Runnymede Community Event Grant Scheme
Questions

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
Registered charity number if you have one
Office or correspondence address
Postcode
Contact number
Email address

Event Details
1. What is the name of this event? (open text box)
2. Is your event a new or established event? (tick box: new, established, other-*open text box*)
3. Where does this event take place and is the venue accessible? E.g. disabled parking if appropriate, disabled toilets (open text box)
4. Provide a brief schedule of key milestones (planning, promotion, event day and post event evaluation) (open text box)
5. Briefly describe this event and its primary goal (who is the target audience, what activities will take place) (open text box)
6. What is the expected attendance at this event? Please include historical attendance figures if possible (open text box)
7. Are there confirmed or anticipated partnerships or collaborations in place to support this event? (open text box)
8. How will you minimise the environmental impact of this event? E.g. waste management, transport
9. How do you know your community wants or needs this? Consider surveys, past attendance, community requests (open text box)

Total Cost of Your Event
1. How much will the entire event cost? (open text box)
2. How much funding are you asking for from this grant? Please note the maximum amount available is £750 (open text box)
3. Please provide a breakdown of your event expenses (venue hire, equipment, marketing etc.). Please ensure they include VAT if applicable (item/activity & cost form)
4. *If you are not requesting an amount that covers the total value of your project, explain how the remainder of your project will be funded and is this funding confirmed? (open text box)*

Delivering Your event

1. Who will deliver the project (drop box, staff/volunteers/both/other)
2. What are your plans for marketing this event? (open text box)
3. How do you intend to measure the success of this event? E.g. number of attendees, participant feedback, specific community outcomes (open text box)
4. Tell us how you will ensure the viability of your event beyond this funding? (open text box)
5. Upload your previous year's accounts. If you are a new group and do not have previous accounts, please upload a copy of your most recent bank statement (upload text box)

By submitting this application, the applicant confirms full compliance with all statutory safety protocols, including but not limited to risk mitigation, public liability insurance, emergency medical planning and site logistics like parking and traffic management.