**Trinity Fundraiser Scheme**

**GUIDELINES**

**Aim**

The aim of Trinity’s Fundraiser Scheme is to support those who wish to host a Benefit Gig or Fundraising Event (“Fundraiser”) at the Trinity Centre, where this falls in line with our charitable objectives.

**What Trinity can offer**

Trinity is able to support costs of eligible events – up to a value of £1,000 – to Trinity’s costs associated with staging a Fundraiser, including, but not exclusive of:

* Use of Trinity's space and front of house staff
* Technical sound and/or lighting, including hire of equipment and technician fees
* Trinity’s direct costs relating to the Fundraiser i.e. marketing and promotion
* Security contractor fees

**What Trinity can’t cover?**

Trinity is unable to cover external costs of the Fundraiser incurred by the Organiser i.e.:

* Artist fees
* Printed promotional material or distribution
* Décor
* The Organiser’s staff costs or overheads
* PRS fees (3% of ticket sales)
* Any other costs incurred by Trinity, exceeding £1,000

**Eligibility**

1.Your **Fundraiser** must raise funds for a charitable cause that supports one or more of Trinity’s charitable objectives:

1. **ADVANCING ARTS:** showcasing creative and performing arts of under-represented communities and/or art-forms
2. **EMPOWERING LEARNING :** advancing the education of people of any age in creative and performing arts, information technology and life skills
3. **CELEBRATING HERITAGE:** providing activities that increase understanding of the social and cultural heritage of communities in Trinity’s surrounding neighbourhoods
4. **BUILDING COMMUNITIES:**

* improving conditions of life for individuals who are face need by reason of their youth, age infirmity or disability, financial hardship or social circumstances
* promoting racial harmony, equality of opportunity and good relations between persons of different racial and cultural identities i.e. multicultural activities

Fundraisers that support local communities, respond to and/or address local issues/topics will be given priority over charitable causes with a national/international profile or remit.

We are unable to subsidise Fundraisers for charities where their turnover is in excess of £1m.

2. The **Organiser** must be:

1. A charitable organisation or not-for-profit group; priority will be given to:

* charitable causes where a small amount of support can make a significant difference
* groups with a local remit, based in Bristol
* organisations with a turnover under £500k; if the organisation holds significant financial reserves (over 6mth running costs) you will need to make it clear why these reserves cannot be used to cover the cost of the event.

1. If you are an individual seeking to raise funds for a relevant cause (see Eligibility above), you must provide:

* proof of relationship and agreement with your nominated charity must be provided
* proof that all net profit (i.e. funds raised after direct costs associated with the event, such as artist fees) has been transferred to the nominated charity/not-for-profit group within 14 days of the event taking place.

3. The Organiser must provide:

1. An overview of the charity/cause, explaining:

* why there is need for the Fundraiser to take place at Trinity Centre
* how funds raised will be used in line with our aims and objectives, above

1. A detailed Plan for the Fundraiser, including proposed line-up, running order and other event activities, showing why this will attract an audience of 400+
2. A clear Budget including a budget breakdown covering areas including, not exclusive to the following:

* Expenditure: Artist Fees; Promotions & Marketing; Staffing and Equipment not otherwise covered by our support
* Income: Ticket cost; Sales projections; Sponsorship
* What is the Fundraiser break-even point? Evidence of who will underwrite the event costs and/or a plan of action detailing what you will do if your projected Ticket sales don’t cover your event costs.

1. Evidence of:

* a bank account in the name of the organisation that the proceeds will be going to
* contracts/agreements with Artists, Performers and other Suppliers
* relevant policies, risk assessments and procedures in relation to the safe delivery of your Fundraiser, including but not exclusive to the following areas: Health & Safety, Food Hygiene, Safeguarding.

**Terms & Conditions**

1. Trinity must receive confirmation in writing from Artists and/or Agents prior to confirmation of an Event date.
2. The Fundraiser must happen in accordance with our standard event Terms & Conditions and must not be in breech of our License.
3. The Fundraiser must take place within the Trinity Centre within one year of a support being agreed.
4. At least 30% of Tickets must be allocated for sale via Trinity’s in-house online ticket system.
5. At least 50% of Tickets (250-300) must be sold at least two weeks prior to the event taking place.
6. Failure to meet ticket requirements will result in postponement/cancellation of the Fundraiser.
7. The maximum support provided by Trinity will not exceed £1,000 for one Fundraiser.
8. Any additional costs incurred by the Organiser in association with the Fundraiser, must be covered by the Organiser.
9. Trinity will not be liable for any costs exceeding those agreed in advance and in writing.
10. The Organiser must commit to paying Artists fairly for any work that they do; where the Artist has agreed to wave their fee, the Organiser must ensure that they have worked to find a fair alternative method of payment. Publicity for the Artist during the run up to the Event does not constitute fair payment.
11. Acknowledgement of Trinity’s support: Trinity’s logo as must be included on all promotional material.
12. All artwork for event and promotion must be approved by Trinity before going to print.
13. Each Event is assessed on a case by case basis. Support is for a one-off Event. We will not offer support for the same Organiser/Cause more than once in a 12mth period.
14. An unsuccessful applicant can re-apply for support from Trinity after 12 months from the date of the Decision.
15. Trinity reserves the right to refuse, cancel or postpone an event at our discretion, in particular, but not exclusive to where the Organiser has provided false and/or misleading information or where any of these or our standard T&C have been breeched.

**Deadlines**

This is a rolling application, however, Trinity requires a minimum of six-months to assess and respond to any application, prior to the proposed Event date.

**Assessment time-frame**

1. Application received; initial acknowledgement email sent (one week from application receipt)

2. Assessed internally by staff (one month from application receipt):

* Basic criteria not met – Organiser informed.
* Basic criteria met – Organiser informed. Event date pencilled, but not confirmed.

3. Proposal circulated to Board & Membership panel for review and comment, with findings presented at subsequent Board meeting for approval (up to three months from application receipt):

* Application rejected - Organiser informed.
* Application approved - Organiser informed. Meeting arranged with Trinity Event Team.
* Event details agreed by Event Team and Event date confirmed (three-month lead-in time).

**Appeals**

Please see out standard Complaints procedure:

<https://www.3ca.org.uk/about/policies/complaints>

If you are unsure about any of the above text or have any other queries then please contact Trinity by calling 0117 9351200 or via e-mail [info@3ca.org.uk](mailto:info@3ca.org.uk)

**Trinity Fundraiser Scheme**

**APPLICATION FORM**

### 1. The Organiser

### *i.e. the Individual or Organisation organising the Fundraiser*

|  |  |
| --- | --- |
| Organiser Contact Name: |  |
| Address: |  |
| Postcode: |  |
| Email address: |  |
| Phone number: |  |

### **2. The Cause**

### *i.e. the Charity or Not-for-Profit Organisation the Fundraiser is in aid of*

|  |  |
| --- | --- |
| **Organisation** |  |
| Contact Name: |  |
| Address: |  |
| Postcode: |  |
| Email address: |  |
| Phone number: |  |
| Website: |  |
| **Type of organisation?** | *Please provide any registration numbers:* |
| Registered Charity |  |
| Company Limited by Guarantee |  |
| Unincorporated Club /Association |  |
| Community Interest Company |  |
| Charitable Incorporated Company |  |
| Other |  |
| **Is the charity part of a larger regional or national organisation?** |  |
| **Which area/s do most of the people who benefit come from?** |  |
| **Summary of organisation’s charitable aims and objectives and services provided** (100 words max) |  |

**3. Event summary**

|  |  |
| --- | --- |
| **Event name** |  |
| **Proposed date** |  |
| **Brief description** (30 words max) |  |

**To help you complete this form, please make sure you read our BENEFIT GIGS: TIPS**

[**https://www.3ca.org.uk/booking/gigs/benefit-gigs-tips**](https://www.3ca.org.uk/booking/gigs/benefit-gigs-tips)

**3. Purpose**

*Why have you decided to put on this Fundraiser? What are you hoping to achieve (i.e. awareness raising, fund a specific project etc) and what specific activity will funds raised go toward?*(250 words max)

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**4. Eligibility**

*Tell us why your charitable cause supports one or more of our charitable objectives, A-D: See Guidelines – Eligibility for more information.* (250 words max)

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### 5. About the Event

Please describe the type of event you plan to hold at Trinity. *Include information such as planned Line-up and relevant Artist links, schedule, how many guests are expected and ideal opening times & what has been confirmed. If you are planning on running anything other than a standard gig / club night please also include details of proposed activities within this space* (250 words max).

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**6. Your experience**

*Please describe any relevant experience you may have promoting and running events of this nature in the past, listing any nights/venues previously used and how many people attended* (200 words max)

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**7. Audience appeal**

*Aside from supporting a worthwhile cause, what do you think will attract an audience to this event?* (100 words max). We need to get a sense that your event will be successful and not lose you and/or your chosen charity money.

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**8. Promotion**

*Tell us about your marketing and promotion plans.**How much time/resources do you plan on dedicating to promoting the event, where and how?* (200 words max)

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**9. Budget Breakdown**

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| --- | --- | --- | --- | --- | --- | --- |
| INCOME | Description | £ | EXPENDITURE | Description | | £ |
| **Ticket sales***Please explain your workings i.e. 400 x tickets @£10 per ticket = £4,000* |  |  | Artist Fees*i.e. performance fee* |  | |  |
| **Sponsorship** *Please explain i.e. is this a company etc and is support confirmed?* |  |  | **Artist Expenses**  *i.e. rider, travel, accommodation* |  | |  |
| **Other***i.e. the organisation’s own funds* |  |  | **Marketing & Promotions**  *Please provide description* |  | |  |
| **In-kind support** *Please let us know about any other in-kind support and the estimated value of this* |  |  | **Other Direct Costs**  *Please include any other costs i.e. Event Management, additional support etc.* |  | |  |
| **Trinity support***Should not exceed £1,000* |  |  | **Eligible costs for Trinity support** Breakdown: |  | |  |
|  |  |  | Security |  | |  |
|  |  |  | Technical |  | |  |
|  |  |  | Trinity promotions |  | |  |
| **TOTAL INCOME** | |  | **TOTAL EXPENDITURE** | |  | |
| **Projected profit raised for chosen cause:** | | |  | | | |
| Who will underwrite the cost of this event? *This means if your event doesn’t break-even, who will cover the costs?* | | |  | | | |

Please email your completed application to [info@3ca.org.uk](mailto:info@3ca.org.uk) with the subject header Fundraiser Application.