

# Arts committee

# grant Application Form for under £500 initiatives

|  |  |
| --- | --- |
| **Name of applicant** |  |
| **Name of School, Function, Club or Society** |  |

|  |  |
| --- | --- |
| **Name of initiative** |  |
| **Brief description of initiative and when it will take place** (Max 500 words) | |

|  |  |
| --- | --- |
| **Who will be involved in delivering the initiative?** (including number of staff and students max 50 words) |  |

|  |
| --- |
| **Who is your intended audience and how will you market your initiative to this audience?** (Max 150 words) |

|  |
| --- |
| **How will this initiative benefit arts and any other Supporting Information or appendices** (Max 150 words or no more than two appendices) |

|  |
| --- |
| **How will you know if your event has been successful?** (Max 150 words) |

|  |  |
| --- | --- |
| **Project and account number to which the award can be paid:** |  |
| **Name and email address of School, Function or RUSU Accounts Contact:** |  |

|  |  |
| --- | --- |
| **Budget (breakdown of total proposed expenditure):** | |
| Venue hire |  |
| Event and materials costs (e.g. staging, wardrobe costs, hire of score, exhibition stands) |  |
| Fees (e.g. performance/appearance fee, piano tuning etc.)  *Please note that the Committee will not provide funding for the payment of fees to existing staff or students (including PhDs)* |  |
| Travel and Transportation costs |  |
| Subsistence costs (NB: no funding will be granted in respect of food and drink) |  |
| Printing costs (e.g. design, print, publication) |  |
| Marketing and Publicity Costs  *Where possible, please get a quote for printing costs before submitting the application. Further information is available at* [*http://www.reading.ac.uk/dps/*](http://www.reading.ac.uk/dps/) |  |
| Administration |  |
| Other costs |  |
| **Total expected expenditure** | **£** |

|  |  |
| --- | --- |
| **Income (breakdown of total expected income):** | |
| Ticket/Publication/Refreshment Sales |  |
| Grants/match funding received or pledged (excluding Arts Committee) |  |
| Sponsorship/Crowdfunding income |  |
| Other fundraising income |  |
| **Total expected income** | **£** |

|  |  |
| --- | --- |
| **How much funding are you seeking from the Arts Committee?** | **£** |

|  |  |
| --- | --- |
| Please note that the Arts Committee will be awarding its budget for 24/25 and therefore all funds considered would need to be incurred prior to the end of the financial year (31 July 2025). Should this not be the case, please detail this here and you may be advised to apply for any further funds at a future round. |  |

**Please submit to Preeti Trichur, Secretary to the Arts Committee via email at** [**p.trichur@reading.ac.uk**](mailto:p.trichur@reading.ac.uk)