

	<u>REQUEST FOR FUNDING</u> <u>FOR SPECIFIC PROJECT</u>
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FINANCIAL YEAR 2023 -2024 DATE:

TO: KENILWORTH TOWN COUNCIL / FINANCE & GENERAL SERVICES COMMITTEE.

Please read the Project Support Grant Criteria before completing this form

NAME / GROUP & MAIN CONTACT	Kenilworth Chamber of Trade
PROJECT TITLE	Professional support required to maintain and enhance business engagement, communication, marketing and membership
TOTAL SUM REQUESTED	£3,500
COSTING OF PROJECT WITH FULL DETAILED BREAKDOWN	1. Essential Chamber Committee Support with Social Media, e-Newsletter creation and Membership engagement and administration. 60+ hours @ average £40.00/hour over a 12 month period £2,500 2. Business EXPO 2023 – Promotional costs to include design and print of Exhibitor Catalogue, with additional PR and Social Media support if required. Print costs estimated @ £700.00 Design costs estimated at 10 hours @ £30 £1,000

DETAILS OF OTHER SOURCES OF FUNDING APPLIED FOR AND NAMES OF PARTNER ORGANISATIONS IF PROJECT IS JOINT/ MULTI GROUPS AND DETAILS OF FUNDING SUPPORT REQUESTS MADE BY THEM	We are not looking for further funding to support our Social Media, e-Newsletter creation and Membership engagement and administration. We are actively seeking sponsorship from local businesses to support expenditure incurred with the Business EXPO 2023.
PLEASE CONFIRM THAT YOU HAVE ENCLOSED YOUR MOST RECENT AUDITED BALANCE SHEET OR EQUIVALENT.	Confirmed as attached to covering email.
TIMESCALE / DATE OF EVENT	October 2023 - September 2024
NUMBER OF KENILWORTH RESIDENTS TO BENEFIT	Kenilworth Chamber of Trade will be targeting small businesses within the Kenilworth, Coventry and Warwickshire area. SME's, Entrepreneurs, online and home businesses, together with service providers and local community projects. We are actively working hard to increase our current membership of 45 local businesses. Our e-newsletter is distributed to a readership of 500 businesses throughout the area. The Business EXPO 2023 will have capacity for 40 businesses to exhibit. Many of those will be current members, local to Kenilworth but also those new to the Chamber who wish to promote their business and network within Kenilworth.
OTHER INFORMATION IN SUPPORT OF THE APPLICATION	
The Kenilworth Chamber of Trade has held a presence in Kenilworth for over 80 years and in more recent times, we have created and hosted The Worthies, celebrating those in our valuable local community. With the disruption of Covid, Chamber proved its essential role in communicating, supporting and championing local businesses, connecting with local Councillors and the wider community. We continue to host popular FREE monthly networking for Members and non-members, host networking events, support local community initiatives, publish a regular e-newsletter, and engage with and promote local businesses via social media on several platforms. We are keen to collaborate with Kenilworth Town Council as they launch their Business Forum. The Chamber is a 100% voluntary organisation run by members for the members, and the small committee is working hard to maintain Chamber identity and value brought to the local business community through:	

- 1) Promotion
- 2) Information and
- 3) Representation

We wish to continue to build momentum with professional support and a community grant from Kenilworth Town Council will allow the Chamber to:

- Further promote and engage with local businesses to identify and support their needs
- Connect them to other businesses to build relationships and collaborate
- To make Kenilworth a place where people want to do business, helping to maintain and improve the economic wellbeing of the town.

Continue overleaf if required.

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Data Protection Statement

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed;

to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

PLEASE RETURN THE COMPLETED FORM AND ENCLOSURES TO

THE TOWN CLERK

KENILWORTH TOWN COUNCIL

VIA EMAIL TO kentc@kenilworth.org

On your covering email – please confirm the following

Name and contact email and daytime telephone number.

Bank details – name and address of payee, bank sort code and account number