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**Strategic Events Grant Fund 2025/2026**

**Application Form**

Before you start to complete this form, please read the Strategic Events Fund Guidance Notes.

If you are uncertain about your eligibility or have any other queries, please contact Highland Council’s Tourism Team.

**Applications should be supported by relevant quotes from suppliers. Please complete this form in full and return with all supporting documents.**

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| 1. **Organisation Details** | |
| **Organisation name** |  |
| **Organisation email address** |  |
| **Contact number** |  |
| **Organisation address** |  |
| **Website** |  |
| **Social media links** |  |
| **Organisation structure** |  |

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| 1. **Event Name** |
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| 1. **Point of Contact (if different from above)** | |
| **Name** |  |
| **Email Address** |  |
| **Contact number** |  |

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| 1. **Event Details** | |
| **Event Date(s)** |  |
| **Event Location** |  |
| **Event Description** |  |

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| 1. **Funding Request** | |
| Please provide a breakdown of the activity/activities that you are seeking funding for. Include costs for each activity and the total amount being sought. | |
| **Description of activity requiring support** | **Amount Requested** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **Total Request** | **£** |

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| 1. **Why do you need funding support?** |
| State below the rationale for the funding request and explain how the activity requested for support will contribute to the sustainable development of your event. In line with the programme guidelines, applicants should demonstrate a financial need for public funding support. Requested activity should be included in the budget projection provided with this application. ***(250 words maximum)*** |
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| 1. **Your Audience / Attendees** | | |
| **Projected Audience Numbers** - Please provide estimated details of visitor attendance to your event. If your event is new, please only fill in the projected attendance figures. | | |
| **Audience type** | **Previous years attendance** | **Projected figures for year of support** |
| Participants |  |  |
| Performers |  |  |
| Staff |  |  |
| Volunteers |  |  |
| Spectators/Audience figures (total) |  |  |
| Spectators/Audience figures (unique\*) |  |  |
| Overnight visitors |  |  |
| **Total** |  |  |

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| 1. **Funding** |
| Please provide a breakdown of the activity/activities that you are seeking funding for. Include costs for each activity and the total amount being sought. ***(250 words maximum)*** |
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| 1. **Event Plan Summary** |
| Provide an Event Plan or provide a brief explanation below and fill in the corresponding table in section 9b. setting out the key components of the event, such as financial planning (total costs and projected expenses, expected income from sales, sponsorship and other sources), permits/licensing, project planning, target audience, and marketing strategy: ***(250 words maximum)*** |
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| **9b. Project Income and Expenditure** | | |
| **INCOME** | | |
| **Funding Source** | **Amount (£)** | **Confirmed/Unconfirmed** |
|  |  |  |
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|  |  |  |
| **Total Income** |  |  |

|  |  |  |
| --- | --- | --- |
| **EXPENDITURE** | | |
| **Type of expenditure** | **Amount (£)** | **Confirmed/Unconfirmed** |
|  |  |  |
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| **Total Expenditure** |  |  |

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| 1. **Economic Impact** |
| Please explain what the economic impact/legacy will be of your event. (For example, attracting local, regional, national, or international audiences, generating visitor spend and overnight stays, supporting local employment and businesses or delivering a strong return on investment and avoid displacement). ***(250 words maximum)*** |
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| 1. **Social Impact** |
| Please describe what the social impact/legacy will be of the activity/event. This could include issues such as: community engagement and volunteering opportunities; celebration of Highland culture and heritage; social inclusion. ***(250 words maximum)*** |
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| 1. **Environmental Impact** |
| Please describe what the environmental impact/legacy will be of the activity/event. This could include issues such as sustainable practices such as waste reduction and energy efficiency; governance and capacity to deliver a low-impact event, long-term sustainability and match funding where applicable.***(250 words maximum)*** |
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| 1. **Deliverability** |
| Please outline any additional information which is not included in the Event Plan section above which strengthens the case that the event is deliverable as described. This could include organisational capacity and track record. ***(250 words maximum)*** |
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| 1. **Declaration** | |
| To ensure that the Highland Council can consider your application, please tick boxes to show what you have enclosed.  Please ensure that you have enclosed the following information: | |
| 1. A copy of your most recent signed and dated constitution |  |
| 1. A copy of your most recent annual accounts (less than 15 months old), dated & signed as approved |  |
| OR  For new organisations which have been established for less than 12 months, please give an estimate of first year’s income and expenditure. |  |
| c) A copy of your organisation’s last 3 months bank statements (for very new organisations a single bank statement will be sufficient). |  |
| d) Evidence that you have secured three quotes for all goods or services of over £5,000 |  |
| AND  Copy of one quotation / estimate for items of expenditure under £5,000 |  |
| e) Have you read and agreed to the Standard Conditions of Award which can be found in the Guidance document. |  |
| **The Council may also request other/additional information as required. This may include, but not limited to:**   * Names of Office Bearers; * Copy of contents/public liability/employers liability/vehicle insurance where relevant; * Job description (where funding is required for a post/s); * Equal Opportunity Policy or Equality Statement and Sustainability Policy if you have one; * Child Protection Policy; * Health and Safety Policy; and Complaints Procedure. * A copy of lease agreements, written permissions or planning/building permissions where appropriate | |
| I confirm that all information provided in this application is accurate and complete to the best of my knowledge. I confirm that I am allowed to submit this application on behalf of: | |
| **Name of Organisation:** | |
| **Signature:** | |
| **Date:** | |

For assistance in completing this form and all other queries please contact the Tourism and Inward Investment Team at The Highland Council at [Tourism@highland.gov.uk](mailto:Tourism@highland.gov.uk).

All completed forms and attachments should be submitted via email to [Tourism@highland.gov.uk](mailto:Tourism@highland.gov.uk)