

OL Ref:

**ACTIVITY NOTIFICATION FORM 2021/22**

Please complete and submit a copy of this form for each event/project. It should be returned to Orchestras Live as soon as the information is available and at least **three months before** the activity is due to take place. For projects please also provide a full schedule of activity and a project budget.

###### **Crediting requirements:** The following wording must be used in all publicity ‘This event/project has been produced with/co-produced with/achieved in partnership with Orchestras Live’. [Delete as appropriate.] **This is the minimum level of accreditation required as a condition of your partnership with Orchestras Live.**

###### In addition, the Orchestras Live logo, Arts Council England logo and any other relevant financial supporters/sponsors of Orchestras Live must be included in **all** publicity for the event. These can be found at <http://www.orchestraslive.org.uk/partner-resources>

**Funding Allocations:** Funding must be claimed within **4 weeks** of the activity taking place. Allocations are in the form of a grant, which does not attract VAT, and these funds are only payable if this event makes a financial loss.

|  |  |
| --- | --- |
| **Name and address of partner** |  |
| **Contact Name & email/phone** |  |
| **Orchestra** |  |
| **Date and Time of event(s)** |  |
| **Project name/description  (if applicable)** |  |

WORKSHOP DETAILS (if applicable)

|  |  |
| --- | --- |
| **Venue  (Name, address and postcode)** |  |
| **Workshop Details  (please provide a separate schedule if necessary)** |  |

EVENT DETAILS (if applicable)

|  |  |
| --- | --- |
| **Venue  (Name, address and postcode)** |  |
| **Details of pieces to be performed:** | |
|  | |
| **Web link for booking tickets  (if applicable):** |  |

FUNDING ALLOCATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OL funding source** | **Organisation which has Partnership Agreement with Orchestras Live** | | | Allocation | |
| Partnership Fund |  | | | **£** |  |
| **Programme Funding from Orchestras Live** | | | | **£** |  |
|  | |  | TOTAL GUARANTEE AVAILABLE \* | £ |  |

*\* Please note that these fund allocations are a guarantee against loss for this event.*

**DECLARATION**

|  |  |  |
| --- | --- | --- |
| **I have noted and agree to comply with the crediting and funding requirements listed above** | | |
| **Name** |  | **Date** |
| **Signature** |  |  |

###### **Please e-mail completed notification form or any questions about this form to**: [tom@orchestraslive.org.uk](mailto:tom@orchestraslive.org.uk)