 

**2019 Belfast Festival of Learning**

**Event Submission Form**

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| **Your details** | |
| **Name:** |  |
| **Telephone number:** |  |
| **Email address: (Essential for contact re application)** |  |
| **Organisation: (if applicable)** |  |
| **Address** |  |
| **Postcode** |  |
| **What type of organisation/group are you? (select one)** | |
| Social Enterprise  Unregistered charity, club, society, association, community based group or organisation  Organisation recognised by HRM Revenue & Customs as charitable for tax purposes  Charity registered with Charity Commission NI  Charity registered in England, Wales or Scotland  Educational establishment  Statutory organisation | |



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| **Event details** | | | |
| **Event title:** |  | | |
| **Event date:** |  | **Time:** |  |
| **Location/venue for your event: Please give full postal details.** | | | |
| **Event details: Please note this should be no more than 45 words as this will be the text used for any promotional materials** | | | |
| **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.** | | | |
| **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.** | | | |

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| |  |  | | --- | --- | | **Do you require financial support?**  **If yes, please complete details below (max £500)** | | | **Are you applying for funding under (select one)** | | | **Lifelong Learning**  **Family Friendly** | | | **List each item you require financial support for** | **Breakdown of costs** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total applied for** |  |  |  |  | | --- | --- | | **C:\Users\SmythM\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\DRAFT LLL Festival branding 021215_Page_3.jpg** | **Please return completed forms to:**  Dolores Atkinson, Project Development Outreach Officer at  [dolores.atkinson@bhdu.org](mailto:dolores.atkinson@bhdu.org) |     **Please complete and return by 5.00pm on Wednesday 26th September 2019.**  For more information on Belfast Strategic Partnership and the Lifelong Learning Thematic group, please visit our website: [www.makinglifebettertogether.com](http://www.makinglifebettertogether.com)  Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) and **Data Protection Act 2018** for the personal data it gathers for the purposes of assessing and awarding financial support for Belfast Festival of Learning purposes.  You are providing your personal data to the Council whose lawful basis for processing is for compliance or the performance of a task carried out in the public interest or in the exercise of official authority. The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so. The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council’s Records Retention and Disposal Schedule.  If you have any queries regarding the processing of your personal data, please contact Dolores Atkinson, Belfast Health Development Unit, Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8DP. If you wish to contact the Council’s Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to [records@belfastcity.gov.uk](mailto:records@belfastcity.gov.uk) |