



Local Small Grant Application Form for Community Group Events celebrating Homecoming 2009

SECTION 1. COMMUNITY GROUP DETAILS

1. Event Details

Name of Your Group's Event: Venue: Date(s) of Your Event:/..... / 2009

Homecoming Theme your event matches : (please tick) <input type="checkbox"/> Robert Burns <input type="checkbox"/> Ancestral Roots <input type="checkbox"/> Golf <input type="checkbox"/> Whisky <input type="checkbox"/> Scottish Enlightenment & Innovation <input type="checkbox"/> Heritage Fairs
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2. Your Group's Details.

Group name:
Contact Name and position in Group *:
Postal address:
Email address:
Daytime telephone:

*This person must have authority to sign relevant paperwork during the application process.

Please return to your Area Manager's Office at :-

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Before you start writing

- Can you please complete the application form in **Black Ink**.
- Further information regarding Homecoming Scotland 2009 is available by clicking on the Aberdeenshire Council website : www.aberdeenshire.gov.uk/visit/index.asp
- Further information regarding Aberdeenshire Cultural Heritage Fairs is available by contacting the Cultural Co-ordinator-Heritage:- ingrid.turner@aberdeenshire.gov.uk
- Further information regarding Council Grant Scheme for Voluntary Organisations and Community Groups is available from the Grants Officer : walter.taylor@aberdeenshire.gov.uk

SECTION 2 : EVENT SUMMARY**1. Event Funding.**

Projected Total Event Budget (cash & in-kind): £		
Projected Total Cash Budget: £		
Total Grant requested: Either	Ex. VAT	£
Or	Incl. VAT	£

2. Anticipated Event Attendance.

Participants:
Spectators:

3. Event Background.

Is the event new for 2009? (please 'X' as appropriate)

YES	
NO	

4. Please give a short promotional description of the event (100 words max).**SECTION 3: – FUNDING PROFILE**

1. Have you applied for, or do you intend to apply for funds from other bodies if so can you tell us how much you have applied for (or intend to apply for) and from which source.

Funding Sources	In - cash (£)	Status:- Provisional/ Confirmed	In – kind :- cash conversion (source: HLF) Unskilled* £ 50 / day Skilled* £ 150 / day Professional* £350 / day No. per volunteer category* X days @ £ / day = Cash equivalent	Total In-cash and In-kind	Funding Source as Percentage of Project Costs
As well as your own contribution details, please include those from other sources (eg Awards for All etc.)					
Your own contribution	£		£	£	%
Others sources	£		£	£	%
Aberdeenshire Council	£		-	£	%
TOTAL PROJECT COSTS Either ex VAT	£ ex VAT		£	£	100 %
Or incl. VAT	£ incl. VAT		£	£	

Note: If other offers of awards have been made, please enclose copies of award letters.

2. If the event has been held before, please submit a copy of the final event budget. This should be a summary of Income and Expenditure from the last event, not an annual Profit & Loss account or statement of transaction. Previous event budget attached (please 'X' as appropriate)

YES	
NO	

3. Please submit a copy of your most recent End of Year Audited Accounts.

End of Year Audited Accounts attached (please 'X' as appropriate)

YES	
NO	

SECTION 4: EVENT IMPACT

1. Please outline the potential for your event to generate additional tourism visits/revenue for Scotland, and in particular how it will engage and motivate the Scottish Diaspora to come home.

2. Where applicable, please detail the anticipated attendance at your event in 2009, attendance at previous events, and expected % of attendees by geographical area in 2009 .

ATTENDANCE	2009	If applicable average attendance over past 5 years	Your expected percentage of Event Attendees' by Geographical Area in 2009	Expected Percentage per category in 2009	For comparison most recent previous event
Participants			Aberdeen City and Shire	%	%
Spectators			Rest of Scotland	%	%
TOTAL			Rest of UK	%	%
			Rest of World	%	%
			TOTAL	100 %	100 %

3. Please detail how will you calculate the number of additional tourists attracted and those who are overseas visitors.

4. What evidence is there of local support for your event? E.g. Letter of support from your Community Council

5. Are there any environmental issues associated with your event and how will you address these?

6. Please detail what steps have you taken to ensure your event does not clash with other events in your Area.

SECTION 5: APPLICATION SUBMISSION

1. Please complete the checklist below to ensure all the necessary additional documentation is included with the application. (Please 'X' as appropriate)

Copy of Constitution / Memorandum of Articles & Association	
Copy of End of Year Audited Accounts	
Letters confirming funding support	
Copy of your projected event budget showing all income and expenditure	
Copy of final budget from most recent previous event	
Evidence of local support	
Sample of promotional materials from most recent previous event	

SECTION 6: DECLARATION

I confirm that the information contained in this application is true and correct

NAME – printed

SIGNATURE

DATE

For Area Office Use
 Date received
 Area Committee meeting: .../...../200....

Area Committee decision:-

Approval

Defer for more information

Unsuccessful

Completed form forwarded to Keith Newton, Formartine Area Manager

date...../...../200.....