# 2017 Year of History, Heritage and Archaeology

Please ensure you complete all of the boxes and identify a contact that we can be in touch with regarding your application. Please note that submitting this form does not guarantee you will be awarded a grant.

The ‘DIVERSE COMMUNITIES – SMALL GRANTS FUND’ is open to constituted and charitable organisations and not for profit community groups. Organisations can apply for grants of £250–£1,000 to host an event which celebrates the themes outlined in the programme guidance. Please read the guidance before applying.

**This is an open fund until the grant allocation has been distributed.**

## About you

|  |  |
| --- | --- |
| Organisation/Group name: |  |
| Charity Number: (If Applicable) |  |
| Contact name: |  |
| **Address** including post code |  |
| Contact Phone Number: |  |
| Contact Email |  |
| Website |  |
| Social media contacts:  e.g. Twitter / Facebook |  |
| What are the core aims of your organisation?  What do you do? |  |
| **Please provide the bank details of your group / organisation.** Please note this is essential if your group is to be awarded a grant. |  |
| What experience or training does your group / organisation currently have in planning and organising events? |  |
| How do you aim to attract the general public as well as members of your community group? |  |

## About your event

|  |  |  |
| --- | --- | --- |
| Title of your event |  | |
| Proposed date of event: |  | |
| Proposed time of event: |  | |
| **Proposed venue details** including address with postcode: |  | |
| Please summarise your proposed event or activity (150 words max) |  | |
| Please tell us how your proposed activity meets the criteria of this fund.  Please see section in Guidance notes under ‘**AIMS + OBJECTIVES /CRITERIA’** for assessment of your application’ make specific reference to the objectives / criteria where possible in your answer. |  | |
| Please tell us how you ensure your event appeals to other communities? |  | |
| Please tell us how your proposed activity relates to the themes of DIVERSITY – CITIZENSHIP - HOME |  | |
| Please acknowledge by ticking / signing this box that in the event your application is successful you can successfully complete an ‘evaluation form’ – we will send you this with grant contract.  It is a condition of the grant that submitting evaluation form is essential. Failure to submit an evaluation will entail failure to adhere to the Grant’s conditions. | |  |
| Please detail your income and expenditure for the event, indicating the funds requested from BEMIS Scotland |  | |

## Submission of Application

We prefer applications to be sent to us by email. Please return this completed form to: [**festival@bemis.org.uk**](mailto:festival@bemis.org.uk)

If cannot return your application by email and need to send it by post please send it **by recorded delivery** to the following address:

YHHA

BEMIS Scotland

4th Floor, Centrum House

38 Queen Street

Glasgow, G1 3DX

We are not responsible for any application sent to us by standard post that is not delivered.

## Contact

If you have any queries please get in contact by emailing [festival@bemis.org.uk](mailto:festival@bemis.org.uk) or calling the office on 0141 548 8047.

You can also follow us on Twitter ([@bemis\_scotland](https://twitter.com/bemis_scotland)) and Facebook ([facebook.com/bemisscotland](https://www.facebook.com/bemisscotland)) to keep up to date with news about funding.