

BID4OBAN Events Grants 2017

Application Form



Please make sure you refer to the guidance notes provided when completing this form.

Please complete the form clearly in black ink or type.

YOUR ORGANISATION			
Name of organisation			
Name of main contact			
Job title or role in organisation			
Address			
Full Postcode			
Daytime telephone			
E-Mail address			
<p>If you are a branch of a larger organisation or a member of an umbrella body, please tell us which one.</p>			
<p>What is the legal status of your organisation? <i>(If applicable - please give registration numbers eg Charity Number/Company Number) and include your legal founding document (eg Constitution, memorandum and articles)</i></p>			
Legal Status			
Charity No: (if applicable)		Company No: (if applicable)	

When was your organisation established?														
Is your organisation a BID levy payer or associate member?														
Levy payer				Associate member				Neither						
How many people are involved in running your organisation?														
Committee Members			Paid Staff Full Time			Paid Staff Part Time			Volunteers			Trustees		
If applicable, is your organisation compliant with the Protection of Vulnerable Groups (Scotland) Act 2007?														
YES				NO				Not applicable						
What are the main activities of your organisation?														

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THE EVENT <i>(please include documentation to support this information)</i>	
When will your event take place?	
Where will your event take place?	
Who is your event aimed at?	
How many participants will benefit from this grant?	

How many will spectators / audience benefit from this grant (if applicable)?

Briefly describe your event

Please describe what you require BID funding for, is it for general running costs or to add a specific element to your event?

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Give a summary of why you think there is a demand for your event
(please provide supporting evidence for your summary with this application eg any market research you have done for this event or any reports from similar events you may have done.)

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Give a summary of how you intend to publicise your event
(please provide a marketing plan if you have one)

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Does your event need any permits or permissions from other bodies eg police, licencing authority, council, landowners?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<i>If yes, please include documentary evidence or state when this will be obtained</i>
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Does your organisation have the appropriate public liability insurance for this event?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<i>If yes, please include a copy of your insurance certificate or state when this will be obtained</i>
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Give a summary of the anticipated economic & social benefits to businesses in Oban

(please provide supporting evidence for your summary with this application and show how you have derived your figures eg any market research you have done for this event or any reports from similar events you may have done.)

What would happen to the event if your grant application is unsuccessful?

How will you know your project has been successful? Give details of methods you will use to evaluate it, particularly relating to the benefit to businesses in Oban

FINANCE		
Please provide the following documentation to support your application		
<ul style="list-style-type: none"> a projected budget or business plan for the event previous financial year accounts (audited or approved by someone outside of your organisation) 		
Are you applying to any funder bodies for your event? <i>Please provide copies of letters of offer etc</i>		
Grant Scheme/Funder	Description / Amount	Successful
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
Financial Summary		
Total cost of event		£
Anticipated income from participants/spectators		£
Anticipated grant income from other sources		£
Amount requested from BID 4 OBAN		£
Anticipated financial benefit to Oban businesses		£

DECLARATION			
I confirm that to the best of my knowledge and belief, all replies given on this application are true and accurate. I understand that the supporting information may be requested at any stage of this application.			
Signature:		Date:	
Name			

This form and associated guidelines are correct at the time of printing. BID4OBAN reserves the right to alter the form and guidelines at any time.

CHECKLIST *Items to Include with your application*

You will need to ensure that the following items, where relevant to your organisation, are returned with your form. Please tick to show that you have included each item with your application.

Send your completed application form with associated paperwork to

- a projected budget for the event
- a projection of economic and social benefits to town
- previous financial year accounts (if applicable)
- previous event reports including financial and other quantifiable outcomes (if applicable)
- confirmation of permissions from relevant bodies that the event can take place eg police/council / landowners
- confirmation that appropriate public liability insurance is in place
- confirmation that all statutory requirements are met. In particular, those relating to health and safety legislation and the Protection of Vulnerable Groups (Scotland) Act 2007
- details of other funding received or applied for

Please return form and supporting documentation to

BID4OBAN

43 Stevenson Street

OBAN

PA35 1Hn

admin@bid4oban.co.uk

01631 569915

DEADLINES

Your application will be considered according to the following timetable and you will be informed of the decision within one week of the relevant meeting

Complete application received by	Considered at meeting on
Tuesday 14 th March	Tuesday 18 th April
Tuesday 18 th April	Tuesday 16 th May
Tuesday 16 th May	Tuesday 20 th June
Tuesday 20 th June	Tuesday 15 th August
Tuesday 15 th August	Tuesday 19 th September
Tuesday 19 th September	Tuesday 18 th October
Tuesday 18 th October	Tuesday 21 st November
Tuesday 21 st November	Tuesday 19 th December