

2012 Small Grants for celebrations and events Information and Application Form

Helping you celebrate the London 2012 Olympic and Paralympic Games

Cambridgeshire County Council has funding to help local groups and organisations create activities and events that will celebrate the London 2012 Olympic and Paralympic Games in the local community. Your celebration must be inspired by London 2012, but it does not have to be a new event or activity.

We would like you to devise celebrations in your community that ‘welcome the world’, or involve and inspire young people and create a lasting and positive legacy in the community. Grants will be up to a maximum of £500 and additional funding or support in kind will be expected.

Events and activities could be inspired by:

- The Olympic Torch Relay
- The sports that make up the Olympic and Paralympic Games
- Activities or events featured during Festival 2012
www.festival.london2012.com
- Olympic or Paralympic Opening or Closing Ceremonies
- Olympic handover for the 2016 Games in Rio de Janeiro on August 12th
- Other local sporting and cultural celebrations.

You could base your celebration on the Olympic and Paralympic values of; courage, respect, excellence, friendship, determination, inspiration and equality.

We want you to generate your own ideas, but here are a few to help:

- Arts workshops to make banners, bunting, flags
- Inter club sporting events or matches
- Inter village games
- Screenings of Olympic / sports films
- The Big Dance takes place between 7th and 15th July
www.bigdance2012.com
- Hosting Olympic and Paralympic sports taster or coaching sessions
- Assistance to make a sports or cultural event accessible e.g. capital equipment
- Arts, sports clubs and societies jointly celebrating

- Mass participation activities at existing community events (e.g. a running race, adult sports day, 'danceathons', village walks/cycles)
- Events as part of Cambridgeshire Competes
www.cambridgeshirecompetes.org.uk
- Events as part of Three Step Endeavour
www.liveartcollectiveeast.com/three-step-endeavour
- First time community events e.g. annual village walk, launch of a town choir, community sports matches
- Education and learning projects

APPLICATION DEADLINES

There are 3 deadlines for the 2012 Small Grants Fund applications. January 20th, February 29th and April 9th 2012. A small selection panel will make the final decision on grants. Applicants will be notified within 10 days of the closing date.

YOUR APPLICATION

Events or activities should take place during the London Festival 2012 period – starting on or after, June 21st 2012 and be completed on 9th September 2012, at the end of the Paralympic Games.

A short, illustrated report, on the funded activity will be required. A final payment of 20% of the grant total will be paid on receipt of the final report.

Get Set Network registered schools are eligible to apply, but you must demonstrate how the celebration activity will be in partnership with local community group(s).

We are not able to fund events for commercial gain.

We are not able to support events which are solely for fundraising.

Only one award can be made per event / activity.

Proposals must benefit local communities in Cambridgeshire.

Cambridgeshire County Council logo to be used on all publicity materials in acknowledgement of funding.

Please complete the application form and return by one of the three deadline dates given above. Send the application to:

Denise Evans
Cambridgeshire County Council
Box No. CC1315
Castle Court
Shire Hall
Cambridge
CB3 0AP

Alternatively please email the application form and any attachments to:

denise.evans@cambridgeshire.gov.uk

Your subject line: 2012 Small Grant Application

FURTHER INFORMATION

Official Olympic and Paralympic website:

www.london2012.com

GOLD - www.goldlivingsport.co.uk

GOLD is the Cambridgeshire and Peterborough Coordinating Group for the London 2012 Olympic and Paralympic Games and Cultural Olympiad.

Volunteering Cambridgeshire and Peterborough

<http://www.volunteeringcambsandpboro.org.uk>

Cambridgeshire County Council Olympics information

<http://www.cambridgeshire.gov.uk/leisure/olympics2012/>

2012 SMALL GRANTS APPLICATION FORM

Title of Event /Activity

Name of applicant

Contact name (if different)

<input type="text"/>	<input type="text"/>
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Address for correspondence

Telephone:

E-mail:

How much grant funding are you
applying for? (maximum £500)

Total cost of event / activity?

£ <input type="text"/>	£ <input type="text"/>
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Have you spoken to someone within your Local Council about your application?
If yes, please state their name(s) and job title(s).

ABOUT THE EVENT / ACTIVITY

Please give a brief summary of the proposed event / activity (500 words max)

How is your proposal inspired by London 2012 Olympic and Paralympic Games?

Where will the event / activity take place?

When will it take place?

What is the lasting benefit to your community?

Will volunteers be required and how will they be recruited?

How will you publicise and promote your event / activity to participants and attendees?

How many people do you expect to attend or participate in the event / activity?

Is your activity particularly targeted to any of the following groups of people? Please tick relevant boxes.	
Young People (under 11 years)	People with disabilities
Young People (12 to 16 years)	People on a low income
Adults	People living in rural areas
Adults (65+ years)	Unemployed people
All age ranges	Other (please specify)

SAFETY ISSUES

Please give brief details on how you intend to address safety issues. For example, if you intend to work with children or vulnerable adults, how will they be kept safe? Does your event / activity have £5m Public Liability Insurance? (Further details on how you will manage safety issues will be required if a grant is offered).

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THE BUDGET

Please give details of the proposed 2012 Small Grant expenditure **only**.

Expenditure	Description and details	Amount £s
Fees/salaries to paid staff (include preparation time)	e.g. rate and hours	
Transport		
Other preparation costs		
Materials/equipment		
Venue/site/hire costs		
Marketing/promotion	e.g. print costs and quantity	
Administration	e.g. rate and hours, insurance, overheads	
Capital equipment		
Accessibility funds	e.g. signer, adapted access, other adapted facilities, induction loop hire etc.	
Other (please specify)		
TOTAL	The amount you are applying for (not more than £500)	

Please give details of the income for the **whole** event / activity.

Income	Description	Amount £s
CCC 2012 small grants scheme	The amount you are applying to CCC for (not more than £500)	
Other public sector / charitable grants		
Sponsorship, private sector funding		
Donations, friends subscriptions, other private income		
Earned Income: box office, ticket sales, merchandising sales, etc		
Earned Income: other (please specify)		
Support in kind		
TOTAL	This is the total budget available for the event / activity	

DECLARATION

This section should be completed by the main contact and the Chair, or another member of the management of the organisation.

Name	Name
Position	Position
Signature	Signature
Date	Date

APPLICATION CHECKLIST

If you have any queries or need help with any aspect of the application process, please contact Alastair Haines on 01223 699351 or alastair.haines@cambridgeshire.gov.uk

Before submitting please check that you have done the following:

- Have you answered all the relevant questions on the form?
- Has the application form been signed?
- Have you kept a copy of the application form for your own records?

Enclosures: You can include other information that you think will be helpful, e.g.

- Event organiser statement of experience;
- Previous publicity material; Press cuttings; Programmes;
- Supporting letters;
- Charity number – if applicable
- Organisational policies.

Please return the application form and any supporting material (non returnable) to:

Denise Evans
Cambridgeshire County Council
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Shire Hall
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