

**Bedford High Street Heritage Action Zone**

Community Engagement - Grant Application Form

**[Closing date 16/09/22]**

The HSHAZ has a goal of rejuvenating Bedford’s High Street, encouraging the local community to learn about heritage and take part in cultural activities and events.

To ensure everyone has the opportunity to participate in the programme, the team developed grant funding opportunities to bring people together to celebrate heritage and Bedford’s High Street.

The programme is designed to facilitate grant funding up to £1500 for small businesses community interest companies and non-profit organisations, wishing to develop and run events and activities with the local community focusing on the High Street.

If the above is of interest to you or your business / organisation, please complete the application below and return to the HAZ - Project Manager by the [16/09/2022].

Please do not hesitate to use the same contact if you like to discuss the grant scheme or have any questions prior to filling in this application. The contact details are included at the end of the application form.

Grant Funding Criteria:

Grants are available to small businesses, community interest companies and non-profit organisations to run events and activities with the local community focusing on the High Street.

Organisations will need to explain how their request for funding will enable people in the local community to learn more about the heritage of the town and our communities.

Project examples could be expressed through various creative forms and mixed media as listed below:

|  |  |
| --- | --- |
| * Creative workshops | * Arts & Crafts |
| * Storytelling session | * Cookery session |
| * Music & Dance | * Panel discussion |
| * Art performance | * Audio & Film |

|  |  |
| --- | --- |
| **Applicant Details:** | |
| **Name of Organisation / Applicant** |  |
| Lead Contact person managing the event  Name / email / telephone |  |
| Legal structure of organisation e.g. Company, Charity etc. |  |
| Is a governance structure in place e.g. Terms of reference | YES / NO |
| Organisation registration number if applicable |  |
| VAT registration number if applicable |  |
| Is bank account in the name of the organisation available? | YES / NO |
| Webpage or social media platforms for organisation / Applicant e.g.  Facebook, Twitter etc. |  |

|  |  |  |
| --- | --- | --- |
| **Project Description:** | | |
| Project Description: | | |
| Project Objectives / Output:  [How will the project encourage people to learn about heritage?] | | |
| Target Audience: | | |
| Project Team / Experience: | | |
| Communication and Marketing:  [How will you promote and attract participants?] | | |
| Stakeholders and Partners:  [Are you intending to work with other organisations?] | | |
| Potential barriers to completing the project and mitigations:  [Please identify any risks and potential mitigations] | | |
| Proposed Evaluation / Legacy:  [Projects will need to be able to demonstrate a tangible cultural benefit to the local community. This could be number of people attending a session as an example. Please provide details on how the project will be evaluate e.g. Survey / Qualitative feedback / Participant headcount etc.] | | |
|  |  |  |
| **Timeline / Location:** | | |
| Project dates / duration |  | |
|  | Start date: | End date: |
| Project Location: |  | |
| Please confirm, can the project be completed and invoiced by the [05/03/23] | Yes / No | |

|  |  |
| --- | --- |
| **Project Costs:** | |
| Budget | The fixed price cost for the delivery of the project is = **£**  including VAT. |
| Budget item description  [A breakdown of each cost] |  |
| Match funding  [Please specify individual amounts. Are you or other organisations contributing to the project financially or in kind?] |  |

|  |  |
| --- | --- |
| **Policies / Insurance Details:** | |
| Please Confirm which of the following are in place. Copies may be requested. | Safeguarding policy  |
| Public Liability  |

**If you would like to discuss the grant scheme or have any questions prior to filling in this application, please do not hesitate to contact:**

**Jessica D. Mittler**

**High Street Heritage Action Zone - Project Manager**

Bedford Borough Council| Borough Hall |Cauldwell Street | Bedford |MK42 9AP

Tel: 01234 276452 [int. 44452]

Office hours: Mo - Thu

Email:[**jessica.mittler@bedford.gov.uk**](mailto:jessica.mittler@bedford.gov.uk)