

Wild about Dark Skies Festival

Events 2025

Sign-up Form



High Weald
National
Landscape

We are delighted that you wish to run a Dark Skies event as part of the Wild about Dark Skies Festival. Please complete this sign-up form to enable co-ordination and promotion of the Festival and secure our commitment to reimbursing eligible expenses. **Dates for Festival: 24 October to 2 November 2025**

You will need to read the guidance before completing this form. If you require assistance, or if there is anything that you do not understand, contact Sam Nicholas, 01424 723011 or email s.nicholas@highweald.org, she will be happy to help. Please:

- Provisionally book your activities and resources, in liaison with Sam
- Return the sign-up form by 1 August to confirm your Festival plans. **We cannot commit to any payments or reimbursement of expenses until this sign-up form has been submitted.**
- Await our confirmation that we have committed funds to your event(s). We will get back to you by mid-August.
- Request a BACs form from Sam by 1 September so we can set you up on the ESCC finance system for payment.
- Return the reimbursement form once the event has been completed and by 15 December 2024 at the latest.

1. YOUR DETAILS

Organisation name	
Organisation address	
Main contact name	
Position	
Phone number	
Contact email	

What type of organisation are you? (Please delete appropriately)

- | | | | |
|-----|-------------------------------------|-----|--------------------------------------|
| Y/N | Registered Charity – Number | Y/N | Not for Profit organisation – Number |
| Y/N | Community Group / Club / Society | Y/N | Parish or town council |
| Y/N | Community Interest Company - Number | Y/N | Other (please explain) |

2. YOUR EVENT DATES

Please list events you have planned for the Festival period. Please ensure that you have checked dates with Sam to enable sharing of resources, speakers, and volunteers.

Name of event Please use the title you are planning for PR purposes	Date of event	Location

3. PROVISIONALLY BOOKED ACTIVITY PROVIDERS

Please provide information on which activity providers you have provisionally booked from the Wild About Dark Skies activity providers list. We will confirm the booking and the activities will be paid for directly by us.

Activities	Tick to confirm provisionally booked	Which individual or group have you booked?
Planetarium	<input type="checkbox"/>	
Light pollution workshop	<input type="checkbox"/>	
Bat conservation talk	<input type="checkbox"/>	
Astronomy group	<input type="checkbox"/>	
Dark skies storyteller	<input type="checkbox"/>	

4. DARK SKY RESOURCES

Please indicate which resources you would like to borrow. These items will need collecting from the High Weald team's offices at Woodland Enterprise Centre, Hastings Road, Flimwell East Sussex, TN5 7PR (Covid vaccination centre located off the A21 and next door to Tates Fencing).

Resources you wish to use	Tick which items you would like to use	Number needed
Dark Skies puzzle - 1 available	<input type="checkbox"/>	
Wild about Dark Skies banners - 1 set of 3 banners available	<input type="checkbox"/>	
SQM light meter - 5 available	<input type="checkbox"/>	
Bat detector - 2 available	<input type="checkbox"/>	
Red light torches - 9 available	<input type="checkbox"/>	
How to reduce light pollution leaflet	<input type="checkbox"/>	
Feedback cards	<input type="checkbox"/>	

5. OTHER COSTS

Please indicate if you would like reimbursement for other event costs. We can reimburse reasonable costs for:

- Venue hire and basic refreshments e.g. juices, tea, coffee, biscuits
- Equipment costs e.g. PA system and microphones
- Hiring specialists not on the Wild About Dark Skies activity providers list (subject to prior agreement from the High Weald team)
- Project administration at a maximum of £11.44 per hour. Timesheets will need to be supplied.
- Miscellaneous expenditure needed to make the event run smoothly, for example volunteer equipment or photocopying
- PR such as printing leaflets or posters.

Event type	Reimbursement available	Tick if reimbursement is needed	No of events
Dark Skies walks (30-60 attendees)	Up to £300 per walk	<input type="radio"/>	
Dark Skies small event (100-300 attendees)	Up to £500 per event	<input type="radio"/>	
Dark Skies large event (300 plus attendees)	Up to £1,000 per event	<input type="radio"/>	
Other	Dependent on event idea	<input type="radio"/>	

DECLARATION

1. I am authorised to make a commitment to run a Dark Skies event(s).
2. We will carry out a risk assessment for the event(s).
3. We have public liability insurance in place.
4. I agree that the High Weald National Landscape Partnership can check the information in this application with the activity providers if needed.
5. I agree to promptly inform the High Weald National Landscape Partnership of any changes to the information provided in this Sign-up form.
6. I agree to supplying event photographs and a completed feedback form to evidence event delivery.
7. I give permission for the High Weald National Landscape Partnership to record my details electronically and keep in touch by phone, mail or email about conserving and enhancing the High Weald and enjoying it.

Name of person responsible for the sign-up form

Date

Thank you for completing the form. We look forward to working with you.

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Reimbursement Form



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National
Landscape

The form below needs to be completed and sent to grants@highweald.org as part of your planning sign up form and when the event(s) has been completed. An example of a completed form has been provided. Please:

- List expenses as set out on your invoices, receipts, or timesheets
- List all activity providers used, indicating which ones are being paid for centrally
- Submit electronic or hard copies of your invoices, receipts and timesheets to evidence your spend
- **Exclude VAT if you are VAT registered.**

We will reimburse you for:

- Venue hire and basic refreshments e.g. juices, tea, coffee, biscuits
- Equipment costs e.g. PA system and microphones
- Hiring specialists not on the Wild About Dark Skies list (subject to prior agreement from the High Weald team)
- Project administration at a maximum of £11.44 per hour
- Miscellaneous items you need to make the event run smoothly, for example volunteer equipment or photocopied materials
- PR such as printing leaflets or posters.

<i>Expense</i>	<i>Amount (£) with VAT if applicable</i>	<i>Activity paid for centrally (click the box)</i>	<i>Invoice, receipt or timesheet supplied (click the box)</i>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

- I am duly authorised to seek reimbursement for expenses incurred in delivering the Wild About Dark Skies events.
- All expenses incurred aligned with the Wild About Dark Skies event purpose and helped with its delivery.
- The invoices, receipts, and timesheets enclosed have all been paid.
- I have submitted relevant photographs and feedback forms to evidence event delivery.

Name of person responsible for claiming reimbursement

Date

This is a pdf fillable form. **Please email the completed form to grants@highweald.org**

If you need a hard copy of the form please contact grants@highweald.org Hard copies of completed forms need to be sent to High Weald National Landscape Partnership, Woodland Enterprise Centre, Hastings Road, Flimwell East Sussex, TN5 7PR

Thank you!