



## Luton Rising Community Events Award Application bid – Up to £3,000

If you require any assistance at all in completing this application, please contact Luke Dwyer, the Partnerships Coordinator [luke.dwyer@luton.gov.uk](mailto: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 12<sup>th</sup> 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](mailto:luke.dwyer@luton.gov.uk)
- Final applications should be submitted to [luke.dwyer@luton.gov.uk](mailto: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 person with whom we can discuss this bid.

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



### 3. Organisation details

Please describe the main activities of your organisation (maximum 150 words):

How much funding are you applying for?

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.

### 4. Details of the event that you want us to support

Please describe the event you want us to fund?  
What are you trying to achieve?  
How does the event meet the aims of the Luton Rising Fund?  
(Maximum 1000 words)

When will it start?

When will it finish?

Why do you feel this is needed, what sort of impact will it have on those involved?

**Publicity and Promotion:**

Please set out how you intend to promote the event and how you will raise the profile of Luton Rising?  
(Maximum 500 words)

Any financial assistance awarded will be paid by BACS transfer and sent to the person / organisation named as the first contact on this application form, payable to the organisation named. Please provide the following details of the organisation's bank account:

Account name:

Bank name & address:



Account number:	Sort Code:
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**5. Publicity and promotion**

How did you hear about the Luton Rising Community Award fund.	
The Luton Rising campaign will publicise its awards in a variety of ways, including to the local media. Do you have any objections to this?	<b>Yes/No</b>
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?	<b>Yes/No</b>

**6. 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 sponsorship agreement.
3. We confirm that the information given in this application is true and accurate to the best of our knowledge.
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 with the Cultural Partnerships coordinator?
5. The funding provided will be spent within twelve month of receipt.

Signature	Name (please print)	Date
Signature of Committee Member	Name (please print)	Date