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| **Please speak to your Community Engagement Officer before completing this form**  Officer’s contact details can be found here:[www.testvalley.gov.uk/ceofficers](http://www.testvalley.gov.uk/ceofficers)  **Deadline for applications: 12 noon Fri 21 April 2023 (only while funds last)** |

1. **Please enter the details of your organisation / group**

|  |  |
| --- | --- |
| Organisation / group name: |  |
| Type of organisation / group:  *E.g. Parish Council, Charitable Incorporated Organisation, informal group* |  |
| Registered Charity Number:  *If applicable* |  |

1. **Please enter details of the main contact for this application**

|  |  |
| --- | --- |
| Contact name: |  |
| Position within organisation / group: |  |
| Mobile telephone number: |  |
| Landline telephone number: |  |
| Email address:  (be clear if case sensitive) |  |
| Postal address: |  |
| Date spoken to Community Engagement Officer: |  |

1. **Please enter details of the activity / event**

|  |  |
| --- | --- |
| Date: |  |
| Times and duration: |  |
| Location: |  |
| Ward: |  |

1. **Please give a brief description of your activity / event below. Please include how many people you expect to attend.**

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1. **Please outline what you require the grant for, with approximate costs for each item.**

|  |  |
| --- | --- |
| **Items** | **Costs** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** (maximum of £500\*) |  |

\* If your project is larger and requires more funding, please speak with your Community Engagement Officer at Test Valley Borough Council, their contact details are here: [www.testvalley.gov.uk/CEOfficers](http://www.testvalley.gov.uk/CEOfficers)

1. **Does your activity / event require a road closure?**

**Yes / No** (*Delete where applicable)*

For more information and guidance on ‘Planning an event for the King’s Coronation’ visit:

[www.testvalley.gov.uk/TheKingsCoronation](file:///\\bhfp1.testvalleybc.gov.uk\publics\LWPUBLIC\LEISUREPUBLIC\GRANTS\6.%20Coronation%20Grant\www.testvalley.gov.uk\TheKingsCoronation)

1. **How will you promote your activity and make it accessible to the local community?**

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1. **Are you aware of any other Coronation activities / events in the same area?**

**Yes / No** (*Delete where applicable)*

If you answered ‘Yes’ please give details below including how your activity / event links with them to avoid duplication and to maximise the impact of the grant)

1. **Please list any supporting documents you are including, such as a Constitution**

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1. **Declaration**

I declare that to the best of my knowledge, the information I have provided on this application form is correct and the grant will be used for the purpose stated on this form.  I understand that if I have knowingly provided a false statement, this application will be void and I may be subject to prosecution.

I understand that I am responsible for ensuring appropriate health and safety measures are identified and carried out at my event.

By putting your name on this application form you are confirming that you have read, understood and agree to the terms and conditions of this grant.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Print name:** |  |
| **Date:** |  |

Please e-mail this completed form to your Community Engagement Officer using the contact details available here [www.testvalley.gov.uk/ceofficers](http://www.testvalley.gov.uk/ceofficers)

If you are unable to return this form via e-mail, please discuss this with your Community Engagement Officer who can help you with your application submission.