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**Be part of Family Friendly Belfast**

Family Friendly Belfast is an initiative developed by Belfast Strategic Partnership (BSP) to support city-wide affordable activities that are accessible and welcoming to all families.

BSP has a small amount of financial assistance available to support organisations that wish to deliver family friendly events between 1 December 2017 and 31 March 2018. A maximum of £500 is available per event; this funding is one-off and available during this financial year only. Requests will only be considered for one-off costs including venue hire, transport, promotion, hospitality and logistical support for running events.

Funding can be used to full or part fund an event but requests will only be considered for financial support where no funding already exists to support the proposed event.

**Submit an idea for an event!**

This year’s Family Friendly themes are **Connectivity** and **Food** and event organisers should ensure that their event meets the criteria for one of the themes:

**Connectivity**

* Promote connections and connectedness across all areas of the city including the city centre
* Promote active travel by encouraging walking, cycling and public transport for families.

**Food**

* Promote fresh, local and sustainable food and help address barriers to healthy eating
* Promote healthy eating for families and recognise the importance of eating together and/ or sharing meal times
* Give people an opportunity to become familiar with a wider selection of foods.

**What should you bear in mind?**

* Events should promote fun based activities which encourage families to try out new activities together
* Events should be fully accessible and every effort should be made to cater for the special needs of attendees
* Events must take place within Belfast City Council area between 1 December 2017 and 31 March 2018
* Events taking place within the week 5 to 11 March 2018 will be included as part of the Belfast Festival of Learning
* You may apply for funding for more than one event
* Event organisers must take responsibility for all relevant insurances, licences and health and safety requirements
* The support of event organisers in publicising and promoting their particular event(s) on any print materials, social media and websites available would be appreciated
* We will provide feedback and evaluation processes for use at each event and your responses will be collated into an evaluation report.

**How do you get involved?**

You can apply by completing the Family Friendly Belfast Events Submission Form below. Please note that the closing date is **Monday 23 October 2017**. A panel will review submissions and final decisions will be made by the middle of November after which we will notify you of the panel’s decision.

**More information**

If you would like more information on any aspect of Family Friendly Belfast, please telephone Jacqui Frazer on 028 9050 2073, or email jacqueline.frazer@bhdu.org

For more information on Belfast Strategic Partnership and our other areas of work, please visit our website: [www.makinglifebettertogether.com](http://www.makinglifebettertogether.com)

**Family Friendly Belfast**

**Event Submission Form 2017-18**

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| **Your details**  |
| **Contact person for event:** |  |
| **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 HM Revenue & Customs as charitable for tax purposesCharity registered with Charity Commission NICharity registered in England, Wales or ScotlandEducational establishment |

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| **Event details** |
| **Theme - please tick:**  | Connectivity | Food |
| **Event title:** |  |
| **Event date (dd/mm/yyyy):** |  | **Time of event:** |  |
| **Venue for event (please give full postal details):** |
| **Event summary** (in no more than **45** words give an outline of your event; this will be used to describe your event in any promotional material): |
| **Event description** (give an outline of your event and explain how it links with the theme you have chosen and how you will target families): |
| **How will families/ family members benefit from your event?** |
| **How many families/ family members do you envisage participating in your event?** |
| **Please tell us how you will promote your event to potential participants.** |
|  |
| **Financial Support**If you require financial support, please complete the details below (up to a maximum of £500) |
| **Item:** | **Breakdown of costs:** |
|  |  |
|  |  |
|  |  |
| **Total:** |  |
|  |
|  | **Completed forms should be returned no later than 5pm on Monday 23 October 2017 to:**Jacqui Frazer at jacqueline.frazer@bhdu.org |