A black background with white text

Description automatically generated

10 Towns

Event Fund

2022 - 2025

Application Form

A couple of blue logos

Description automatically generatedA blue and white sign with a dragon and text

Description automatically generated

**The 10 Towns Events Fund is funded by the UK Government’s Shared Prosperity Fund**

**Please ensure that you read the Fund Guidelines before applying for support.**

**This form is available in Welsh**

**Section 1 Contact Details**

|  |  |
| --- | --- |
| Name |  |
| Name of your organisation |  |
| Your designation |  |
| E-mail |  |
| Organisation’s registered address |  |
| Post code |  |
| Telephone number |  |
| Organisation Status |  |
| What is the purpose / objectives of the organisation? |  |
| Has the organisation received any public sector funding during the last three fiscal years?  2023/2024  2022/2023  2021/2022 | **YES/NO** |

If Yes, please provide details of the funding award date, value and source.

|  |  |  |
| --- | --- | --- |
| Source | Amount | Date of award |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 2 Event Details**

|  |  |
| --- | --- |
| Event name |  |
| Event venue or location |  |
| Event end date |  |
| Is this a new event that has not been delivered in this area previously? | YES/NO  If Yes, please complete Section 3  If No, please complete Section 4 |

**Section 3 New events**

|  |
| --- |
| **Please provide details of your proposed event** |
|  |
| **Please provide evidence of support from local stakeholders to include businesses, community organisations and residents for the proposed event. Please include any organisations you are working in partnership with on this event.** |
|  |

**Section 4 Existing events**

|  |
| --- |
| **Please provide details of the existing event** |
|  |
| **Please provide information on the additional elements you are seeking support from this fund and how it would benefit and provide additionality to the event** |
|  |

**Section 5 Marketing, Promotion and Impact assessment**

|  |
| --- |
| **How do you propose to market and promote the event?** |
|  |
| **How will you monitor and evaluate the impact and outputs achieved from the event?** |
|  |

**Section 6 Outputs and outcomes**

**Please complete the following table to indicate the outputs achieved should your application be supported**

|  |  |
| --- | --- |
| **Number of local events or activities supported** |  |
| **Number of volunteering opportunities supported** |  |
| **Number of people reached** |  |
| **Increased visitor numbers** |  |

**Section 7 Sustainability**

|  |
| --- |
| **Please indicate how the event will be sustainable post funding** |
|  |

**Section 8 Impact on Welsh Language**

|  |
| --- |
| **Please provide information on how you will ensure the event doesn’t have a negative impact on the Welsh language.**  **Information on ways to mitigate negative effects can be found in Annex XX of the guidance notes.** |
|  |

**Section 9 Project Costs**

**Please provide information on the total costs associated with organising your proposed event**

|  |  |
| --- | --- |
| **Item description** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **£** |
| **Grant amount requested \*** | **£** |
| **Match funding provided by applicant** | **£** |
| **Match funding provided by applicant** |  |
| \*New events can request up to 70% of the total costs up to the value of maximum of £4000  Existing events can request up to 70% of the total costs up to the value of £2000 | |

**Section 10 Declaration**

I/we declare that all the information given on the form is correct, to the best of my knowledge and that the giving of a false declaration may result in action by the Council against the signatory for recovery of the grant plus costs, charges and expenses relating thereto.

* I/we authorise the Council to make any enquiries necessary to verify any information needed to determine my application. The information provided in this application may also be shared with colleagues in other departments and business support organisations in order to assess the application.
* I/we also confirm that I have full power and authority to act on behalf of the organisation that is making this application. The grant is for the express purposes approved. Any changes to the approved project must be agreed in writing by the County Council. The County Council will require repayment if the funding is not issued for the stated and approved purpose.
* I/we understand that all grant payments by CCC are retrospective on submission of evidence of expenditure on our behalf and that grant offers will be based on 70% of eligible expenditure.
* I/we declare that the information given on this form is accurate and true and has been approved by:

|  |  |
| --- | --- |
| Signatory 1  PRINT NAME |  |
| Position |  |
| Signatory 1  Signed |  |
| Signatory 2  PRINT NAME |  |
| Position |  |
| Signatory 2  Signed |  |

**Section 11 Checklist**

Application Checklist and Supporting Documentation

Please tick (a) the following checklist to ensure all applicable information has been submitted with this application.

|  |  |
| --- | --- |
| Application Form - completed and signed x 2 signatures |  |
| Governing Document (Constitution/Articles of Association/Rules) |  |
| Annual Accounts – (profit and loss account plus balance sheet) essential for |  |
| Evidence of Need Information – consultation, market research, letters of support |  |
| Equal Opportunities Policy |  |
| Environmental Sustainability Policy |  |
| Welsh Language Policy |  |
| ICT/Digital Inclusion Policy |  |
| Bank Account Details |  |
| Evidence of Match Funding i.e., Offer Letters from other funders, bank statement |  |
| Evidence of VAT Status |  |
| Licences |  |
| Building Regulations |  |
| Public Liability |  |
| Insurance Certification and Schedule of Cover(s) |  |

Carmarthenshire County Council collects personal data about you using this form so that we can undertake the necessary due diligence and checks. To find out more about how we use your information, please contact 01267 234567 to obtain our Privacy Notice, or visit our website www.carmarthenshire.gov.wales

‘Mae croeso i chi gysylltu gyda’r cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.

You are welcome to contact the council through the medium of Welsh or English’