



SPORTS GUERNSEY

APPLICATION FORM

This form is designed to assist organisations to make application for financial support towards a proposed local sporting event.
Please refer to Notes and Guidelines at the end of this form.

1. Event & Organisation Details:

Name of Organisation		
Event Title		
Date(s) of Event		
Event Venue		
Perry's Map Ref		
Event Organisers Contact Details	Name	
	Address	
	Post Code	
	Tel Home	
	Tel Work	
	Tel Mobile	
	Email	
Previous experience of organising events, if any:		

2. Public Contact for use in diaries, website, etc:

Name	
Telephone Numbers	
Email	
Website	

3. Event Audience and/or Participation levels

Please complete either A or B *unless* the proposed event is a combination of both A and B – then complete both.

A: For events which are largely entertainment based and attract an audience, both local and visitors. Visitors attending can be either from visitor ‘population’ at the time of the event and/or visitors which are attracted to the island specifically for the event:		
Total projected event audience (Locals and visitors)	This event	Last event
Total projected visitor audience:	This event	Last event
B: For events which attract visitors (typically competitors and supporters) to the Island as a direct result of the event being on the Island:		
B1: Estimate of competitors from outside of the Island:	This event	Last event
B2: Estimate of supporters from outside of the Island:	This event	Last event
B3: Total projected level of accommodation required, ie room occupancy by competitors and supporters (total numbers x average length of stay in hotel / guesthouse accommodation)	This event	Last event

4. Event PR and Promotion

Please see Notes at the end of this Form for contact details at the Guernsey Sports Commission and Visit Guernsey.

On-Island	
Off-Island	

5. Other Useful Information if required

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6. Costs / Income & Expenditure

Income and Expenditure Schedule. Please provide detailed income and expenditure information to support your application, in addition to the heading totals below.

<u>Event Income</u>	<u>Last Year's Actual</u> (if applicable)	<u>This Year's Projection</u>
Entry Fees / Ticket sales / Programme Sales		
Donations		
Sponsorship (please list all sources)		
Other income		
Total income	£	£

<u>Event Expenditure</u>	<u>Last year's Actual</u> (if applicable)	<u>This year's Projection</u>
Venue Costs		
Organisers Fee		
Advertising / Promoting / Printing		
Other Event Costs		
Other General Costs		
Contingency		
Total expenditure	£	£

Event Shortfall

Event Shortfall	£	£
Shortfall funded by – please state the amount of support you wish the Sports Guernsey Fund Group to consider and how you propose to fund any residual shortfall.		

IMPORTANT NOTE: Applications can only be considered if you provide a copy of your Organisation's Annual Accounts for the last accounting year. Please also provide a statement of your Organisation's reserves and whether these are allocated or unallocated. If you have no reserves then please let us know.

NOTES AND GUIDELINES

1. Event and Organisation Details and

2. Public Contact for Use in Diaries, Websites, etc

- These are the details that will be used to promote your event by Sports Guernsey and Visit Guernsey.
- Organisation – for successful applications, payment will be made by cheque to the Organisation.

3. Event Audience and/or Participation levels

Important information to ensure that your application satisfies the criteria to receive support from the Sports Guernsey Fund.

4. Event PR and Promotion

Please detail where and how you advertise your event. Sports Guernsey and Visit Guernsey are able to assist in the promotion of your event and would like to hear from you – contacts: graham.chester@guernseysports.com wendy.pedder@commerce.gov.gg

5. Other Useful Information if required

Any other information you wish to bring to the attention of the Sports Guernsey Fund Committee.

6. Costs / Income & Expenditure

Please provide on a separate sheet detailed income and expenditure of your event that are within the headings provided, eg refreshments, meals, travel, accommodation, etc. For successful applications either a grant or underwrite may be considered by the Sports Guernsey Fund Committee, and is considered with information provided by you within this application. Guidelines are:-

- A grant is made payable in advance to secure requirements to host an event.
- A sponsorship match is to support funds already raised. Evidence of receipt of sponsor or fund raising is required.
- Post event underwriting is to be considered up to an upper level, and is paid on receipt of the full accounts of the event showing loss made. NB If the event made a profit or broke even, no support will be given.

IMPORTANT NOTE: Applications can only be considered if you provide a copy of your Organisation's Annual Accounts for the last accounting year. Please also provide a statement of your Organisation's reserves and whether these are allocated or unallocated. If you have no reserves then please let us know.

*Please send with copy of your Organisation's most recent Annual Accounts to:
Sports Guernsey Fund, Guernsey Sports Commission,
The Coach House, Beau Sejour Centre, Amherst, St Peter Port, GY1 2DL*

April 2015