



Luton Rising Community Events Award Application bid – Larger applications of up to £10,000

If you require any assistance at all in completing this application, please contact Luke Dwyer, the Partnerships Coordinator luke.dwyer@luton.gov.uk or telephone 07874 882615

- Please refer to the LUTON RISING 2022 SPECIAL EVENTS AWARD FUND Guidance document prior to completion
- Please submit only the completed form and any attachments requested and expand the form as required for effective completion
- Second round applications must be received by Sunday 12th June 2022. Outcomes will be announced once reviewed by the panel. Any questions or queries should be submitted by email to luke.dwyer@luton.gov.uk
- Final applications should be submitted to luke.dwyer@luton.gov.uk using this application form.
- Acknowledgment of receipt will be sent, so please follow up if this is not received.

Every area with a bold border requires an answer. We ask that the form is completed electronically in the first instance but handwritten bids will be accepted. These need to be completed in black ink. Please ensure you have read the guidance before starting the application.

1. Applicant details

Name of community group or organisation:	
Address for correspondence:	Address of premise/venue used:
Post code:	Post code:

2. Contact details of two people with whom we can discuss this bid.

Main contact person		Second contact person	
Title (please circle)	Miss/Ms/Mrs/Mr	Title (please circle)	Miss/Ms/Mrs/Mr
Name		Name	
Position		Position	
Telephone		Telephone	
Mobile phone		Mobile phone	
E-mail		E-mail	
Web address of the group			

3. Organisation details

Please describe the main activities of your organisation (maximum 150 words):	
How much funding are you applying for?	
When was the group established?	
How often does your group meet?	
From what geographic areas/wards do your members/clients come?	

Are you (please circle all that apply)

A Registered Charity	Yes/No	Charity number	
Applying for charitable status	Yes/No		
A Company Limited by Guarantee	Yes/No	Company number	
Other (please state)	Yes/No		

Are you

A locally managed organisation	Yes/No
Part of a larger regional or national organisation?	Yes/No

2.

If your organisation is a part of a larger regional or national organisation, please provide details:

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How many people are involved in your organisation?

	Number	Total hours per week worked/given
Full time paid staff/workers		
Part time paid staff/workers		
Management committee		
Other volunteers and helpers		

Beneficiaries/users/clients

How are your group's beneficiaries/users/clients represented on your board/committee and included in any decision making processes?

What checks do you make on your staff and volunteers to ensure their suitability to work for your organisation? If you work with children or vulnerable adults, please confirm that CRB checks are obtained and provide the name of your appointed person.

How do you work in partnership with other local groups across Luton?

How do you advertise your work to attract beneficiaries, users or clients and how do you promote your successes (e.g. newsletters, press releases, adverts)?



4. Event details

Please describe the event to give a clear sense of what you will do, where the event will be held and when and what the outcomes will be. Under which criteria(s) of this fund do you think your event qualifies? Maximum of 500 words

You must explain clearly how this event meets the criteria of the fund.

When will it start?

When will it finish?

How do you know this event is needed and why is it important to your community or the people you support? Have you carried out any research to support this? (maximum 300 words)

Supporting Luton Rising (the event funder) and Harnessing Momentum (Luton's Strategic Vision)
Please describe how the project proposed will complement the work of Luton Rising and the delivery of Luton's Strategic Vision for the arts, cultural and creative industries. Maximum word count 500

Publicity and Promotion – please could you set out your plan for promoting your event including how you will promote Luton Rising in your activities and the event itself? (Maximum 500 words)

What do you hope the event will achieve? (Maximum 300 words)

How will you measure these achievements? Please provide milestones of the project with key dates for each.

What skills and experience do your management team, staff and volunteers bring to this event?

5. Beneficiaries

If your project targets a **particular** aspect of the community, please **tick** each box that applies. .

Early years (0-5)	
Children (6 to 16)	
Young people (up to 25)	
Adults	
Older People (over 65)	
People in rural areas	
People in urban areas	

Men	
Women	
People with disabilities	
People of a particular religious belief	
LGBT community	
Refugees	
Others (please describe)	

White British	
White Irish	
White Other	
Mixed White & Black Caribbean	
Mixed White & Black African	
Mixed White & Asian	
Mixed Other	
Asian or Asian British - Indian	

Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	
Asian or Asian British - Other	
Black or Black British Caribbean	
Black or Black British African	
Black or Black British Other	
Chinese	
Other	

Approximately how many people will benefit directly from this particular event

6. Finances

How is your group funded currently?

Do your clients/users/beneficiaries make any contribution to your costs?

What are your levels of income and spending for the past three financial years?		
	Income	Spending
Last full financial year	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
Previous financial year	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
Previous but one financial year	£ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>

Any financial assistance awarded will be paid by bank transfer. Please provide the following details of the organisation's bank account:

Account name:

Bank name & address:



Account number:	Sort Code:	
How many people are authorised to sign cheques?	<input type="text"/>	We require a minimum of two and these must be unrelated.
How many signatories are required on each cheque?	<input type="text"/>	
Please tick the box to confirm that two related signatories may not sign the same cheque	<input type="checkbox"/>	

7. Budget

Please provide full details of the costs of the event. If any of the costs do not fit into these headings, please detail them in "other costs". **Please provide as much detail as possible**

Type of cost	Description of cost	Total cost £ (incl. Non recoverable VAT)
Staff and volunteer costs e.g. salaries, training		
Operational activity costs e.g. equipment, venue hire, food/refreshments, childcare		
Office, premises, overhead costs e.g. rent, postage, telephone/fax, heating, water, light		
Publicity costs e.g. designing and printing publicity material		
Other costs (please specify)		
	Total	

If the total of your project budget is higher than the amount requested, how much has been raised so far?

Total cost of your project	£
Amount requested from us	£
How much has been raised so far?	£

Please can you list below any match funding to be used against this project?		
	Description/number	Value
Volunteer hours		£
In kind contributions		£
Cash donations/fees charged/own fundraising		£
	Total	£

How will you fund any gap between the cost of the event and the award you are seeking from us? If you are applying to any other trust or organisation, please give details, including a date when you expect to hear from them. Please list any fundraising events being held and any other plans you have in place to help you achieve the matched funding required and shown above.

8. Publicity and promotion

How did you hear about the Luton Rising Special Event Fund	
The Luton Rising events campaign will publicise its awards in a variety of ways, including to the local media. Do you have any objections to this?	Yes/No
In our monitoring of awards, we ask for photographs to be included where possible. Do you object to such photographs being used in our publicity?	Yes/No



9. Declaration

It is essential that you understand and agree to sign up to the following statements. Please note that if you leave the organisation or can no longer fulfil your responsibilities, or someone else takes over responsibility for the award on behalf of the organisation, you must inform us immediately.

1. Our signature(s) confirm our acceptance of the conditions below:
2. We agree to abide by the terms and conditions of any award made as set out in this application form, in any accompanying guidance and in any offer letter.
3. We confirm that the information given in this application is true and accurate to the best of our knowledge. We confirm that we are authorised to sign such declarations on behalf of the applicant group.
4. We understand that any offer of an award will be subject to our proposed work remaining within the funding criteria and any award made can only be spent on the proposal outlined within this bid unless specifically agreed beforehand by Cultural Partnerships Coordinator?
5. We agree to participate in monitoring, auditing and evaluation related to this fund and will keep receipts for any payments made with this award and send copies with the end of award report to the cultural partnerships coordinator on request.
6. The funding provided will be spent within twelve month of receipt.

Signature of Chair or Secretary	Name (please print)	Date
Signature of Committee Member	Name (please print)	Date

10. Independent Referee

You must provide us with details of an independent referee who must be a person with a **professional or public position whose status we can check**. They must be independent of your organisation but know its work and about the project for which you are requesting funds. Please do not give details of a relative, friend, partner, and another member of the group or anyone who might benefit from an award being made to your project.

Name of referee:

Connection with your organisation:

Profession/job title:

Contact address;

Daytime telephone number:

E mail address:

11. Checklist

No application will be considered unless it includes the following minimum information/documentation:

A fully completed and signed application form	<input type="checkbox"/>	Equal opportunities policy	<input type="checkbox"/>
A set of accounts for the last financial year (or <u>for new groups</u> a bank statement and budget)	<input type="checkbox"/>		<input type="checkbox"/>
A child protection or vulnerable adults policy or similar	<input type="checkbox"/>	Copy of complaints policy	<input type="checkbox"/>

Please ensure that you have completed all sections of the application form, have the enclosures ready (see above checklist) and then send to:

Luke Dwyer, Cultural Partnerships Coordinator
Luke.dwyer@luton.gov.uk