Scotland’s Winter Festivals 2019–2020  
St Andrew’s Fair Saturday / Burns Day   
Small Grant Fund

The 2019/2020 SWF fund is focused on two celebrations:

* **Saturday 30th November 2019 – St Andrew’s Fair Saturday**Events must be held on *Saturday 30th November*
* **Saturday 25th January 2020 – Burns Day**Events can be held from *Thursday 16th January* to *Saturday 25th January 2020*

**Applications are open until Monday 16th September – Late applications will not be accepted.**

Please ensure you complete all 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.

This fund is open to constituted, charitable organisations and not-for-profit community groups. Organisations can apply for grants of £250–£1,500 to host an event, which celebrates the themes outlined in the programme guidance. Please read the guidance before applying.

# About Your Organisation

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact Name |  |
| Contact Email |  |
| Contact Telephone No. |  |
| Contact Address  *If your application is successful, this is where payment will be sent* |  |
| Website |  |
| Twitter |  |
| Facebook |  |
| Charity Number (if applicable) |  |
| What experience or training does your group/organisation have in planning and organising events? |  |

# Organisation’s Bank Details

Please provide the bank details of **your organisation**.Please note this is essential if your group is to be awarded a grant. Payment will be made by cheque and posted to the contact address above unless otherwise requested.

|  |  |
| --- | --- |
| Bank Account Name (cheque payable to) |  |
| Name and address of Bank |  |

# About Your Event:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Title | |  | | | |
| Event Date | |  | | | |
| Event Time (estimate if necessary) | |  | | | |
| Venue  *Including address if possible* | |  | | | |
| **St Andrew’s Fair Saturday** *(Only appies to St Andrew’s Day events held on 30th November)*  On 30 November 2019, Scotland is joining the celebration of Fair Saturday as part of the wider celebration St Andrew’s Day and everyone is invited to take part in St Andrew’s Fair Saturday.  **Please see the programme guidance for more information about St Andrew’s Fair Saturday.** | | | |
| We agree to be part of the St Andrew’s Fair Saturday programme and raise money for charity at our event. | | |  |
| Charity or good cause supported | |  | |
| How will you be raising money? | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please summarise your proposed event or activity (150 words max): | | | |
|  | | | |
| Expected Attendance Number |  | | |
| Expected Diversity  Which cultural communities do you expect to participate in this event? |  | | |
| All events will be advertised online and in the BEMIS Festival programme. All events must be open to the public to attend.  How will you ensure your event is available to the general public alongside your community network? |  | | |
| Please detail your income and expenditure for the event, indicating the funds requested from BEMIS Scotland.  The grant requested from BEMIS Scotland must also be itemised and broken down. Requests for block figures with no budget breakdown will not be considered |  | | |
| Total Requested |  | |
| We acknowledge that in the event our application is successful we will be required to complete and return an event evaluation form (which will be provided).  It is a condition of the grant that submitting evaluation form is essential. **Failure to submit an evaluation for your event will entail failure to adhere to the grant’s conditions and consequently an obligation to return the grant to BEMIS.** | | | Tick to Agree |

# Submitting Application

We prefer applications to be sent to us by email. Please return this completed form to: [festivals@bemis.org.uk](mailto:festivals@bemis.org.uk?subject=SWF%20Application)

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

SWF, BEMIS Scotland, 70 Hutcheson Street, Glasgow, G1 1SH

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 [festivals@bemis.org.uk](mailto:festivals@bemis.org.uk?subject=SWF%20Application) or calling our office on **0141 255 2133**.

You can also follow us on Twitter ([@bemis\_scotland](https://twitter.com/bemis_scotland))