**Participatory Budgeting**

|  |  |
| --- | --- |
| Tell us how much you’re applying for (exact amount) | £ |

**About you**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation |  | | |
| Address |  | | |
| Event Contact Name |  | | |
| Position in organisation |  | | |
| Phone number(s) |  | | |
| Email |  | | |
| What type of organisation are you? |  | If applicable charity number: |  |

**Your event**

|  |  |
| --- | --- |
| What’s your event called? |  |
| When do you want to do it?  *Date and time* |  |
| Where do you want to do it? |  |
| How many people are you expecting or hoping for? |  |
| How will your event benefit local residents? |  |
| Tell us how you will measure the success of your event |  |
| Please tell us how your event will be open and inclusive |  |
| Please could you tell us how your event meets the overall aims and objectives of Frome Town Council |  |
| **In no more than 300 words please tell us about your event. This will be used in the promotional information made available to the voting panel of residents and should form part of your pitch. Please include details of how your event will be inclusive using the Terms and Conditions and how it benefits residents of Frome. (be clear, relevant and concise as it will be printed as is)** | |

**Your Event - Costs**

Please provide us with an itemised breakdown of the cost of your event

|  |  |
| --- | --- |
| Estimated total cost | £ |
| Requested amount via PB | £ |
| Tell us about any other funding you already have or will be applying for (please specify if this funding is secured and expected decision dates if not): | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Total amount** | **Amount requested** |
|  |  |  |  |
| Management costs |  |  |  |
| Training |  |  |  |
| Office costs (rent, telephone etc) |  |  |  |
|  | Sub Total |  |  |
| Salaries |  |  |  |
| Expenses (travel etc) |  |  |  |
| Venue hire |  |  |  |
| Materials and equipment |  |  |  |
| Publicity |  |  |  |
| Volunteer expenses |  |  |  |
| Other (please specify) |  |  |  |
|  | Sub total |  |  |
|  |  |  |  |
|  | TOTAL |  |  |

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions

(please click/tick box to agree)

**Signed:**

**Print Name:**

**Date:**

**Your Event – Planning**

You will need to consider all the following before your event takes place, and will be asked to provide copies of:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Copy enclosed | Arranged | Applying / doing soon | Don’t need this | N/A |
| Do you have the landowner’s written permission? |  |  |  |  |  |
| Will you need a Temporary Event Notice (TEN)? |  |  |  |  |  |
| Do you have permission for any necessary road closures? |  |  |  |  |  |
| Have you got an Event Plan, including a layout |  |  |  |  |  |
| Risk assessment(s) |  |  |  |  |  |
| Equal Opportunities policy |  |  |  |  |  |
| Safeguarding policy |  |  |  |  |  |
| Public Liability insurance |  |  |  |  |  |
| Constitution |  |  |  |  |  |

NB. If you’re awarded PB funding you’ll need a bank or building society account for us to transfer your award to you with a copy of a recent bank statement.

**Please return your completed proposal by 10 am on Monday 22nd January 2018** We’ll contact you to confirm whether you have been shortlisted to pitch at the town vote on the 17th March 2017 (you will need to be prepared to work with us to create a short 1 minute film and to be available on this date, there are no other opportunities to pitch your idea). If you are shortlisted we will contact you to talk you through the process for the day and what will be expected of you.

Completed forms to: [admin@frometowncouncil.gov.uk](mailto:admin@frometowncouncil.gov.uk)