**Worldfest Bitesize Funding Application**

Please complete this form in as much detail as you can, to apply for funding.

**The completed form should be emailed to** deangloballifelong@kent.ac.uk

**The Event Criteria**

Your request will be considered by Global and Lifelong Learning. We will email you with a decision, depending on funding availability. To ensure that your application is successful, please make sure that event meets the following:

* Applications must be submitted 4-6 weeks prior to your event. We will not reimburse events that happened in the past.
* Applicants must be enrolled students at the University of Kent.
* Applications must benefit as wide a part of the University of Kent community as possible. Claims which solely benefit an individual cannot be considered.
* To be eligible, the event must take place in the current academic year.
* The event has to be multicultural. Examples of past events include Diwali, Chinese New Year, Thanksgiving, Holi and Discover Islam.

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| **Name of applicant** |  |
| **Email**  |  |
| **Name of Society (if applicable)** |  |
| **Name or title of your event** |  |
| **Details of your event** – what it is about, what is it celebrating, who is it aimed at, who will be invited?  |  |
| **Date of planned event** |  |
| **Timing of planned event** |  |
| **How many attendees do you expect at your event?** |  |
| **Where is the event to be held?**  |  |
| **What is the total budget for this event?**  |  |
| **Amount of funding requested** |  |
| **Detailed breakdown of costing** |  |
| Cost | Item |
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To date, please list the steps made in the planning process (Advertising/Promotion/Identification/confirmation of presenters/Contact with caterer):

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Please explain how the event will be promoted:

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How will you evaluate the program/event? Determine if it is successful?

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Please provide any additional information about your proposed event here:

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**Claims Procedure:**

* All expense claims from should be submitted within 4 weeks of expenditure and should be accompanied by all original receipts, a credit card slip on its own is not sufficient.
* Claims receipts should be emailed to the Global and Lifelong Learning Team at gllfinance@kent.ac.uk. The subject line should include ‘Worldfest Bitesize Fund Expense Claim’ and the event name.