

THE FRIENDS OF THE UNIVERSITY OF READING**GRANT APPLICATION FORM**

The Friends welcome applications from across the University and associated organisations that support projects which promote the welfare of the University, develop public interest in its work and aid its outreach activities. Grants will not normally be made for expenditure which would generally be funded from University academic resources. Grants are awarded on the condition that they are publicly acknowledged and that the funds are spent by 24 March the following next year. Further information on the grants process and previous grants awarded can be found on <http://thefriends.org.uk>

Name of Project -Big Band Big Lunch 2019

Name of Applicant -Anastasia Perrett

Email address -a.t.perrett@reading.ac.uk

School/Dept/Organisation -Events

Telephone number -0118 378 4273

What is the grant to fund? The University's annual Big Band Big Lunch event. Each year this event is attracting larger numbers (last year numbers increased from approx. 600 to approx. 750 and we expect higher numbers again at this summer's event), and so additional funding really helps cater for these additional guests by providing more activities and better sound systems. We are also looking to increase the participation of researchers across the University, so additional funding would help encourage them to develop child friendly activities to showcase their research.

Who will benefit from the Project? Members of the community, University staff and students, Music@Reading members

Overall project cost (inc VAT) £3800

Amount requested from The Friends £800

If the grant requested is not the same as the overall project cost, please indicate how the remainder will be funded: The majority of the event will be funded by the central Events budget, and we will also apply for some funding from other committees within the University (most likely the Arts Committee).

Are there any running costs or other ongoing costs associated with this application, if so how will these be funded? There are no associated ongoing costs

How will the contribution from The Friends be publicly acknowledged (e.g. by a plaque, website etc)? Timelines permitting, we will acknowledge the Friends' contribution in our promotions, both in print (flyers and posters) and online. We will also use PA announcements on the day to acknowledge your contribution. There is also an opportunity for the Friends to be more involved in the day if you would like, such as running an interactive activity or session.

Please ensure that this application has the approval of your Head of School / Service/Organisation.

Name of Head Vicky Baldwin

Email address v.l.baldwin@reading.ac.uk

Please return your application to thefriends@reading.ac.uk by 17 April 2018 with subject heading Grant application.

If you have not received an acknowledgment within 5 days of submitting your application, please contact us.