Application for Event Grant

Event Name *	
Date of Event	
Time of Event	
Proposed Location	
Amount of Grant Applied for	£
Organiser Name**	
Organiser Address	
Organiser Telephone	
Organiser Email	

*The term "this event" will be used below to identify the event name.

**If the organiser is not an individual, a responsible individual must be nominated and must sign this application form. Our Privacy Notice can be viewed at https://www.hyndburnbc.gov.uk/privacy-notice

The Organiser or Responsible Person will take sole responsibility for arranging this event which includes obtaining all relevant permissions, insurances and approvals relating to this event and will do so at their own cost.

The Organiser or Responsible Person will take sole responsibility for ensuring that the event is well organised and that all the requirements set out in this application form, and Hyndburn Borough Council's Events Application Terms and Conditions are adhered to at all times.

Following the Event, the Organiser or Responsible Person will provide Hyndburn Borough Council with an Event Evaluation and Report, no later than one month following the event, detailing the following;
- Objectives met and Budget Assessment
- Project Successes and Issues (including feedback from stakeholders)
- Objective Evaluation of Event Outcomes (including any items to be altered in the future and lessons learned)
- Accounts and such other financial information relating to the application of the grant which may be required by Hyndburn Borough Council.

Terms of Grant Funding
The Organiser or Responsible Person is required to complete and submit an Event Application with Hyndburn Borough Council's Event Safety Advisory Group no less than 6 weeks prior to the event, any events requiring road closures must submit an application 8 weeks prior to the event.

Payments of the grant will be allocated as follows;

Hyndburn Borough Council will award 50% of the grant following receipt and approval of the Event Application documents, and 50% following completion of the event and satisfactory event report.

If the Organiser is found to have been negligent in their attempt to achieve the event objectives as set out in their event management proposal, Hyndburn Borough Council reserves the right to cancel the grant funding and award it to a new event organiser, and withhold and/or recover any grant paid.

The Organiser or Responsible Person must ensure that the Grant is applied to the provision of this event and for no other purpose. Failure to do so may result in the grant being withheld or being repayable to Hyndburn Borough Council.

The grant may also be withheld or become repayable if the Organiser or Responsible Person:

1. Does not respond promptly to any request from the Hyndburn Borough Council for financial information concerning this event
2. Fails to comply with any of the terms and conditions in this application or any of the Hyndburn Borough Council Events Application terms and conditions
3. Suspends, discontinues or abandons this event
4. Goes into liquidation or bankruptcy or makes any voluntary arrangement with its creditors

If this application for a grant is approved by Hyndburn Borough Council I agree to comply with the terms and conditions set out in this application, the Hyndburn Borough Council Events Application Form and the Events Application terms and conditions. By signing this form I confirm that I have read and I understand the terms and conditions under which the grant is awarded and I also understand my obligations and responsibilities with regard to the content of this application. I understand that failure to comply with the terms and conditions attached to the grant may result in it being withheld or becoming repayable. In addition I agree to inform Hyndburn Borough Council of any proposed changes to the information contained in this application

_____

Print Name of Organiser or Responsible Person

Signature of Organiser of Responsible Person

Date

_____

Grant of £   approved for this event

Signed on behalf of Hyndburn Borough Council

Name   Date