



Septemberfest18

About Septemberfest

Fauldhouse Community Development Trust (FCDT) is planning on holding a series of music and creative events over the month of September to celebrate local talent in the village and to give people the chance to attend a local event. We would be delighted if you would like to get involved this year.

FCDT can provide:

- **Up to £250** towards the **costs of an event**, although if you require additional funding, please contact us
- **Advertising** for your event
- **Help selling tickets**, if required

FCDT would expect in return:

- A quality and fun **musical or creative/artistic event**, organised and hosted by yourselves **between Saturday 1 September – Sunday 30 September 2018**
- Prompt submission of details and follow-up information (ie attendance) after the event
- The **event must be in addition to what your organisation/venue normally provides**. For example, if it is on a night you regularly host a musical event, this event must be somehow special or have added value.

Things our contribution might help with:

- To pay a band to perform in your venue (could be expenses for the band or a fee)
- To hire a PA system or other equipment to allow you to put on a good event
- To provide some catering to encourage people to attend an event or exhibition
- We are aware that the amount we can contribute (up to £250) is relatively small. Therefore we are happy for you to sell tickets to raise the rest of the money needed. However, **this has NOT to be for individual commercial profit, but can be for community or social groups in need** to comply with our grant funding. We support social and community groups in need. If you sell tickets, we need to see the full event expenditure and income, and if any profits were made, they would need to be donated to a local project. Having said this the main aim of the event is to provide quality a musical evening for all – not fundraising – so if any ticket price is charged it should be as low as possible. **This needs to be agreed in advance with FCDT. Please contact us if you have queries about this.**

How to get involved?

1. **Decide on an event**
2. **Return the BEFORE your event form** to FCDT by 10 August 2018
3. **Wait to hear from FCDT, who will confirm your event details**
4. **Hold your event** on the appropriate date
5. **Submit the AFTER your event feedback form** to FCDT, who will then issue a cheque for (up to) £250

Fauldhouse Community Development Trust (FCDT)

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West Lothian
Council



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BEFORE your event:-

Please return this form to Fauldhouse Community Development Trust (FCDT) by 10 August 2018 if you wish to take part in Septemberfest18. Alternatively you can email us, but please make sure you include all the details requested.

This is only an indication of your intentions. FCDT will contact you to discuss and confirm your event.

Name of venue:	
Contact person:	
Contact tel:	
Contact email address:	
Capacity of venue:	
Proposed event date(s) and time(s):	
Proposed event description:	
What would you use the contribution to pay for?	
Do you plan to charge for tickets? If yes, how much?	
If you made a profit who would you donate them to?	



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AFTER your event

Please return this slip to Fauldhouse Community Development Trust (FCDT) **AFTER** your event has taken place in order to give feedback. We will then be able to issue you with a cheque for the agreed contribution for your event (up to £250 unless an alternative amount was arranged with FCDT prior to the event).

Name of venue (and name cheque to made 'payable to', if different):	
Contact person & tel:	
Event (date & name):	
How many people attended? <small>(Please break down to adults and children if appropriate)</small>	
Comments on how the event was received:	
How much did the event cost? <small>(Please breakdown different items of expenditure)</small>	
What costs did the FCDT contribution go towards?	
Did you sell tickets? <small>If yes, how many and at what price?</small>	
Did you make a surplus? <small>If yes, how much and what happened to the money?</small>	