



**Bristol City Council, City Centre Culture and Events 2024
Nighttime Economy Grant Application Form (Events and Activities)**

Before completing this application form, please read the Nighttime Economy Grant Guidance Document (Events and Activities).

Please note we can only accept applications forms which have been completed by the business owner, director, or main partner in the business. **Please do not submit this form unless you hold one of the named positions. Please ensure that you have answered each question as fully as possible.**

Your name	
Personal address including postcode	
Contact telephone number	
Email address	
Name of Business	
Trading address including postcode (this must be within one of the priority areas to be eligible for the funding and the same address as where the event or activity will be delivered)	
Length of time the business has been operating from this location	
On what date was the business established:	DD/MM/YYYY Amend as appropriate
Legal status of your business. e.g., Sole Trader/Partnership/ Ltd. / LLP / CIC / Charity / etc.	
What eligible sector(s) does your business cover: retail/ health & beauty/ culture/ hospitality	
Are you the business owner, a director or main partner in the business?	
Turnover for the last 12 months (If you started trading less than 12 months ago, please state your total turnover to date)	
Number of paid Full-Time (FT) and Part Time (PT) positions employed by the business	
Name and job title or position of the person who will lead on this project (if different from the above)	
Have you received any other grants or subsidies totalling more than £315,00 since April 2021?	Yes/No Amend as appropriate

Q1: Description of proposed event or activity, why you have decided to trial this and how this grant will help (Max 200 words) (question scored):

Please include any information about events in other venues; previous events or activities your organisation has hosted. Please include any information about how this trial might support future plans for the business.

Q2: How much funding you are applying for and what you will use the grant funding for? (Max 150 words) (scored question):

Please itemise your planned expenditure and outgoings.

Q3: What date or dates do you wish to trial this event or activity, including start and end times (max 50 words) (question scored):

Q4: Please explain your rationale for choosing to trial the event or activity on this date/s (100 words max) (scored question):

Please consider what other events are taking place in the area at the same time as you are trialling your event or activity. We would like to fund trial events or activities when there are no large-scale events taking place in the area to ensure that the trial represents 'normal' trading. You may coordinate dates with other businesses nearby, but please include that as *part* of your rationale, alongside other factors.

Q5: Please explain your approach to marketing and promotion and how you would ensure that your trial of this event or activity is a success (Max 200 words) (scored question):

Please include: timing of promotion; selection of marketing channels; appropriate audiences; anything else you consider relevant.

Q7: How will you decide whether to continue with the event or activity following this trial? (Max 200 words) (scored question). Please include:

- Existing number of customers per day and average spend per customer
- Realistic projections of numbers and spend per head and how you reached this (this may be a projection if your sole revenue is from entry as all entry to premises must be free of charge under this Grant)
- What you would consider a success in terms or numbers and takings.
- Any other considerations, e.g. logistics of running the event or activity; customer satisfaction rating

Additional Information

Equal Opportunities monitoring

Please complete Appendix 1 - Equal Opportunities monitoring form

Baseline Documents

Please confirm you have sent the following documents with your application. If you do not include these documents, your application will be rejected:

Document	Yes/No
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Public liability insurance minimum £5 million	
Employer liability minimum (if required) £5 million	
Completed Equal Opportunities monitoring for your organisation	

Declaration:

By signing this form, you agree to the following declarations:

- I declare that the information I have given on this form is correct to the best of my knowledge and belief.
- I agree to the use of my personal data in line with Bristol City Council’s privacy notice: <https://www.bristol.gov.uk/about-our-website/privacy>

Full name:	
Signature: (typing instead of a wet ink signature is acceptable)	
Date:	DD/MM/YY <i>amend as appropriate</i>

Once you have completed and signed the application form, please send it along with the equalities monitoring form and baseline documents to business@bristol.gov.uk by **9am, Tuesday 3rd September 2024**. Please put 'Nighttime Economy Grant Scheme (Events and Activities)' in the subject heading.