

**Community Events Support Application Form**

The aim of the Community Events Support Fund is to encourage local people to come together, enhance community spirit and celebrate our great city and heritage.

We want to add value to the local economy by supporting local businesses and partners and encourage visitors to come and enjoy all that Carlisle has to offer.

We would like to support events that will:

* Promote Carlisle as a vibrant city in which to live and visit
* Encourage visitors to our city; and increase economic activity
* Celebrate the civic history and heritage of Carlisle.
* Engage with people from the local community
* Encourage partners to invest with Cumberland Council to promote Carlisle as a tourist destination

If you believe that your event fits into the above criteria then please complete the attached, and return it to [events@cumberlande.gov.uk](mailto:events@cumberlande.gov.uk) Any queries please ring 01228 817358

Before completing this application form, please refer to the Guidance Notes.Your event MUST be approved by Cumberland Council’s Event Risk Group prior to applying for funding

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| Name of Organisation | |
| Contact Name | |
| Contact Address | |
| Email Address | |
| Telephone Number | Mobile Number |

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| Event | |
| Date/s to be held | Times |
| Location | |
| Please give a brief explanation about your event (including how you meet our criteria and any approximate economic benefit Carlisle will receive) | |

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| Approximately how many people will the event attract:  Approximate attendance on the day/days:  Approximate number that stay overnight/s: |

What will your event cost in total:

If you have approached other organisations for funding, how much have you requested from whom?

Is it financial or value in kind?

Is it confirmed or pending?

Cumberland Council expects to see matched financial funding.

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| How much funding are you requesting from Cumberland Council?  Cumberland Council has the following assets that can be included in your application as value in kind; (subject to availability) :   * Stalls -3mx3m (20 available) - £65 each to hire (only available weekends) * Trestle tables (20 available) - £7 each to hire (only available weekends) * Chairs (30 available) - £1 each to hire * Information shared on Social Media - FREE |

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| Please give a full breakdown of costs to run this event. |

Have you completed:

* A Cumberland Council land application form? (if your event is to take place on Council owned land; e.g. city centre, Bitts Park etc,
* Obtained adequate Public Liability Insurance (minimum of £5million) and Employment Liability Insurance (minimum of £10 million)?
* Applied for a Temporary Event Notice/License to Occupy (if applicable)?

For further details of any of the above please contact [events@cumberland.gov.uk](mailto:events@cumberland.gov.uk)

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| **You must acknowledge Cumberland Council support, if funding is granted, by:**  Incorporate the Cumberland Council logo on all promotional material promoting the event/initiative (including online and printed) – abiding by the Council’s branding guidelines, which can be obtained from [events@cumberland.gov.uk](mailto:events@cumberland.gov.uk) .  Credit the Cunberland Council’s funding in your press releases promoting the event/initiative  All draft printed material, e-marketing and press releases to be passed by the Cumberland Council’s communications team for approval. Please allow three days for sign-off  If hosting an event, space (table and chair) to be provided for Cumberland Council promotional use providing an opportunity to have banners/promotional presence at the event/initiative e.g. flyers, pop ups, banners etc.  Tag Cumberland Council on your Facebook and Twitter pages.  Have Cumberland Council logo on your web-site with a link to our web-site |

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| Have you received support from Cumberland Council (originally Carlisle City Council) for any previous event? If so could you list the dates of the events and how much you received? |

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| Any other comments to support your application |

Signed ...........................................................................

Date ...............................................................................

Please return to Events, Cumberland Council, Rickergate, Carlisle, CA3 8QG.

Or Email [events@cumberland.gov.uk](mailto:events@cumberland.gov.uk)

Have you:

* Informed [event.notification@cumbria.gov.uk](mailto:event.notification@cumbria.gov.uk) about your event? Where an event organiser wishes to access the relevant agencies or notify them of a forthcoming event. Please go to: <http://www.cumbria.gov.uk/events_calendar/eventsafetyinformation.asp> for more info.
* Written an Event Management Plan?
* Written a Risk Assessment?
* Got adequate event insurance?

Please do not assume that any funding offered is a guarantee that your event can go ahead on Cumberland Council land; the event must be approved by the Cumberland Council’s event risk group.