

Events Grant Application Notes

This match grant scheme has been set up to support events in both Ilkeston and Long Eaton town centres in order to generate additional footfall, spend & interest.

The following criteria should be taken into consideration when preparing a submission for funding. These are intended as guidelines and not prescriptive rules

1. Assistance will be considered only in response to direct applications from properly constituted organisations seeking assistance. Your organisation must be properly and legally organised and have its own bank account.
2. To apply, please complete the application form attached to this information. Forms are also available from the Erewash Partnership by calling 0115 944 3944, or alternatively, can also be downloaded from either: www.ilkeston.biz or www.longeaton.biz.
3. Applications can be made for **1:1 match funding** for up to **a maximum of £500**.
4. Preference will be given to applications for events in small town centre environments, which will increase visitor and customer footfall and generate additional spend in the area.
5. Preference will be given to events that support **local** businesses, i.e. local markets, Winter Festivals, late night openings, and other events aimed at getting shoppers into the town centres.
6. These grants are not intended to replace shortfalls in service delivery budgets or replace funding for other support you may be able to obtain.
7. Applications will not be accepted from political parties or groups affiliated with a political party or from lobbying/campaigning organisations.
8. Only one grant per organisation will be awarded per event.
9. Acknowledgment must be made of Erewash Borough Council, Erewash Partnership Ltd, and Community & Local Government in publicity material, etc.
10. Approval of this application does NOT give you permission to stage the event. Please contact Erewash Borough Council to see if you require an events license.

A brief report should be made to Erewash Partnership Ltd after the event, on actual or perceived footfall generated, additional visitor spend and any other benefits. Photographs or visitor feedback would also be beneficial.



Events Grant Application Form

If you wish to apply for grant funding for an event in either Ilkeston or Long Eaton **town centres**, please complete this form and return it to the Erewash Partnership Ltd.

The maximum **1:1match** grant allowance per event is **£500**

Contact Name	
Name Of Business Or Organisation	
Address	
Postcode	
Telephone	
Mobile Number	
Email Address	
Are you VAT registered?	

Event Details

What type of event are you planning?	
Where are you planning the event?	
What dates will the event take place?	
Has the event been run before, and if yes, how successful was it? (Please provide evidence if possible)	
How much funding do you require?	
Who is providing the other 50% funding needed to run the event?	

Expected Event Income & Expenditure

Please provide us in the box below, details of your expected income and expenditure including the amount you are requesting from the Erewash Partnership Ltd.

Project Expenditure

Expenditure	Amount NET	Amount Of VAT	TOTAL
e.g. Programme costs, insurance, stewards, prizes etc.			

Project Income

Please provide details of all sources of income. This should include income from ticket sales, other grants, sponsorship, fund raising events, own resources etc.

Source of funding	Amount applied for	Status i.e. agreed,
Erewash Partnership Ltd (insert bid amount)		
TOTAL	£	

Events Licence

Your event may need to be licensed in order to go ahead. Please contact Erewash Borough Council on 0115 907 2244 to clarify this **BEFORE** applying. Licences normally have to be processed at least 28 days **BEFORE** the event is due to take place.

Do you need to apply for an events licence?	Yes/No
If not, please explain the reasons why below.	

If you have been granted a licence, please provide a copy with this application

Event Promotion

Please provide details on how you intend to market and promote the event/programme outside of your organisation. This should include details use of coverage through newspapers, TV, Radio, internet, posters etc and at what level i.e. local, regional, national etc.

If your grant application is successful, Erewash Partnership, Community & Local Government, and Erewash Borough Council logos must be used on all marketing materials.

Would you be happy for Erewash Borough Council/Erewash Partnership to include information on the event on their website?	Yes/No

Declaration By Applicant

PLEASE ENSURE THAT ALL RELEVANT SECTIONS OF THE APPLICATION FROM HAVE BEEN COMPLETED. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED

I hereby confirm that the information contained within this application form is complete and accurate and that evidence of information contained within the application form will be provided on request to Erewash Partnership Ltd.

Signature	
Name & Title	
Position	
Date	

Payment of grant

IF awarded, to whom should the grant cheque be made payable? (Please note, this must be a business account. Grants cannot be paid to an individual's personal account). Grants will only be paid after the Erewash Partnership receives proof of expenditure by invoice.

Please return the completed application form together with any supporting material to:

**Erewash Partnership Ltd
The Old Police Station
Wharncliffe Road
Ilkeston
Derbyshire
DE7 5GF
0115 944 3944**

We aim to process all applications within 10 working days

Thank you for your application