**ANNEX 3**

**APPLICATION FOR EMPLOYER ENGAGEMENT GRANT (EEG)**

1. **Date of Event**: Click here to enter text.

2. **Venue:** Click here to enter text.

3. **Hosted by (e.g. unit):** Click here to enter text.**:**

* 1. Type of Function and requirements (e.g. breakfast, dinner, drinks reception, light refreshments etc. Printing & Postage costs for invitations/menus/programmes et al): Click here to enter text.
  2. Outline of proposed activity (please provide a brief summary of timings and content for the event):  
     Click here to enter text.
  3. Is it a repeat activity?  
     Yes   
     No   
     If yes, please provide details:   
     Click here to enter text.
  4. Evidence of previous effect (if applicable, attach any evaluation results from previous events):  
     Click here to enter text.
  5. Description of target audience (e.g. level of management, type of organisation):  
     Click here to enter text.
  6. Please describe how planned outcomes will be measure and reported:  
     Click here to enter text.

4. **Numbers attending/to be invited:**

a. Military: Click here to enter text.

b. RFCA: Click here to enter text.

c. Employers: Click here to enter text.

d. Other Guests: Click here to enter text.

e. **TOTAL:** Click here to enter text.

5. **Funding Applied For:**

a. EEG Grant:

b. Sponsorship:

1. Other Sources: (HQ NW Business Engagement Team; include a copy of the MOD Form 1199 if appropriate).

d. **TOTAL FUNDING:**

6. Cost **Breakdown**

a. Cost per attendee Click here to enter text.:

b. Cost per employer / guests: Click here to enter text.

7. **A post event/activity report (including attendee list, invoices and receipts) is to be sent to NW RFCA no later than ten working days after the event/activity.**