**EVENTERS PROPOSAL FORM**

**For ideas that will support our “Super Saturdays” Programme.**

1. **Event / Activity / Project title:**

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|  |

1. **Event / Activity / Project outline description: (200 words max)**

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| --- |
| [Please tell us a bit about what you would like to do and where the idea came from] |

1. **Who is this activity for?**

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| --- |
| [Please tell us who your activity will be targeted at, e.g. families, adults, young people, local groups etc. Please note, we are particularly interested in ideas that help us to welcome underrepresented groups to The Exchange, including young people, LGBTQIA+ communities and people from ethnically diverse backgrounds.] |

1. **Who will deliver this activity? What is their experience?**

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| --- |
| [Please tell us who will be organising and delivering this activity, and why you think they are well placed to deliver it. If your idea is something new to you, and you require support, please outline the support you need in section L below.] |

1. **Where would you like the activity take place? (delete as appropriate)**

|  |  |
| --- | --- |
| * Town Square | * Conversation Room |
| * North Room | * Garden |
| * Learning Room |  |

1. **Impact of this idea:**

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| --- |
| [Below is a list of impacts The Exchange is focused on. Delete the ones that do not apply to your idea. And then, to the impacts that do apply, add some detail about why/how you think your idea will contribute to these ambitions]  My idea will:   * Provide an important addition to the cultural life of the area * Encourage people to understand and value different cultures * Enable people to gain new insight or knowledge * Motivate people to do more creative things in the future * Encourage access to craft/culture/community activities by underrepresented groups * Have a positive impact on participants’ mental wellbeing * Encourage people to feel part of the community * Increase positivity about the community’s future * Encourage people to participate in future community activities * Help people feel connected to nature * Increase knowledge in issues in the environment |

1. **Where and how do you plan to market your idea?**

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| [Please tell us how you will let your target audience know about your event/activity/project. See the Partner Hire document for details of what marketing support we can offer.] |

1. **How much will your idea cost?**

|  |  |  |
| --- | --- | --- |
| **Cost item** | **Description / Breakdown** | **Cost** |
| e.g. Materials | e.g. Paper, glue, scissors, fabrics… |  |
| e.g. Equipment | e.g. Glue gun |  |
| e.g. Professional Fees | e.g. Sound engineer |  |
| e.g. Marketing | e.g. Leaflet design/print, distribution costs etc. |  |
| Venue hire fees  (this must be included) | (please see our Partner Hire document) |  |
|  |  |  |
|  | **TOTAL:** |  |

1. **Have you got any funding secured? Do you plan to charge people?**

|  |  |  |
| --- | --- | --- |
| **Income item** | **Description / Breakdown** | **Cost** |
| e.g. Tickets | e.g. 10 x tickets @ £5 |  |
| e.g. Secured funding | e.g. £200 from local business |  |
|  |  |  |
|  |  |  |
|  | **TOTAL:** |  |

1. **Is this event/activity/project a one-off?**

|  |
| --- |
| **Yes** / **No** (please delete as appropriate)  [If YES, go to Section L.]  [If NO, go to Section K.] |

1. **How do you plan to sustain your idea in the long-run?**

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| --- |
|  |

1. **What support from The Exchange are you after?**

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| [Please detail what support you are requesting from The Exchange. Please remember we are a small team, so may not be able to offer everything you are after.] |

1. **What are the risks?**

Please have a think and let us know what you think the main risks are to your activity. Add as many risks as you think are necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK** | **Description of risk** | **Severity of Risk**  (high, medium, low) | **Ideas about how the risk might be mitigated.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Once you have completed this form, please return to:** [**sarah@theexchangeerith.com**](mailto:sarah@theexchangeerith.com) **or drop it to a member of the team in the Garden Room.**

**Proposals will be reviewed by The Exchange Board of Trustees on a quarterly basis. We will be in touch when a decision has been made.**