b>	If you can continue with your event please let us know how you will manage this, for example, you may reduce the size of your event, reconsider any entertainment, charge a small entry fee, request sponsorship from other local organisations etc. Please tell us how much money you expect this to raise.
<b>Please provide a breakdown of what the grant funding will contribute towards</b>	We need to know what you intend to spend the money on, please give as much detail as you can and ensure your costs are accurate and based on quotes where appropriate. For example; Hire of PA system for the day- £250 Entertainment, band for 3 hours - £250
<b>The costs you provide must be realistic, have you sourced quotes?</b>	In order to ensure you are requesting an appropriate amount of funding you should research how much your event is going to cost and seek quotes. This ensures that you have an accurate idea of the cost of your event and don't end up being unable to fund everything you hoped for or end up with a surplus of funds.  Please indicate yes or no by clicking on the relevant box.
<b>Are the costs above inclusive of VAT?</b>	Indicate yes or no by clicking on the relevant box.
<b>Are you eligible to pay reduced VAT or reclaim VAT paid on goods and services (known as VAT Registered)?</b>	Indicate yes or no by clicking on the relevant box  Please note if you are able to reclaim VAT and are successful in your application, the value of grant issued to you will be net of VAT.
<b>Total value of cash match funding from other sources (50% cash match funding required)</b>	This is the total value of cash match funding that you are contributing to the event.

	<p>Cash match funding means the financial contribution to the project that you will be making to meet the balance of the expenditure required to run your event.</p> <p>To be eligible for this grant you must cash match fund your celebration by 50%. This means that if you are applying for a £1,000 grant, you must also contribute £500 towards your project.</p> <p>The cost of staff time or in-kind contributions cannot be included as match funding.</p>
<b>Are you seeking cash match funding from the Councillors' Pride Fund?</b>	<p>Your Borough Councillor may have match funding they are able to offer you through their Councillors' Pride Fund, if you are interested in this additional funding contact them in the first instance to discuss. You will need confirmation of their support and the value of their support in order to list it as match funding in this application.</p> <p><a href="#">Find contact details for your local Councillor.</a></p> <p>Please indicate whether or not you are seeking match funding from your local Councillor by clicking on the relevant box.</p> <p>If you answer yes, you will be required to consider the next six questions plus the last three questions in this section.</p> <p>If you answer no, you will only be required to consider the last five questions in this section.</p>
<b>Please tell us which Councillors have confirmed they are able to offer funding to support your event</b>	<p>You will only be required to answer this question if you are seeking Councillors Pride Fund match funding.</p> <p>Please select which Councillor is in support of offering some of their Councillors' Pride Funding to your event.</p> <p>Some wards have multiple Councillors and one or more of them may be able to support you so you can tick all who have confirmed their support.</p>
<b>Please tell us how much funding each Councillor has confirmed they can allocate to your event</b>	<p>You will only be required to answer this question if you are seeking Councillors Pride Fund match funding.</p> <p>So, for example, please tell us Cllr Joe Bloggs, £500</p> <p>Where multiple Councillors are offering their support, please name each Councillor individually against the value they are offering e.g. Cllr Joe Bloggs, £500, Cllr Joanne Bloggs, £500.</p>
<b>Please tell us what this Councillors' Pride Fund match funding will contribute towards</b>	<p>You will only be required to answer this question if you are seeking Councillors Pride Fund match funding.</p> <p>So for example:  £250 entertainment - band for three hours  £100 sustainable decorations  £250 hire of PA system</p>
<b>Do you have other cash match funding to tell us about?</b>	<p>You will only be required to answer this question if you are seeking Councillors Pride Fund match funding.</p> <p>You may have additional match funding that you are contributing to the event on top of Councillors' Pride Fund match funding.</p>

	Indicate yes or no by clicking on the relevant box
<b>Please tell us where you are receiving your other cash match funding from and if this is confirmed</b>	<p>You will only be required to answer this if you answered yes to the above question</p> <p>Please tell us where the other match funding is coming from and the status of this, for example:          £1,000 - Town Council - confirmed          £500 - National Lottery Community Fund - awaiting response</p>
<b>What will this other cash match funding contribute towards?</b>	<p>For example:          £250 entertainment - band for three hours          £100 sustainable decorations          £250 hire of PA system</p>
<b>Please detail where you are receiving your cash match funding from and if this is confirmed</b>	<p>Use this section to tell us about your cash match funding*, the value of this and who is providing it. Also let us know if this funding has been confirmed, so you may say:</p> <p>£500 – our own resources - confirmed          £250 – grant from the Town or Parish Council – will know outcome by xx date</p> <p>*if you have already told us about match funding from your local Councillor you do not need to repeat it here, just tell us about any additional cash match funding you are contributing towards your event.</p>
<b>What will your cash match funding contribute towards?</b>	<p>For example:          £250 entertainment - band for three hours          £100 sustainable decorations          £250 hire of PA system</p>
<b>Does your organisation have a bank account?</b>	Indicate yes or no by clicking on the relevant box.
<b>If no, do you know of an organisation that is willing to administer the money on your behalf?</b>	<p>If you do not have a bank account another organisation may be willing to administer the grant monies on your behalf and you may already know who is willing to do this for you. If you do not know of a willing organisation we will discuss this with you if your application is successful.</p> <p>Indicate yes or no by clicking on the relevant box.</p>
<b>Is this bank account in the organisations name with at least two unrelated signatories?</b>	<p>This bank account must be in the organisations name (either your organisation or the organisation who have agreed to receive funding on your behalf) with at least two unrelated signatories. Related can mean:</p> <ul style="list-style-type: none"> <li>• related by marriage</li> <li>• in a civil partnership with each other</li> <li>• in a long-term relationship with each other</li> <li>• related through a long-term partner</li> <li>• living together at the same address</li> <li>• related by blood</li> </ul> <p>(indicate yes or no by clicking on the relevant box)</p>

#### Section 4: Contact details

<b>First contact details</b>	These are the contact details of the main person within your organisation who we should correspond with in relation to your grant application, please nominate a main contact person. You will need to provide their full name, their position in your organisation, their email address and telephone number.
<b>Contact address for the purposes of correspondence relating to this application</b>	Please provide a postal address that we can use for correspondence in relation to your application.
<b>Second contact details</b>	These are the contact details of a second person within your organisation that we can contact about your application in the event that we cannot get in touch with the main contact. You will need to provide their full name, their position in your organisation, their email address and telephone number.

#### Section 5: Finishing your application

Please tell us who has completed this application, provide your name, email address (ensure that this is inputted correctly as this will be used to email a copy of your application to you), position in the organisation and the date you submit the application.

You will also be asked to confirm whether or not you have emailed a copy of your governing documents to [grant.applications@telford.gov.uk](mailto:grant.applications@telford.gov.uk) – you are required to submit this as part of your application.