

# Arts committee

# grant Application Form

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

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| **Name of initiative** |  |
| **Brief description of initiative** (Max 500 words) | |

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| **What is the time frame for your initiative?** (Max 150 words - please provide dates where known)  *Before applying, please ensure that the timeframe for the event is realistic and that, where necessary, initial discussions have been held with potential venues to confirm costs and availability* |

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| **Who will be involved in delivering the initiative?** (including the number of staff and students - Max 150 words) |

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

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| **How does the initiative support and benefit arts at the University of Reading?** (Max 150 words) |

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| **Are you aware of any other arts activities at the University to which your initiative could link?** (Max 150 words) |

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| **Please give details of any other funding/fundraising options being explored** (Max 150 words) |

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| **Other Supporting Information or appendices** (Max 150 words or no more than two appendices) |

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

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

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| **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** | **£** |

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| **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** | **£** |

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

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| 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)