



## Morecambe Town Council

Morecambe Town Hall,  
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Proper Officer: Mr Luke Trevaskis

### Morecambe Town Council - Festivals, Sponsorship and Events Application Form

To enable this form to be photocopied please complete all sections using black ink. (\*delete as appropriate)

**Name of Organisation:**

**Name of Festival / Event / Project:**

**Correspondence Address:**

**Name and Address of Person Making the Application:**

**Name: (Mr/Mrs/Miss/Ms)**

**Address:**

**Postcode:**

**E-mail address:**

**Telephone number:**

1. **When was your organisation formed?**
2. **What does your organisation do?**
3. **Is your organisation a registered charity? \*YES/NO (if yes, please provide Registered Charity Number:**
4. **Is your organisation part of, or affiliated to, any national organisation? \*YES/NO (if yes please give details):**

**5. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of the Morecambe Town Council area (please use additional pages if required).**

**6. Approximately, how many people do you expect to benefit from this project?**

Age Group	Inhabitants of Morecambe Town Council Area	Tourists to Morecambe Town Council Area
0 - 25		
26 - 49		
50 and over		
All Ages		
Special or minority groups (please specify)		
Total		

**7. How do you plan to market to your intended target audience?**

**8. How do you think your application matches the assessment criteria?**

**9. Please use the space below to tell us more about the objectives of your organisation and provide any details of prior experience of festivals, sponsorships and/or events.**

**10. What is the identified need for your proposal?**





Total Estimated Expenditure/ Income		
Total Net Cost		
Grant Amount Applied For		

18. **If you are not applying for the full amount, please specify where the remaining funds will come from:**
19. **Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? \*YES/NO (if yes, please give details)**
20. **Please give details of your organisation's own fund raising efforts:**
21. **Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)**
22. **Have you previously received, or applied for a grant from Morecambe Town Council? \*YES/NO (if yes, please give details of amount(s) and year(s) and purpose:**
23. **How do you intend to promote your project? Please indicate quantities of any flyers, frequency of posts on website or social media, and any planned media coverage in newspapers or on radio.**

## 24. BANK DETAILS

**Name of Bank:**

**Name of Account:**

**Sort Code:**

**Account Number:**

**25. Where did you learn you could apply for a Council grant?**

## 26. DECLARATION

I declare that:

I have read and accepted the Criteria and Conditions of the Grant and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

Morecambe Town Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Morecambe Town Council reserves the right to request a list of names and addresses of members of the organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Council if requested.

Morecambe Town Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Morecambe Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Council meetings. Personal data that has been supplied will not be disclosed and will be held by Morecambe Town Council in accordance with the Data Protection Act.

Name

Signed

Position

Date

**26. Have you found this application straightforward to complete? \*YES/NO (if no, please let us know of any improvements we can make to assist applicants).**

**To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents MUST accompany your application.**

- 1. Where appropriate, a copy of your organisation's CONSTITUTION.**
- 2. Any documentation to evidence the group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the ground of age, colour, impairment, martial status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.**