

# Runnymede Community Event Grant Scheme

## Guidance Notes

These notes are not exhaustive and are meant as a guide to support with making an application.

### Introduction

The Community Event Grant Scheme supports voluntary and community organisations hosting events within the Borough of Runnymede. This guide will help you determine if your project is eligible and how to submit a successful application.



#### Key Dates

Maximum grant available: £750

Application deadline: 22 February 2026

Decision date: 11 March 2026 (Community Services Committee)

Notification of outcome: 5 working days



#### Who Can Apply?

We welcome applications from not-for-profit organisations, including:

- Resident groups
- Voluntary or community organisations
- Social enterprises
- Registered Charities

To be eligible for the grant, your event must:

- Take place in the borough of Runnymede
- Reinvest proceeds into future events or donate them to charitable causes
- Price entry as free, donation-based, or carry only a nominal entry fee
- Your event must be in the future, funding is for future project costs only

Agree to follow Runnymede Borough Council's policies on:

- [Safeguarding for adults and children at risk](#)
- [Equalities](#)
- [Financial Regulations and relevant legal requirements](#)



#### What will be funded?

Applications are welcome from voluntary and community organisations who hold community events within the borough of Runnymede to apply for funding.

Applications to this Community Grant Scheme must also meet the following criteria:

- The event organiser/applicant body must be a not-for-profit community organisation
- Any fundraising generated through the community event must either be reinvested into future community events or donated to charitable organisations/objectives or other worthwhile causes
- Applications must be made in advance of the event to which they refer and are for future project costs only
- The community event must be either free of charge for residents, request donations only, or apply a nominal charge for entry (e.g., a fee of £3 per adult and free for children under the age of 16)

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### What Will Not Be Funded

- Individuals
  - Costs incurred or events held prior to the formal confirmation of this grant are ineligible for funding
  - Events originating from organisations that do not have a bank account
  - Events that are purely social in nature without a broader community service component
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### Application Process

Applications are submitted through an online portal. To ensure a smooth process, please follow these steps:

- Complete all questions on the application form. Incomplete forms will not be able to be submitted through the online process
  - It is recommended to draft your answers in Word before submitting online
  - Be aware that each page of the online form may timeout after a period of inactivity
  - You may submit more than one application
  - If required, a paper-based copy of the application form can be made available upon request
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## Application Form Questions

### Application Form Sections

#### Organisation Details

Provide basic information about your organisation:

Name of organisation

Name of lead contact

Email address of lead contact

Organisation status or other (drop list which opens a short explanation field)

Registered charity number if you have one

Office or correspondence address

Postcode

Contact number

Email address

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#### Event Details

1. What is the name of this event?

2. Is your event a new or established event?

3. Where does this event take place and is the venue accessible?

*If the venue is accessible, make sure you state specific features like step-free access, hearing loops, or accessible transport links nearby.*

4. Provide a brief schedule of key milestones

*For example, break down the months for event planning, marketing, event set up, event day and post event debrief.*

5. Briefly describe this event and its primary goal

*Provide a brief overview of your event, including its primary mission, target audience, and the specific impact or awareness goals you aim to achieve through its theme, if applicable.*

6. What is the expected attendance?

*Be realistic. If you expect 100 people, explain how you reached that number (e.g. based on last year's attendance or capacity of the venue).*

7. Are there confirmed or anticipated partnerships?

*List partners (businesses, schools, or other charities). Mention if they are providing in-kind support, like free venue hire or providing volunteers*

8. How will you minimise environmental impact?

*If applicable, mention digital-only marketing, encouraging public transport, or a "leave no trace" rubbish policy*

9. How do you know your community wants or needs this?

*Provide evidence. Mention a specific survey result, a high number of requests on a community Facebook group, or the previous attendance if you've run this event before*

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#### Total Cost of Your Event

1. How much will the entire event cost?

*This is the total cost. It may be higher than the grant amount you are requesting*

2. How much funding are you asking for? (Max £750)

*The maximum amount that can be requested is £750*

3. Please provide a breakdown of your event expenses.

*Be specific. Instead of "Marketing," write "Flyer printing and social media adverts £150" Always include VAT in your totals, if applicable.*

4. If not requesting the total value, how will the remainder be funded?

*These may include ticket sales, donations on the day, organisational reserves, fundraising and funding from other sources. Please state whether this money is already confirmed.*

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#### Delivering Your Event

1. Who will deliver the project?

*Will there be staff or volunteers, or both?*

2. What are your plans for marketing this event?

*Use a multi-channel approach: posters in shop windows, school newsletters, targeted social media ads, banners etc.*

3. How do you intend to measure the success of this event?

*This can be from feedback, number of attendees on the day*

4. Tell us how you will ensure the viability beyond this funding?

*This funding is currently only available for this year. Please explain how you will run the event again if this funding were not available*

5. Upload previous year's accounts/bank statement.

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