Mayor’s Community Weekend 2020

Frequently Asked Questions

Pre-Award

**Can we hold our event on a different weekend as we’re unable to do the 4th or 5th July?**

No, your event can’t take place on a different day. We can only fund events that take place on 4th or 5th July

**How can we speak to someone to find out more information about the funding programme?**

Our website has lots of useful information so always check here first: <https://www.tnlcommunityfund.org.uk/funding/programmes/mayors-community-weekend> If you can’t find what you’re looking for on our website you can phone our advice line on 0345 4 10 20 30. You can also email us at [community.weekend@tnlcommunityfund.org.uk](mailto:community.weekend@tnlcommunityfund.org.uk) If you have submitted an application or have been awarded a grant, you can contact us on 0121 345 7800 but please email us in the first instance

**What can we spend the money on?**

You can find what you can spend the money on, on our website here: <https://www.tnlcommunityfund.org.uk/funding/programmes/mayors-community-weekend#section-2>

**We don’t have a constitution, can we still apply?**

Yes, this funding is available to both constituted and unconstituted groups. Unconstituted groups could be small existing informal groups, or people coming together for the first time. For the purposes of this funding, we’ll ask you to sign up to a temporary constitution which will help you to run the group, make decisions about the event, and manage any money given to you. It will only exist for the duration of the weekend. You can download the temporary constitution in the application. 

**We received funding for the Mayor’s Community Weekend last year. Can we still apply?**

Yes! We welcome any group in the West Midlands to apply, whether or not you have received funding from us previously. We particularly encourage any group that hasn’t previously received funding from us to apply!

Application

**Why do you need our home addresses?**

We need personal details such as your home address and your full legal name (as it appears on your birth certificate/passport) so that we can run verification checks for quality assurance purposes. If your application is successful, we will also send your pre-paid card to the main contact’s home address. Please ensure all personal details are correct and accurate so we can run these checks efficiently

**Can we submit a video with our application?**

Yes. You can either apply in writing by submitting up to 500 words in total, split across the four questions, or you can submit a video of no more than three minutes in length answering the same questions. You can include a link to your video in the relevant section of the application form but you still need to answer the rest of the application form in writing

**I haven’t received an acknowledgement for my application. What should I do?**

Once your application has been submitted you should receive an email from Survey Gizmo (including a PDF copy of your application). Check your junk mail. If you still haven’t received it, send us an email [community.weekend@tnlcommunityfund.org.uk](mailto:community.weekend@tnlcommunityfund.org.uk)

**How can I access my application form after I have submitted it?**

You will be sent a copy of your application with your acknowledgement email once it’s been submitted. However please email us at [community.weekend@tnlcommunityfund.org.uk](mailto:community.weekend@tnlcommunityfund.org.uk) if you don’t receive this and you need it

**When will we hear a decision on our application?**

You will find out via e-mail if you are successful for this funding by 1st May 2020. Please remember to check your emails, including your junk mail

Post-Award

**When will I receive my allpay card?**

You will receive your allpay card by 1st May 2020

**I’m having trouble with my allpay card. Who should I contact?**

For any queries regarding your allpay card you can contact them direct on 0844 225 5729

**How do I activate my allpay card?**

Details of how you activate your allpay card will be sent to the main contact by 1st May 2020. Over that same week, the main contact will also receive the card and a PIN number, so ensure that they check their emails including junk mail

**How do we pay individuals for services for our event? Can we use the allpay card to withdraw cash?**

Yes, you can. You will need to keep any receipts or invoices of how this was spent for up to seven years and be able to provide them to us, if requested

**Will we get any promotional materials for our event?**

You can order free National Lottery branded materials such as bunting and banners here: <https://www.tnlcommunityfund.org.uk/funding/managing-your-grant/promoting-your-project/order-free-materials>

Communications and publicity

**When can we announce that we’ve been awarded National Lottery funding?**

The National Lottery Community Fund will announce all of the events that will be part of the Mayor’s Community Weekend during w/c Monday 11 May.

We will be in a period of sensitivity (known as Purdah) for the Mayoral elections until Thursday 7 May. Therefore, please do not publicly announce, or undertake any publicity in connection with your grant, until The National Lottery Community Fund has announced it themselves

**Do you have any advice on how to publicly promote our event?**

You can find advice on how to promote your National Lottery funding here: <https://www.tnlcommunityfund.org.uk/funding/managing-your-grant/promoting-your-project>

We encourage you to publicly promote your event so that the local community can come along to celebrate with you. You can do this in many ways such as posting about it on social media, displaying posters in your neighbourhood, or getting in touch with your local media.

When talking about your event please refer to it as: “This event is part of the Mayor’s Community Weekend, supported by National Lottery funding and the West Midlands Combined Authority’.

We also encourage you to display the logos of the Mayor’s Community Weekend, The National Lottery Community Fund and the West Midlands Combined Authority on any promotional materials, which will be available for download in the promotional toolkit.

Make sure you use the hashtag #WMCommunity in your social media posts

**Will the Mayoral elections affect the Mayors Community Weekend going ahead?**

No, it will not. The Mayors Community Weekend will go ahead regardless of the outcome of the election