



Natural Voice Network

Event-Subsidy Policy

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1. INTRODUCTION

For the purposes of this policy the term event-subsidy refers to a sum of money handed to an NVN member who is organising an event. If the event makes a “profit/surplus”, the amount (or partial amount) will be paid back to the NVN. If the event does not make a “profit/surplus” the money will be used as planned and will not need to be paid back to the NVN.

The term event-subsidy should not be confused with the term “bursary” which means an amount offered to an NVN member to reduce the cost of a place at an event; for example, the Annual Gathering.

Trustees (formerly the Executive Committee) have previously offered an event-subsidy to NVN Members running a course or networking event. Three recent examples are detailed at the end for reference. This document outlines the current policy for when and why an event-subsidy might be offered, what has to happen for event organisers to be able to get one and what evidence is required after the event. The Trustees reserve the right to modify this policy.

Please note: NVN Trustees are NEVER able to offer an event-subsidy to an event which increases the profit for the leader(s) of an event.

Do consider carefully what you intend to use an event-subsidy for and how you will show that you have done this. You might want to look at the examples of recent event-subsidies that have been offered.

2. WHAT MIGHT AN EVENT-SUBSIDY BE OFFERED FOR?

Regional Networks

The NVN is keen to encourage the development of local networks. NVN knows it is not possible for all Members to attend the Annual Gathering and appreciate the value of having other local Members with whom you can meet/chat/swap songs/advice/support etc. For Regional Networking events an event-subsidy might be offered to cover some of the expenses including, for example: venue hire, refreshments, advertising. A subsidy wouldn't be offered to cover, for instance, administrative time by the member organising.

Continuing Professional Development (CPD) for Voice Leaders

NVN are keen to encourage diversity. For an event offering CPD for Voice Leaders, NVN may offer an event-subsidy to make places available at a cheaper rate to some or all of the participants to proactively encourage diversity; for example younger members, members from diverse backgrounds or members whose financial circumstances would make it hard to attend otherwise.

As an example, the NVN usually offers what we have call “bursary places” at the Annual Gathering. An explanation of how those decisions have been made is offered at the end of this document.

The Trustee Board do not want to get involved in individual decision-making about who is offered cheaper places but may ask for an explanation of the criteria used to reach your decision and the evidence from the participants that it was based on.

3. THE CRITERIA YOU HAVE TO MEET

Regional Networks

An event-subsidy would be considered for a Regional Networking if it meets one or more of the following criteria:

1. Being in an area where there is no existing Regional Network open to all members in that area.
2. Being in an area where the members arranging the event are trying to get a Regional Network off the ground for the first time
3. The benefit of the event-subsidy/expenses is intended exclusively for NVN members (the network may be for a wider audience but the subsidy must be for NVN members).

Please note: Although the NVN will consider an event-subsidy to cover the cost of first or perhaps second time venue hire and/or refreshment costs, it is not expected that the NVN would continue to cover these costs in the long term. It would be expected that the members of that Regional Network would meet costs locally.

CPD for Voice Leaders

Currently many members offer what they class as “CPD for Voice Leaders” and the NVN has no way of assessing the quality of this training and does not formally endorse any training. The value of training is huge and we want to encourage members to undertake all sorts of training of value to their Natural Voice work and therefore we are able, sometimes, to offer an event-subsidy to an event offering CPD for Voice Leaders.

As said above, for an event offering CPD for Voice Leaders, the only purpose that an event-subsidy might be offered is to make places on the event available at a cheaper rate to some or all of the participants. We are keen to encourage diversity in the NVN so you might want to offer cheaper places to, for example, younger members, members from diverse backgrounds or members whose financial circumstances would make it hard to attend otherwise. We are also keen to encourage members to take up running courses of value to our membership, so we may also be able to offer an event-subsidy to assist in the early stages of the development of a course (again, to make the course cheaper for participants while it becomes established).

The criteria for considering whether to offer an event-subsidy would be:

1. The event has to be open exclusively to NVN membership or to people who are hearing about the Network and will be encouraged to join as a result of their attendance on the event.
2. The event has to offer real opportunities for Continuing Professional Development for members (this does not include just “learning more repertoire” for instance).
3. The aims of the event have to be developmental (not just “a good sing together”) for the attendees.
4. The budget for the event (using the Guideline Budget attached) has to be shared in advance with the Trustees so that they can consider its appropriateness and consider how much of an event-subsidy might be offered.
5. The accounts for the event have to be shared with the Trustees after the event so that it is clear whether the event-subsidy should be repaid to the NVN or not. These

accounts should follow the same format as the original budget for the event with explanations where variations had to be made.

6. The evaluation of the event has to be shared in full with the Trustees.

4. HOW TO MAKE AN EVENT-SUBSIDY APPLICATION

1. Contact the current Trustees (via Gill Upham, the Administrator) to let them know you are interested in applying for an event-subsidy, what it is for and how much you hope to claim.
2. Fill in the form "Event-Subsidy Application Form", which is part of this document and available separately through the NVN Members' Handbook on the website.
3. Fill in the form "Event Subsidy Policy Budget Sheet" which is available through the website.
4. Be prepared to justify your allocation of bursary places if that is part of your plan.
5. Be prepared, after the event, to provide full accounts for the event.
6. Be prepared, after the event, to share the full list of attendees
7. Be prepared, after the event, to share the full list of attendees who benefitted from the event-subsidy offered. This may or may not be the same list as at number 5.
8. Be prepared, after the event, to share the full evaluation of the event.

5. WHAT TRUSTEES WILL EXPECT TO SEE AFTER THE EVENT

1. The full list of attendees.
2. The full list of attendees who benefitted from the event-subsidy. This may or may not be the full list of attendees on the event.
3. Accounts for the event including (if asked for it) evidence of all income and all expenditure.
4. A full evaluation of the event in the words of the participants and tutors.

6. EVENT-SUBSIDY APPLICATION FORM

Please complete this form in as much detail as you can and attach the Guideline Budget for your event when you submit it to the Administrator, Gill Upham. The boxes will expand as you type into them. Please save the document with a clear name when you submit it to Gill.

Event Name:	
Names of the NVN member(s) running the event:	
Name of the main NVN member with whom the Trustees should be in contact about this event:	
Date of Event:	
Brief details of the event plan for the attendees.	
How much of an event-subsidy would you need?	
What is the event-subsidy to be used for exactly?	
If you are planning to offer bursary places then please explain how you will do this.	
Have you completed and attached the guideline budget?	
Are you aware that:	
<ul style="list-style-type: none"> • you'll have to provide full accounts after the event and be prepared to share all the evidence for those accounts if necessary? 	
<ul style="list-style-type: none"> • you'll need to provide the Trustees with the full feedback/evaluation for the event? 	
<ul style="list-style-type: none"> • you'll need to provide a full list of the attendees at the event? 	
<ul style="list-style-type: none"> • you'll need to provide a full list of the attendees who benefited specifically from the event-subsidy claimed? This may or may not be the same list as the full attendee list. 	
<ul style="list-style-type: none"> • you will need to be able to justify your decisions for offering bursary places to some attendees if that is your plan? 	

7. GUIDELINE BUDGET

Guideline Budget for an event where an event-subsidy is being claimed.

Please provide the details of your budget. There is a separate document in spreadsheet format (Event-Subsidy Budget Sheet) which Trustees will need to see filled in so that they can compare budgets across separate events. Please ensure that you provide your budget in this format as it really helps Trustees. Thanks.

We need to be able to compare it to others we see and we need to be reassured that all potential costs and income have been considered by you before we can offer an event-subsidy.

We simply need to see the budgeted income from the event minus the budgeted costs so that we can see whether the event-subsidy you are requesting is necessary and what it is going to be spent on.

BUDGETED INCOME:

Please give details of the number of people you expect to pay to attend, and how much you will be charging for their attendance.

Please include details if you are expecting to receive any donations or other income.

Please include details if you are expecting anyone to provide their work on a voluntary basis.

BUDGETED EXPENDITURE:

Please give all the details of any costs you anticipate. These may include:

- Venue hire
- Accommodation for tutor(s)
- Accommodation for organiser(s)
- Accommodation for attendees
- Tutor fees (if they are to be paid) – please split these up so that we can see how much you intend to pay tutors individually
- Cost of the organiser(s) (if they are going to be paid) – again please split these up into individual amounts
- Travel expenses (of tutors/organisers/volunteers if they are going to be offered travel costs)
- Publicity costs
- Any other costs

8. THREE EXAMPLES OF RECENT EVENT SUBSIDIES OFFERED

1. An initiative in a wide rural area to form a local regional network

A member wanted to start up a local network of NVN members in an area that was extensive and largely rural. The Trustees decided to offer an event-subsidy to the event on the basis that there was no regional support network in the area. The aim was to ensure that the event was solely attended by NVN members who would then benefit and so spread all over the area and kick-start such a network. It would otherwise have been tricky to start such a network in such a wide rural area.

With hindsight the Trustees felt they should have made clearer the basis on which the event-subsidy was offered and ensured that it would benefit a larger number of members than it ultimately did. This policy is in part an attempt to address that sort of issue in the future.

2. The Songs of Change event (offering Continuing Professional Development to members)

A member wanted to arrange an event that would bring together 6-8 tutor members (paid for their work) and 2-4 volunteer members (unpaid for their work but their accommodation would be offered to them) and 30+ other members who had an interest in learning about song-writing and leading what they called "Songs of Change" – songs with a political message or to be used on protests or in other forms of activism. This member wanted to be paid for her work in organising the event.

The Trustees decided to offer an event-subsidy to this event on the basis that the organiser would make places on the event cheaper for anyone who attended. It was an attempt to kick-start what might become a regular (annual or bi-annual) event of benefit to NVN members who choose to attend.

The event was, potentially, able to break even but might have made a loss or even a small surplus. The event was provided with a subsidy on the basis that, if it made a surplus then that subsidy would be paid back to the NVN. In fact around a quarter of the subsidy was indeed paid back at the end of the event.

It is not anticipated that an event like this would receive a second event-subsidy in subsequent years so the organisers will have to consider getting more paying attendees and/or asking for somewhat higher payments from attendees.

3. A city initiative to form a local regional network

Members in a large city wanted to start a regional network as there is nothing local to that area currently meeting. The Trustees decided to offer the costs of a venue to those members and the costs of simple drinks on the day.

The Trustees are waiting for feedback on that event at the time of writing this policy.

9. How have Bursary Places at the Annual Gathering been decided on?

If you are applying for an Event-Subsidy in order to be able to offer bursary places to some attendees at your event, then you will have to consider how you will justify those offers. You might be interested in how bursary places for the NVN's own Annual Gathering have been allocated.

The NVN is very keen to promote inclusivity in all its activities and has always offered some sort of bursary to a small number of members who wanted to be able to attend the Annual Gathering but (for financial reasons) wouldn't otherwise have been able to attend.

The way that these bursary places have been allocated has changed with different members organising the Gathering. Sometimes there has been a "first come first served" method. Other times people were asked to apply and the names were "picked out of a hat". Most recently people wanting to apply for a bursary place have been asked to write a short explanation of why they needed a bursary place. There has always been a limited number of bursary places available, so some sort of "method" has to be considered.

This is what was sent to members about bursary places at the 2016 Annual Gathering:

Bursaries

Ten bursary places are available, to give some help to people who could not otherwise attend. Please note bursary places are only available in shared rooms.

To apply for a bursary, please send a brief email to Gill at admin@naturalvoice.net, saying in one or two sentences why you need a bursary in order to be able to attend the Annual Gathering. There may be some selection involved if there are more than 10 requests in order to make the process as fair as possible.

Bursary places will be allocated on DATE. After your place has been confirmed, you must then pay within one week to claim the space. If you are not successful or if you request a bursary after they have all been allocated, your name will be placed on a waiting list in case of cancellation.

Other ways of making bursaries fair are also being considered: perhaps people will not be allowed a bursary place in several consecutive years, for instance.

You will have to decide on what your policy is for offering bursary places at your event and be able to justify your decisions if required. The Trustees of NVN do not want to get involved in these areas of decision-making in advance of each event, but you will have to consider what your justification is for offering bursary places to some attendees and not others and be able to explain that to the Trustees if required.