

**Application for tourism small grant**

# of up to and including £1,000

**Title of project/event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New project/event: \_\_\_\_\_\_\_\_ Repeat project/event: \_\_\_\_\_\_\_\_ (please tick)**

**Name of organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Mobile no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Briefly outline the proposed project/event, including objectives:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Briefly outline your experience in undertaking similar projects/events. Please include the number of years’ experience you have in arranging similar events:  
  
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In what way will the Lisburn & Castlereagh City Council area benefit from supporting your project/event:  
  
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Please give details of the anticipated number of people attending the event and where they are coming from:

|  |  |  |
| --- | --- | --- |
|  | Participant numbers | Spectator numbers |
| Northern Ireland |  |  |
| Republic of Ireland |  |  |
| Elsewhere (detail) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

Anticipated total number of bed-nights for event:

(people staying overnight \_\_\_\_\_\_\_\_\_\_\_ x nights \_\_\_\_\_\_\_\_\_\_\_\_) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give details of how the project/event will be publicised and marketed (e.g. publicity such as advertising, leaflets, programmes, banners, posters plus media coverage both during and after the event i.e. local/national press, radio, tv, magazines etc):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide an estimate of the breakdown of the budget for the project/event: (if necessary, please complete on a separate page)

EXPENDITURE INCOME

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\_\_

TOTAL EXPENDITURE: \_\_\_\_\_\_\_\_\_\_\_\_ TOTAL INCOME: \_\_\_\_\_\_\_\_\_\_\_\_\_  
t

FINANCIAL ASSISTANCE REQUESTED FROM LISBURN & CASTLEREAGH

CITY COUNCIL:

£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nb: - the proposed grant will be awarded in 2 parts – half before the event and the remainder when the post event evaluation has been received if still required.

Please list all other funders (if any) for the project/event and enclose copies of letters of their confirmed funding:  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Please indicate how you are going to evaluate the project/event:  
  
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Although this expression of interest is primarily concerned with council financial assistance, please list any other support envisaged from the council, e.g. technical support or advertising:  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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1) I/we (delete as appropriate) hereby submit this expression of interest to Lisburn & Castlereagh City Council, seeking financial assistance and/or other support, to the value of up to and including £1,000 and I/we confirm that this application gives a true and accurate picture of the proposed project/event.

2)If requested, I/we will provide the council with any additional information required or clarification on any matter.

3) I/we accept that Lisburn & Castlereagh City Council does not bind itself to award any grant or the level of financial assistance requested for the event in the application.

4) I/we agree that the council letter of offer for grant, is the basis of the award.

5) Lisburn & Castlereagh City Council has established a Safety Advisory Group (SAG) to assist with the enforcement of health and safety and licensing requirements of events in the area. The SAG consists of officers from the council and external agencies such as the PSNI, NIAS and NIFRS.  As a condition of receiving council funding you are required to complete a SAG application form. This will allow the council and the emergency services to provide you with advice. Please note, you may be invited to attend a safety advisory group meeting to discuss the event further.

By signing this form you agree that the information provided is accurate and correct:

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be returned to: Margaret McAvoy ([margaret.mcavoy@lisburncastlereagh.gov.uk](mailto:Margaret.McAvoy@lisburncastlereagh.gov.uk))

Tourism Development Unit

Lisburn & Castlereagh City Council  
Island Civic Centre

The Island  
Lisburn BT27 4RL

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| --- |
| General Data Protection Regulation 2016  The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European union.  Lisburn & Castlereagh City Council collects the data on this form for the purposes of  considering financial assistance to organisations/individuals.  This data is not used for any other purpose or is not disclosed to any other organisation.  Https://www.lisburncastlereagh.gov.uk/information/privacy |

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| --- |
| For official use only  Date received: …………………… Signature: ………………………………  Amount requested £…………… Amount awarded £…………… |