

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

The Friends welcome applications from across the University that support projects which promote the welfare of the University and develop public interest in its work. 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 the funds are spent by 24 March next year. Further information on the grants process & previous grants awarded can be found on <http://thefriends.org.uk>

Name of Project- Big Band Big Lunch

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 and why is it needed?

I am applying for this grant as a contribution towards our annual Big Band Big Lunch event, details of which are below:

Background

The Big Lunch is an annual national community event. This year we are hosting the University's third Big Lunch event, featuring the University of Reading Big Band, on our historic London Road campus.

Following the success of last year's Big Band Big Lunch event, which was incredibly well received by all who attended, the 2017 Big Lunch aims to attract an even wider and more diverse audience and bring the University and local communities together with this lunchtime musical event.

Proposal

The Events office is applying to the Friends of the University and the Arts Committee for funding to support the third Big Lunch event at the University, to bring our communities together over lunch whilst raising the profile of our arts and culture amongst the local community. The theme this year is community and creativity, and the activities and entertainment on offer will reflect this.

The event will feature music from our student ensemble (the University of Reading Big Band), plus student societies (Swing Dance and Circus Skills), as well as activities from the Museum of English Rural Life, the Institute of Education and Chaplaincy. The Institute of Education's newly formed Universal Voices choir, which is made up of children from a range of local schools will also be performing. We are also hoping to feature a few external performers, who already have ties with the University. The choice of location, on our historic London Road campus, will raise awareness of the University's cultural heritage to the public.

Benefits

As well as bringing our communities together, this event will raise the University's arts and culture profile to the event audience. Last year we attracted over 600 people, many of whom had not heard the University's Big Band perform. This year we aim to welcome around 700 of our neighbours over the course of the day, inviting them to experience the unique atmosphere of the historic London Road campus, an integral part of the University's culture.

The event will be a showcase of the talent of the University's student body: three 30 minute performances by the Big Band with dancing from the Swing Dance Society, plus a 'give it a go' circus skills area run by the Circus Skills Society. We have also invited the Singer-Songwriter Society to take part. We are particularly pleased to be working with these societies this year in this community focused event, which will give the University's neighbours a taste of some of the extra-curricular activities that are part of the student culture at Reading.

Who will benefit from the grant?

Staff and students of the University and members of the local community are all invited to join us at this event.

Overall project cost (inc VAT) £3636.60

Amount requested from The Friends £800

If the grant requested is not the same as the overall project cost, please give details of how the remainder will be funded:

The majority of the event will be funded by the central Events budget. We have also applied for funding from the Arts Committee. All aspects of the event will be kept at the lowest price possible whilst still providing a high quality event.

Are there any running costs or other ongoing costs associated with this application, if so how will these be funded?

There are no associated running costs.

Please confirm that you have attached copies of quotations in support of this application. Yes/No

If 'No' please explain why.

Please find attached a budget breakdown for this event.

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.

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 **24 April with subject heading Grant application**.

If you have not received an acknowledgment within 1 week of submitting your application, please contact us.