**Branch Additional Event Funding Application**

When you are happy with your application, send a completed copy of this form by email to regions@rsb.org.uk. If you do not have access to an email account, please telephone us to discuss alternatives. Remember to keep a copy of the application for yourself, in case we need to contact you with questions.

**Details of event(s) or activities for which you are applying for funding**

|  |  |
| --- | --- |
| **Branch:** |  |
| **Names of branch members organising the event:** |  |
| **Event name:** |  |
| **Event date from:** |  |
| **Event date to:** |  |
| **Start time (please use 24 hour clock):** |  |
| **Finish time:** |  |
| **Event location:** |  |
| **Postcode of event location:** |  |
| **Event entry fee (if applicable):** |  |
| **Event queries contact email/ telephone (if applicable):** |  |

**Please give a short description of your event or activity. Include background information, what you will do and how you will do it. Please provide details of any other members or organisations involved in the event and their role.**

**Who is your event for? Please enter expected audience numbers in all relevant boxes.**

|  |  |
| --- | --- |
| **Audience type** | **Expected number** |
| RSB Members: |  |
| Non-members: Adults |  |
| Non-members: School students  |  |
| Non-members: Families |  |

**Delivering your event(s)**

£

How much will your event(s) or activities cost to run in total?

£

How much are you requesting from the RSB? Maximum (£500)

Does the amount requested cover the full amount you require? (Note maximum you can apply for is £500)**.**

**Yes/No**

**If no, how much extra funding is needed, and how will you obtain this funding?** If the grant does not cover the whole cost of your project, you must already have secured the extra funds before submitting this application.

**Please provide a breakdown of your total project costs. Ensure that you detail all costs associated with the project as accurately as possible, even if you are only applying for part of this cost through this application.**

|  |  |  |
| --- | --- | --- |
| **Description of item or activity****For each item please provide full details/cost breakdown** | **Total cost****(£)** | **Amount requested from Head Office (£)** |
| Event catering  |  |  |
| Event room hire |  |  |
| Marketing/ publicity costs |  |  |
| Speaker Fees |  |  |
| Speaker expenses |  |  |
| Event equipment/ resources including printing |  |  |
| Other costs/ fees (state) |  |  |
| Other costs/ fees (state) |  |  |
| Other costs/ fees (state) |  |  |
| **TOTAL** |  |  |