



## Grant Request Form

Club Name

Strathclyde Women in Leadership Network

Date of Request

02/12/19

Please refer to the **Grant Fund Guidelines** prior to completing this form. This will provide you with details of what can/cannot be applied for. Please attach as much evidence as possible, such as a word document explaining why your event is important and evidence of costs, in support of your request.

Where possible, please submit form at **least 14 days in advance** of project or equipment purchase to ensure sufficient time for processing.

### Project Details

Only to be completed if running a project or event

<b>Date &amp; Times</b>	05/03/2019 – 18.30 – 22.00
<b>Location/Venue /Destination</b>	The Grand Central Hotel, Glasgow
<b>Description</b> (please continue on a separate A4 sheet if necessary)	<p>An awards dinner for International Women’s Day, that celebrates and highlights the incredible women at Strathclyde.</p> <p>The event is the second annual Celebrate Her Awards Dinner. Following the incredible success of the awards in March 2019, we have decided to run the #NominateHER campaign again as last year this campaign generated over 150 nominations and gave us so many inspirational stories. The awards acts as the finale to this campaign, the campaign was so successful last year we were lucky to win the STAR award for best campaign. The aim is to have 5 winners who are inspiring examples of women leaders who are students at Strathclyde, within the following categories (Strathclyde faculties); Engineering, Science, Humanities &amp; Social Sciences, Strathclyde Business School, and Sport. The final winner of the 6th award will be an honorary award decided by the Strathclyde Women in Leadership Network committee. This award will be given to a person within the university who the committee believes has taken inspirational actions to support and help the women at Strathclyde.</p> <p>The event will include a guest speaker (A woman alumni of the university of Strathclyde, the alumni fund has been contacted and they are compiling a list of potential speakers) alongside invited women leaders who were previously Strathclyde students. This is being done with the aim of inspiring our society members and highlighting just how brilliant Strathclyde university is as a place to grow successful women leaders.</p> <p>The planning of the event will also be used as an opportunity to develop our members. We will create a Sub-Committee in January dedicated to the organisation of this event and we will encourage junior network members to join this, allowing them to opportunity to work alongside senior committee members as well as the experience of organising an official and innovative event.</p>

	As this event will be hosted on the Thursday before International Women's Day 2020 on the Sunday, we are hoping that it will be picked up by the media and press, highlighting the diverse and inclusive focus of the university and sharing the inspirational stories further.
<b>Type</b> (e.g. educational trip, conference, core equipment)	Awards Dinner
<b>Purpose</b> (e.g. to increase membership, develop members, showcase society)	<p>The event to showcase the society and celebrate women leaders at Strathclyde, the event is to coincide with the Unions's International Women's Day campaign, which aims to highlight the fantastic women of the University of Strathclyde. This aims to raise the profile of the society and increase membership, by showcasing what the society stands for and by reaching out to inspirational women in the industry to create strong relationships.</p> <p>We also hope that this event will develop our members, as we will be allowing them the opportunity to meet with industry professionals, developing their networking abilities, their contacts and their confidence. Through the coinciding #NominateHER campaign, we aim to highlight the brilliant women leaders at the university, both inspiring other students on campus and boosting the confidence and outlook of the winning candidates.</p>
<b>Expected Numbers</b> How many are expected to attend and how many of these are current members of the Society?	<p>Expected No: 80 guests</p> <p>Society Members : 35 approx</p>
<b>Ticket Price</b> Is a fee being charged or tickets being sold?	<p><b>YES/NO</b></p> <p>If yes, state cost per person: Student Tickets: £28 External/Industry Ticket: £35</p> <p>Tickets will be sold via the union website.</p>
<b>Other Funding/Sponsorship</b> Have other avenues of funds been sought or is the society covering any of the costs from their savings account?	<p><b>YES/NO</b></p> <p>If yes, please ensure details are included in Project Costs under the appropriate columns.</p>
<b>Research</b> Is there evidence attached to the Grant Request to show that the most cost effective has been sourced?	<p><b>YES/NO</b></p> <p>See attached below rational, financial breakdowns and email evidence from potential venues.</p>
<b>Profit</b> If successful with this application, do you expect to make a profit from your project <b>after</b> all overheads have been purchased, e.g. transport, DJ, etc.?	<p><b>YES/NO</b></p> <p>If yes, what do you plan to use this profit for?</p> <p>All money raised from tickets not used to cover the venue costs will be used to cover all additional costs related to the awards, such as the photographer, trophies, event programmes, and promotional posters etc.</p>

## Core Equipment Details

Only to be completed if applying for core equipment

<b>Description</b> (e.g. why is this equipment necessary for your club or society's functioning?)	N/A
<b>Research</b> Is there evidence attached to the Grant Request to show that the most cost effective has been sourced?	N/A

## Project Costs

To be completed by all applicants

<b>Expenditure</b> How much do you need to spend on your project or core equipment, and which source of funding will be used?	<b>Savings Account</b> £	<b>Other Source</b> £	<b>Grant Request</b> £
Grand Central Hotel (Venue): (80 people*£36) + PA System Hire (£193)		£2,048.00 (Ticket Revenue)	£1,025.00
Photographer, trophies, event programmes, promotional posters, and any other decorations.	£100.00	£192.00 (Ticket Revenue)	
<b>Totals:</b>	£100.00	£2,240.00	£1,025.00

## Expected Income

Only to be completed if running a project or event

<b>Income</b> (i.e. expected total income from tickets or external funding, such as sponsorship, before other expenses)	<b>£</b>
Student Tickets (45*£28)	£1260.00
Industry/External Ticket (28*£35)	£980.00
<b>Total</b>	£2,240.00

Please attach an A4 word document with any further information you feel is necessary.

Request made by:	
Committee Position:	
Email Address:	
Mobile No :	

Evidence: Breakdowns on Financial Decisions and Venues

**Strathclyde Women in Leadership Network - Grant Application Breakdown (Venue Rational)**

All venues total costs calculated on the basis of 80 guests and the hire of a PA/AV system.

**Venue Option 1 - Glasgow Marriott Hotel**

The Glasgow Marriott Hotel was also contacted, however, during the provisional booking process we were informed our date was no longer available, due to the nature of the event this venue had to be ruled out.

**Venue Option 2 - The Grand Central Hotel**

We felt this was the best venue for the event as they offered exactly what we wanted on the date we required and at the best price compared to our other options. The Celebrate Her awards were held here last year and its central location was ideal for all of our industry and external guests.

Price Per Head	£ 36,00
PA System Hire from Venue	£ 193,00
<b>Total Cost</b>	<b>£ 3,073,00</b>

**Venue Option 3 - The Supper Club**

Price Per Head	£ 46,00
Room and PA System Hire	Included in Price Per Head
<b>Total Cost</b>	<b>£ 3,680,00</b>

**Venue Option 4 - Corinthian Club**

Price Per Head	£ 32,45
Room and PA System Hire	£ 500,00
<b>Total Cost</b>	<b>£ 3,096,00</b>

▶ Venue Rational
 Grant Application Rational
+



## Evidence: Venue Email Evidence

### *The Grand Central Hotel*

Strathclyde Women in Leadership Network Annual #CelebrateHER Awards Inbox x



Tue, Nov 19, 12:42 PM (11 days ago) ☆ ↶ ⋮

Good Afternoon [REDACTED]

Thank you for considering The Grand Central Hotel as the preferred venue to host your Annual #CelebrateHER Awards arriving on 5th March 2020. I am delighted that you would like to come back again in 2020, please see the details of your proposed agreement.

The Grand Central Hotel is perfectly placed to ensure your event runs as smoothly as possible, and we have the people in place to make sure you all have a wonderful evening.

The room I have allocated for you is our Victoria & Regent Suite which are located on the Entresol Level with easy access from all floors. You and your guests will make your elegant entrance via our sweeping staircase, passing our four storey chandelier – a popular stop to take a memorable photograph - before making your way along the imposing oak corridor to The Victoria and Regent Suite. The Victoria Suite boasts many original features including large arched windows and adjoins The Regent, which features a private bar and is the perfect place for your arrival drink reception.

I am pleased to say that we do have the 5<sup>th</sup> March 2020 available, would you like me to pencil you in for this date?

If you would like to proceed with this proposed agreement, please let me know.

On behalf of the team here at The Grand Central Hotel, we look forward to welcoming your event to our venue. Should you have any queries please do let me know.

Kind Regards,

[REDACTED]

Fri, Nov 22, 2:47 PM (8 days ago) ☆ ↶

Good Afternoon [REDACTED]

My apologies for that, the package is £36.

Please let me know if you have any other questions or would like me to hold space.

Fri, Nov 29, 11:18 AM (1 day ago) ☆ ↶ ⋮

Good Morning [REDACTED]

Thank you for your email.

Yes we can provide a PA System and Microphone for £193.00.

Please let me know if you would like to go ahead and I can create a contract for you.

### 29 Private Members Club

RE: Private Hire Enquiry from Website Inbox x



Tue, Nov 19, 10:25 AM (11 days ago) ☆ ↶ ⋮

Hi [REDACTED]

Thanks for your enquiry, it is great to hear you are considering 29 for your event.

On your preferred date, we would have availability for our supper club.

The supper club is ideally suited to a dinner party of 80 guests and comes complete with a private bar.

The room also has inbuilt AV/PA facilities which you would be welcome to utilise for your awards.

I have attached a room image and menu options for your perusal.

We can add an arrival prosecco reception for £8pp.

If you have any queries, or if you would like to book, please do not hesitate to call or email myself.

thanks,

[REDACTED]



PRIVATE MEMBERS CLUB

## Our Supper Club is Ideal for Private and Corporate Dinners From 60-140 guests

Apartment 29 is ideally suited to Parties of 20-60 guests

We have created some menu packages which are inclusive of room hire & our event team will be delighted to help create your perfect event

### Supper Club Dinner Menu 1 £40pp

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#### The Corinthian Club

The Corinthian Club - Thursday, 5 March 2020 Inbox X



##### Corinthian Events

to me ▾

Mon, Nov 18, 5:37 PM (12 days ago)



Good evening [REDACTED]

Thank you for your enquiry.

I am pleased to confirm availability on your chosen date of Thursday, 5 March 2020 in The Flying Scotsman.

The room hire cost for the evening is £500.00 which allows access from 6pm to 1am.

I have also attached the 3 course private dining menu at £27.95pp.

This menu is a 1-1-1 menu which requires the organiser to select one option for each course for all guests to dine from – of course with the exception of dietary requirements.

If you would like to offer your guests an arrival drink this would be £4.50 per person which can include either a glass of fizz or bottle of beer.

Should you wish to go ahead with this we would require a £250.00 deposit to be paid and then the remaining balance with full pre-order 2 weeks before the event date.

Let me know if you would like for me to provisionally hold this date for you as I can do so for 7 days.

I look forward to hearing back from you.

Kind Regards,

#### The Glasgow Marriott Hotel

Celebrate Her Awards Dinner Inbox X



[REDACTED]  
to me ▾

Tue, Nov 26, 4:01 PM (4 days ago)



Good Afternoon [REDACTED]

I hope that you are well?

I believe my lovely colleague Heather (CC'd in) called you regarding the Celebrate Her annual awards dinner, apologies as there has been a little miscommunication in the office, this date is unavailable.

We would love to be able to propose for the event if you can please advise of any alternative dates that you would consider.

I very much look forward to hearing back from you.

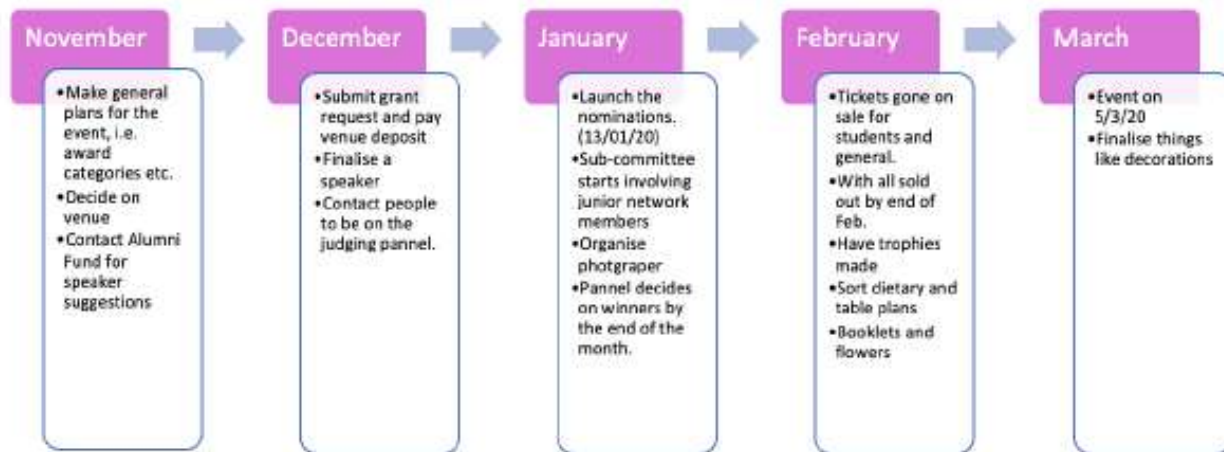
Kind Regards,  
Natalie

Evidence: Last Year's Celebrate Her Awards Dinner





## Evidence: Planning Timeline



Any Further Evidence from the Prior Year's Event and Current Planning Documents can be Provided upon Request