

## ICSA GRANT APPLICATION FORM – UK GROUPS

Please talk with Louise Thomson at the Institute in the initial stages of planning a group event that will need a grant, since this will speed up the process of consideration of a grant application. Contact details are at the foot of this application form or ring on 020 7580 4741.

In order for a decision to be reached on the provision of a grant, please will you complete the questionnaire below and send it (email, fax or by post) to Emma Lappin at the Institute.

Name of group \_\_\_\_\_

Person making the application \_\_\_\_\_

Date of the event \_\_\_\_\_

Amount of grant being sought \_\_\_\_\_

**(Please note that applications for amounts over £1500 may need special budgetary approval.  
This may mean that we will have to negotiate the timing of the event.)**

Reason for putting on the event \_\_\_\_\_

\_\_\_\_\_

Type of event \_\_\_\_\_

Topic \_\_\_\_\_

Format/timings \_\_\_\_\_

Speaker(s)

Who is/are the speakers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why have s/he/they been chosen? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Audience

Who are the target audience?

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How will the event be marketed?

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How many do you think will come?

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Admission charge

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Venue

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What arrangements will be in place?  
To organise and run the event?

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Any other information you  
Think would be helpful

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(Please see following page for budget)

**Budget**

Admission charges \_\_\_\_\_  
Sponsorship \_\_\_\_\_  
Grant \_\_\_\_\_  
Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

Total income \_\_\_\_\_

Room hire \_\_\_\_\_  
Speaker's fee \_\_\_\_\_  
Refreshments \_\_\_\_\_  
Printing \_\_\_\_\_  
Postage \_\_\_\_\_  
Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

Total expenditure \_\_\_\_\_

**TOTAL GRANT REQUESTED** =====

When will the grant be required? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(if posted or faxed)

In the first instance please contact:

Louise Siveter      020 7612 7040      Fax: 020 7612 7034      email [groups@icsa.co.uk](mailto:groups@icsa.co.uk)

Please forward the completed form to:  
Emma Lappin, ICSA, 16 Park Crescent, London W1B 1AH.

Fax                    020 6712 7034  
Email                [grantappl@icsa.co.uk](mailto:grantappl@icsa.co.uk)

## APPLYING FOR A GRANT – helpful notes









Although many ICSA Groups will operate on a self-supporting basis, because this offers the most informal structure, there will be occasions when you may need to apply for a grant on behalf of your Group. The following document outlines the system for applying for and the criteria used for assessing whether it is appropriate for the Institute to offer a grant.

The Institute is keen to support initiatives that further the aims of the Institute, namely educating Chartered Secretaries and others about the role and its qualification and promoting the skills of Chartered Secretaries, both for the benefit of Members and the wider business community. We also hope to develop an effective and mutually supportive way of working with Groups and their Chairmen.

Please note that grants are only available to those groups operating within the UK.

Although we are keen to consider all applications, it might be helpful to understand the Institute's criteria for the awarding of a grant.

### **General Criteria**

- 1 An assessment of the positive impact of the event on one or more of the following:
  -  Group Members
  -  Other ICSA Members
  -  Members of other professional bodies
  -  Potential employers
  -  Potential Students
  -  The Media
- 2 The balance between the likely impact of the event and the amount of grant requested.
- 3 The likelihood of success based on;
  -  The previous experience of the Group and HQ of similar events.
  -  Knowledge of competing or complementary events that may affect the planned event.

We hope that this process will become more transparent as the Groups and HQ build up a reference portfolio of events. However, in order to minimise any difficulties during the initial stages of the process it would be helpful if the Group Chairman, or other Member organising the event, were to contact Louise Siveter at HQ to discuss the application in order that we can offer help and advice before the application is submitted. In this way we can ensure that time required to process the application is kept to a minimum.

### **Timing of Applications**

In line with the new, responsive group structure there is no particular time for applying for a grant; obviously it is helpful if you apply as soon as possible after deciding to run an event. In order to try and avoid the first come first served method of grant making and to promote the widest possible variety of events, each one, whenever it is received, will be measured against the above criteria and awarded or not on its own merits. If you need a grant of more than £1,500 we might need to phase this in line with the Institutes budget and it may be that we need to discuss how time sensitive the event is.

The most important thing is to talk to us so that we can help make your event as successful as possible.

Louise Thomson 020 7612 78040      Fax: 020 7612 7034      email: [groups@icsa.co.uk](mailto:groups@icsa.co.uk)