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**West Lothian Council**

**Gala and Similar Annual Events Grant Fund 2024- Application Form**

**Section 1. – Organisation Name and Contact Details**

**Organisation Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name |  |
| Position in Organisation |  |
| Address |   |
| Post Code |  |
| Telephone |  |
| E-mail Address |  |

* Are you a new organisation? Yes No
* If ‘No’ how long has your group been running? Years
* Which of the following best describes your organisation?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gala Committee |  |  |  | Community organisation |  |  |
|  |  |  |  |  |  |  |
| Registered Charity |  |  |  | Other (Please Specify) |  |  |

**Section 2. – What is the application for?**

* Please briefly describe what type of event you are applying for funding for e.g. gala

|  |
| --- |
|  |

* What is the proposed date(s) of your event / activity? (dd/mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(dates provided may be shared with licensing, operational services, corporate communications, events team where required as per the Gala and Other Events Fund Privacy notice, see below)

* What is the estimated total cost of your event?**\*** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Please note only a contribution to this cost will be made by West Lothian Council

* Who will benefit from the funding? \*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* A town, a village or a locality e.g. Whitburn or Deans.

**Costs:** Please provide an indication of the costs of the event you are applying for in the box below \*\*\*

|  |  |
| --- | --- |
| Item of expenditure |  Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**\*\*\***As part of the councils financial monitoring process you may be asked to provide copies of all invoices to the value of £100 or more and evidence of payment, bank statement.

**Section 3. – Supporting Information**

Applications will not be considered unless **all**\* of the following information has been received.

Please tick to indicate that you have submitted this information, if required, with your application form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Constitution or Memorandum of Association** |  |  |  | **Most recent bank statement**Your bank statement should be no more than 3 months old at the time you make your application. |  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |  |
| **Most recent financial statement**(Accounts / Income & Expenditure Sheet) |  |  |  | **Copy of Certificate of Insurance**(if applicable, please see fund guidance for more information)  |  |  |
|  |  |
|  |  |

**Section 4. – Need help with your application?**

If you need help with completing your application form please contact Graham Whitelaw on 01506 281101 or email graham.whitelaw@westlothian.gov.uk

**Section 5. – Gala and Similar Annual Events Fund Privacy Notice Pensioners Christmas**

Before submitting your application, please be aware that as part of the application process all information provided by the applicant will be recorded and held within our filing systems. For further information about how your information will be stored and used please see our privacy notice here [www.westlothian.gov.uk/article/44765/Gala-and-Other-Events-Applications-and-Funding-Information-and-Advice](http://www.westlothian.gov.uk/article/44765/Gala-and-Other-Events-Applications-and-Funding-Information-and-Advice)

**Section 6. – Declaration t**

* **I confirm that I am authorised to submit this application on behalf of my organisation and that all information provided is accurate**
* **I consent to West Lothian Council holding my data as outlined in the Gala and Similar Annual Events Privacy Notice**
* **If awarded funding, the group agree to will comply with West Lothian Council conditions of funding**

|  |  |
| --- | --- |
| **Signature** |  |
| **Print name** |  |
| **Date** |  |
| **Position in Organisation**(Must be an office bearer) |  |

**Section 7. – Submitting your application form**

To submit your application **please return it with all applicable supporting information** to Graham Whitelaw at regenerationteam@westlothian.gov.uk