

**2023 Belfast Festival of Learning**

**Event Submission Form**

|  |
| --- |
| **Your details**  |
| **Name:** |  |
| **Telephone number:** |  |
| **Email address:**  |  |
| **Organisation:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **What type of organisation/group are you? (select one)** |
| Social EnterpriseUnregistered charity, club, society, association, community based group or organisationOrganisation recognised by HRM Revenue & Customs as charitable for tax purposesCharity registered with Charity Commission NICharity registered in England, Wales or ScotlandEducational establishmentStatutory organisation |



|  |
| --- |
| **Event details** |
| **Event title:** |  |
| **Event date:** |  | **Time:** |  |
| **Event location:****Full postal address/or online details** |
| **Event details: Please note this should be no more than 25 words as this will be the text used in the festival programme** |
| **Tell us who your event is aimed at and how you have engaged with your target group to find out what they would like to do. (less than 100 words)** |
| **A key aim of the Belfast Festival of learning is to make learning accessible by removing barriers to learning and making learning enjoyable/interactive. Please tell us how your event aims to do this.**  |
| **Tell us what benefits you expect learners to gain from your event.** |
| **Tell us how you will reach out and connect with learners to encourage them to attend and how you will promote your event.** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Do you require financial support?****If yes, please complete details below (up to a max £500)** |
| **List each item you require financial support for** | **Breakdown of costs (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total:** |  |

|  |  |
| --- | --- |
| **C:\Users\SmythM\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\DRAFT LLL Festival branding 021215_Page_3.jpg** | **Please return completed forms no later than 5.00pm on Friday 4 November 2022 to:**Dolores Atkinson, Project Development Outreach Officer atdolores.atkinson@bhdu.org |

  |  |
| MLB Colour Logo  |  |

**Find us at** [**www.facebook.com/BelfastLearning/**](https://protect-eu.mimecast.com/s/PQBJCzXnWHM8w0NTVIVkB?domain=facebook.com) **and Twitter @BelfastLearning**

Privacy Notice

For information on how Belfast City Council may use your personal data, visit [www.belfastcity.gov.uk/privacy](http://www.belfastcity.gov.uk/privacy).