

CQ Business Improvement District Event and Project Funding Application Form

Our mission is to help make Cathedral Quarter a vibrant, exciting, well connected and successful business community; an attractive, clean, green, safe and enjoyable destination for customers and clients, shoppers and staff, residents, students and visitors; and a profitable place in which to do business.

We are keen to support events that contribute toward this objective and we want to hear your ideas, no matter how big or small.

1. Name of your event	
2. Total Event Budget Amount requested from CQ Bid	£ £
3. Contact Name	
4. Organisation/business Name	
5. Contact Address	
6. Tel Number / Mobile	
7. Email	
8. Website	
9. Describe your event, festival or project activity	
<p>This must convey:</p> <ul style="list-style-type: none"> - The essence of what the event is about - When and where it will take place - Aims & Objectives - How it will benefit the city within the area 	

<p>- If this is a new or existing event, festival or project.</p> <p>If you have previously been successful in receiving BID event funding please state the additional benefits this new funding will bring to your event</p>	
<p>10. Has Market Research been undertaken? (Has a need been identified within the BID area for this event/activity?)</p>	
<p>11. How does this project contribute to Destination CQ BID aims:</p> <ul style="list-style-type: none"> a) Promoting Cathedral Quarter b) Supporting and engaging local businesses c) Improving the City d) Inviting new audiences e) Using public space 	
<p>12. What will the outcomes of your project be? (qualitative and quantitative)</p> <ul style="list-style-type: none"> - What you are hoping to achieve? - How will you measure them and evaluate the success of your project? <p>(The BID will require a post event evaluation report)</p>	
<p>13. What other sources of funding have you applied for or obtained to support this project?</p>	

14. BID Contribution Please detail exactly which activities the BID Funding will be used for wholly or in part	
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FINANCIAL INFORMATION Please confirm the following:

Total Projected Event Costs	£
Planned Project Income (without the BID contribution)	£
The source and value of other contributions and whether confirmed, applied for or planned	
Total funding support you are seeking from Destination CQ BID	£
Your own organisations contribution	£
Total Project Income, including BID (Excluding VAT)	£

<p>Please supply as much supporting information as possible for example:</p> <ol style="list-style-type: none"> 1. Project Delivery Plan (high level) 2. Project budget (high level) 3. Marketing Plan 4. Evaluation & Monitoring Plan / Outputs

Declaration on behalf of the organisation, group or company. I confirm that:

Event Management

- The information on this form is correct and any award received will be spent on the activities specified
- Any form of licence or other approval for this project has been received or will be prior to the commencement of this project e.g. Musical entertainment licence, permission to use a public space and completion of contingent Risk Assessment Form etc.
- The necessary public liability insurance will be in place prior to commencement of the project

Marketing and Publicity

- An acknowledgement of support from the Destination CQ BID will be given in all marketing, publicity in print, digital or website material and the CQ BID brand will be included in all marketing material. Please share publicity artwork for consideration by CQ BID prior to publication.

Accountability

- An evaluation report will be completed and returned to the Destination CQ BID office within 10 weeks of the project
- That the use of the bank account named above for the receipt of BID money has been approved by the Organisation/Business at Board level where appropriate and that written approval or Minutes of an appropriate meeting can be supplied as evidence of this.
- Audited Accounts of the event will be held and made available on request.

Signed _____ Print Name _____

Organisation, Group or Company _____ Position _____

Date _____

Please return this Application Form for funding to: Destination CQ BID, 109-113 Royal Avenue, Belfast BT1 1FF
or email: projects@destinationcq.com

**All applications will be assessed by the Cathedral Quarter BID Marketing and Events Sub-committee.
Final decisions to be made by Destination CQ BID Board**

Board Notes :

1. Limit to the funding

2. CQ Event Funding is match; need to demonstrate other financial sources for the event