



## **The Otford Village Fete**

Whilst the origins of the Otford Village Fete have been lost in the mists of time, we are fairly certain that the Fete has taken place, in one form or another for over 60 years. There are in existence, posters dating from the 1930s advertising village fete-like activities which would seem to prove the point.

### **Aims**

The aims of the Fete Committee, in recent years, have been to:

- unite the village
- raise money for local good causes
- provide an enjoyable day for all involved

### **Support Criteria**

In past years we have supported, among others, the Otford CP School PTA, Otford Brownie Guides, Otford Benevolent Fund, Otford Allotment Association, Otford Cricket Club as well as a number of local individuals who have approached the Committee.

The criteria for receiving funds are as follows:

- the organisation/individual must either live or be based in Otford
- the funds requested must benefit others. For example, we have given money for a bowling machine for the Cricket club, disabled toilets in the new classroom at the Otford CP School PTA and to a young person to purchase judo equipment as he was representing Kent in a major competition.

### **Making an Application**

Applications should be made in writing on the attached form. The Committee will meet next in July, after the Fete, to consider requests received by the 30<sup>th</sup> June. In exceptional situations, when funds are required earlier, a request can be made to the Fete Committee. Please ensure that the form states that you would like your application for funds to be considered earlier than July.

## Overview

The following application form must be completed when requesting funding from the Otford Village Fete Committee. The Committee will consider all applications and may offer a contribution up to 100% of the amount requested.

### Completed Forms

Once completed forms should be emailed to [villagefete@otford.net](mailto:villagefete@otford.net) or sent to the Committee via the following address: Otford Village Fete, C/o Otford Parish Council, The School House, 21 High Street, Otford, Sevenoaks, Kent TN14 5PG.

### What now?

All applications will be treated in the strictest of confidence. You will be contacted with a confirmation that your application has been received and details on when the next funding round will be held. Once the formal funding cycle has been completed you will be contacted to let you know the outcome.

## Applicant Details

Please complete the following information about the group or individuals applying for funding.

<b>Name of Organisation or Individual</b>	
<b>Contact Name (if different from above)</b>	
<b>Address (including postal code)</b>	
<b>Email Address</b>	
<b>Website (if appropriate)</b>	

# Request for Funds

Please complete this section with as much detail as you can, as this will be helpful when we are considering your application. If you have any supporting material please include this with your application.

## General Description of your Project

Please provide an overview of your project.

## Connection with Otford

Please provide information on you or your organisations connection with Otford. You may like to include any potential benefits the village may get from this project.

### **Estimate of your costs**

Please include an estimate of your costs for this project and the amount of funding that you are applying for. Where applicable please include *copies* of quotes etc.

<b>Project estimate</b>	
<b>Amount being applied for</b>	
<b>Date funding required by</b>	

If applicable please provide us with details on addition funding exercises that you are undertaking to help fund this project.

### **Previous Funding**

If you have received funding from us in the past please include details here.

### **Additional Information**

Please include any additional information that you wish to support your application, or list supplementary material included with your application.