

ARTS GUILD OF STEVENAGE

CLAIM FORM

Final Statement of Profit and Loss on events covered by Grants or Guarantees against Loss.

To be submitted to :

Stevenage Arts Guild, Mrs M Neville, 51 York Road, Stevenage, Hertfordshire, SG1 4ET

Telephone : 01438 221639 or e-mail : chair@stevenageartsguild.org.uk

NOT LATER THAN 90 DAYS after the conclusion of the grant aided function.

Organisation/Individual

Event

Held on

Date

Time

Venue

Income; price of admission, concessions, estimate of seats to be sold, other income e.g. refreshments, programme, programme adverts.

Expenditure; itemised to show venue cost, publicity costs, professional fees etc.

Amount of Guarantee claimed

Comments (please include reasons for significant discrepancy between amount requested and amount claimed. Use extra paper if necessary).

Signed

Date

Position

SAG/CLAIM FORM