**Promotional Activity Application - General Notes**

The aims and objectives of the AWGB Promotional Activity support are detailed in the AWGB Handbook

In outline the “Promotional Activity Assistance” is aimed at assisting Branches/Clubs to organise or take part in Activities which promote the Objectives of the AWGB. The AWGB may offer to underwrite any losses or costs which may occur up to a maximum of £300 for Affiliated Branches and £150 for Associated Clubs. This initiative is not intended to assist organisations to make a profit from organising an Activity. If the aim of the Activity is to make a profit then the profit must be made without the use of Charitable funds.

When applying for Promotional Activity Assistance:

1. Applications must be made online before the Activity.
2. The statement of anticipated income and expenditure must be submitted on line as part of the application
3. After the Activity a statement of the actual costs and income must be provided on line.
4. Clubs/Branches understand that they will be expected to provide an article about their Activity for inclusion in Revolutions.
5. Where an Activity includes the sale of members work it is expected that organisers will charge a commission on any sales to assist in covering the costs of the Activity.
6. Each application will be considered by the Promotional Activities Committee up to a maximum annual total expenditure in any calendar year of £3,000.
7. If the Activity Assistance is likely to overspend the Promotional Activities Committee will take into account any awards made in the previous year.
8. Promotional Assistance requests will be reviewed by the Promotional Activities Committee on a regular basis and applications should be resolved within 6 weeks.

NB. Applications must be completed and submitted on-line through the AWGB Website.

**Section 1 – Organisation and Contact Details**

|  |  |
| --- | --- |
| Branch/Club/Organisation Name |  |
| Contact Name |  |
| Contact Email Address |  |
| Contact Tel No. |  |
| Contact Address and Post Code |  |
| Branch/Club/Organisation Website |  |

**Data Protection:** The information you provide on this form will be used for dealing with your application. By signing this form you are giving consent for the AWGB to use your data as described in our privacy policy which can be found at www.awgb.co.uk/privacy-policy. Your data will be used and stored in accordance with this policy.

**Section 2 – Activity Details**

|  |  |
| --- | --- |
| Promotion/Activity Name |  |
| Date(s) |  |
| **What are the Promotion Activity’s Aims and Objectives and who will you be working with?** | |
| **How will the Promotion Activity advance woodturning in general or benefit others?** | |
| **If an underwriting Promotion is not approved and if losses are incurred how will they be covered?** | |

**Section 3 – Promotional Activity Budget Calculations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Anticipated Expenditure/Costs** – please complete only those sections which apply to this Activity | | | | | |
| **Item** | **Details** | **Quantity** | **Unit Cost** | **Total** |
| Venue Hire/Stand Fees |  |  |  |  |
| Presenter Costs |  |  |  |  |
| Provision of Power or other facilities to the Stand |  |  |  |  |
| Equipment Hire/Purchase |  |  |  |  |
| Catering Costs |  |  |  |  |
| Consumables/other costs - itemise | 1.  2.  3. |  |  |  |
|  |  |  |  |  |
| Total Budget | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Anticipated Income** – please complete those sections which apply to this Activity | | | | | |
| **Item** | **Details** | **Quantity** | **Unit Cost** | **Total** |
| Entry Fee Income | Give anticipated numbers attending and ticket price | Number | Ticket Price |  |
| Commission on Sales | Give Commission percentage and an estimate of income | Percent |  | Income Estimate |
| Other Income - identify |  |  |  |  |
|  |  |  |  |  |
| Total Income | | | |  |
| Total Budget minus Total Income | | | |  |
| Promotion Activity Assistance Applied for | | | |  |

**Section 4 - Promotion Activity Costs Report** – Complete and submit this form on line after the Activity when the actual figures are known.

|  |  |
| --- | --- |
| **Organisation** |  |
| **Activity Name** |  |
| **Activity Date(s)** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actual Expenditure –** please complete those sections which apply to this Activity | | | | | |
| **Item** | **Details** | **Quantity** | **Unit Cost** | **Total** |
| Venue Hire/Stand Fees |  |  |  |  |
| Presenter Costs |  |  |  |  |
| Provision of Power for Stand |  |  |  |  |
| Equipment Hire/Purchase |  |  |  |  |
| Catering Costs |  |  |  |  |
| Consumables/other costs - itemise | 1.  2.  3. |  |  |  |
|  |  |  |  |  |
| Total Expenditure | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actual Income** - please complete those sections which applied to this Activity | | | | | |
| **Item** | **Details** | **Quantity** | **Unit Cost** | **Total** |
| Entry Fee Income | Give number of tickets sold and income received | Number | Ticket Price |  |
| Commission on Sales | Give Commission percentage and income received | Percent |  | Income Received |
| Other Income - identify |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Income | | | |  |
| Total Budget minus Income | | | |  |
| Promotion Activity Assistance Applied for | | | |  |

**Section 5 - Additional Information:**

Please report any additional information on the experience of the PromotionalActivity which we may be able to pass on to other Activity organisers.

|  |  |
| --- | --- |
| **Follow up information** | **Number** |
| New members gained from the activity |  |
| Estimate of the total number of visitors/attendees at Activity |  |
|  |  |

**Additional Observations which may be of assistance to other Activity organisers:**

|  |
| --- |
|  |

**Section 6 - Payment Details**

Payments will be made by bank transfer to the Branch/Club/Organisations Bank Account held by the AWGB.

Please contact the treasurer to discuss the matter further if:

1. Direct payment to your organisation’s bank account is not possible or
2. Your bank details have changed or
3. Your bank account has not yet been provided to the AWGB

Please confirm your Bank Transfer details:

|  |  |
| --- | --- |
| Account Name: |  |
| Sort Code: |  |
| Account Number: |  |

**AWGB use only:**

|  |  |
| --- | --- |
| Approved Yes/No & Date |  |
| Date applicant informed |  |
| Date membership awarded (if appropriate) |  |

|  |  |
| --- | --- |
| Signed by AWGB Membership Secretary on behalf of Trustees: |  |
| Date: |  |