

Major Event Grant – Key Information

What is it?

This pot of money is designed to support any inspiring Society/Club or individual who have the ambition of running a large scale event.

As a Students' Union we want to support you as much as possible with all of your enterprises and adventures, therefore we have allocated a £1500 large scale event fund which will be given to 3 events from September 2019 – June 2020.

£500 for each successful event (3 in the academic year)

The grant is only applicable for new events. The grant is not accessible for annual events such as Strictly.

Please note that only 3 applications will be accepted throughout the year, so please ensure you fill in as much information as possible within the application. We will respond to each application made, but will only set up a face to face meeting once an application is approved. Unsuccessful applications will still be provided with feedback on how the criteria wasn't met.

What's the criteria?

- Must be as accessible, inclusive and open as possible
- Must have a clear, budget, timeframe and event plan.
- Must demonstrate clear demand for the event.
- Must be a new concept (The Grant isn't for existing events.)
- Must have clear measurable outcomes.

Within the application on the attached, you must clearly identify the following

- **The overall identity/event idea** - This is a clear aim and a clear identity, so that anyone can identify exactly what your event entails.
- **Market research and demand for the event** - Please demonstrate the amount of support for the idea (this can be through survey results, engagement on Social Media and testimonials).

- **The measurable positive impact of the event.** - Please outline the positive impact your event would make on the student and wider community.
- **An estimated time frame.** - Please demonstrate a well thought through timeline of actions e.g. Promotion plan, ticket release dates, obtaining equipment etc.
- **Why would this work at UEA?** - Following on from Question 2, please demonstrate why your event would work at UEA.
- **How do you intend to use the Grant?** - Please demonstrate accurately an overall budget for your event and how you would intend to spend the £500 grant money.
- **How will you make this event as inclusive and accessible as possible?** - Please demonstrate the steps you are taking to make the event as inclusive as possible.

To put in an application, fill out the form [here](#).

The applications are then approved by a democratic and student led panel made up of the Activities and Opportunities Officer, Student Opportunities Coordinator (Events), Head of Opportunities, an elected member of Soc Exec and an elected member of the Event Volunteers.

Deadlines for applications and event dates are below:

- 2nd week of October 2019 – You should plan your event to take place between November – January
- 2nd week of December 2019 – You should plan your event to be in Do Something Different Week 17th-21st February 2020
- 1st week of February 2020 – You should plan your event to be between March - June