

APPLICATION FOR EVENT ASSISTANCE FROM BILLERICAY TOWN COUNCIL

Applications can only be accepted if the following guidelines are fulfilled:

- ◆ The event/activity should benefit the local community and must take place at The Chantry Centre. This assistance is only available to organisations, groups and residents based in Billericay.
- ◆ Funding will be made towards **room hire costs and other items which may include refreshments, printing, decoration etc.** and will not be paid retrospectively.

THE APPLICATION PROCESS

- ◆ Applications must be submitted on the prescribed form, which can be obtained by contacting Billericay Town Council.
- ◆ Applications can be submitted at any time and will be presented to the Events working party for consideration and approval.

EVENT ASSISTANCE APPLICATION FORM

Questions should be answered as fully as possible. Please do not leave boxes blank – state “not applicable” if a particular question is not relevant to your event. You are welcome to provide documentary evidence to support your application, but **please do not** use it in place of answering a question (incomplete application forms will be returned to the applicant for amendment and resubmission). Please write clearly in black ink or type and continue onto a separate sheet where necessary. A copy of this form is available on e-mail or in larger print upon request. If you require assistance in completing this form please contact the Town Council.

1. Full Name of Organisation:

2. Contact Name:

3. Who is responsible for the event/activity:

4. Correspondence address:

5. Daytime telephone number:

6. Please state the nature of your organisation (please tick any boxes which apply)

<input type="checkbox"/> Voluntary Organisation	<input type="checkbox"/> Welfare Organisation
<input type="checkbox"/> Sports Organisation	<input type="checkbox"/> Cultural Organisation
<input type="checkbox"/> Not for Profit Organisation	<input type="checkbox"/> Social Organisation
<input type="checkbox"/> Individual	

7. Please provide a summary of the event/activity:

8. Is there a particular group or demographic you are targeting?

9. How will attendees benefit from the event/activity?

10. What is the Event Frequency?
(i.e. one-off, monthly, annual)

11. Does a similar event/activity already happen in Billericay?
If so, how does yours differ?

12. If a regular event (monthly or more frequently) do you intend moving to a self-financing model?

13. Which Chantry Centre facilities will you need?
(hall, meeting room(s), kitchen) and how long for?

14. Is additional funding required?
If so, how much and for what purpose?

15. Will there be a charge to participants/attendees?

DECLARATION

I confirm that the information I have supplied is, to the best of my knowledge, true and correct. I will inform Billericay Town Council as soon as possible if the information contained within this application changes in any way. I confirm that any funding offered will be used solely for the purposes specified in the application. I confirm that I will comply with any terms and conditions imposed by Billericay Town Council, and understand that repayment of any funding may be necessary if these conditions are not fulfilled.

Signed: Date:.....

(to be signed by the person named in question no. 2)

Please return the completed form to: The Town Clerk, Billericay Town Council, The Chantry Centre, Chantry Way, Billericay CM11 2AP