

The Community Investment Fund is managed and delivered by the Community Investment Board of local residents volunteering to make investments enabling Southend residents to improve their lives. The Board have received £25,000 from Southend Council's City Fund seeking to enable Southend residents to celebrate our new City status.

The board are keen to hear from those based in Southend who are planning events that:

- Will **celebrate Southend's, heritage, culture, and/or diversity and our new City status**
- Are **accessible and open** to all and taking place at a venue **in Southend**
- Being held **before 31 March 2023** and seeking **up to £2,000**

The fund is open to any not-for-profit group looking to hold an upcoming event. You might be a group of individuals, faith group, registered charity, CIC, small constituted group or something else – whatever you are, if you have an event in mind the Board are keen to hear from you. Funds of up to £2,000 will be paid into an account in the name of an organisation, or if you are a group of individuals up to £500 can be provided. Your event might need £2,000 or much less, please request the amount you need so we can support as many events as possible.

### What will be funded?

- Venue hire, insurance and security
- Printing and marketing activities
- Road closures and event licenses (if needed)
- Refreshments (excluding alcohol)
- Volunteer expenses and direct staff costs
- etc.

### What will not be funded?

- any organisation, group or event which promotes political or religious aims
- activities which financially benefit an individual, business or 'for profit' organisation,
- anything unlawful

Funded events will be promoted on the Southend City website and applicants will be asked to provide a short summary of what happened after the event has taken place (including numbers, impact and photos or clips). If you are looking to hold your event on council owned land please read [this guidance](#) on the license you may need. Successful applicants will be asked to use the City branding and Community Investment Board logo on their materials.

### How to apply?

Opening in May '22 the fund will exist until exhausted. To apply complete our short online [application form](#) to tell us;

- What organisation or group of individuals you represent and what they do?
- Your name, role with the organisation or group, phone number and email address?
- Who and how many people will benefit from your event and how you know they want it to happen?
- How your event celebrates Southend's City Status and heritage, culture and/or diversity?
- When will your activities take place? (date, start and finish time)
- The total funds you will need, what you will spend it on, and how have you worked out the cost?

### What happens next?

Your application will be assessed by the Board members who meet monthly. If successful you will be asked to confirm your bank details, that you have public liability insurance in place for the event and will have an appropriate risk assessment in place.

*The deadline for applications is 5pm on Friday 17 June - please ensure your application is received prior to this time for consideration. If not all the funds are exhausted on review of the applications received it will be re-opened.*

To find out more or talk through your idea contact our Community Investment Fund Coordinator, Gemma Cartwright using [cib@savs-southend.co.uk](mailto:cib@savs-southend.co.uk) or 01703 356008.

By sending in a proposal, you are acknowledging that it will be shared with the community investment fund board members and held by SAVS as the hosts of the board. Too your application expresses your authority to make the application on behalf of the organisation. The SAVS privacy notice is available [here](#).

Thank you for taking the time to put a proposal together, we look forward to being in touch with you.