**Exeter City Council**

**Arts Annual Core Funding**

**Application Form 2018/19**

**To complete tick boxes, double click in box and then select “checked” and “OK”.**

**You will need to save this form to your computer to complete it.**

**Section A: About your organisation**

**A1 Organisation’s name and address**

|  |  |
| --- | --- |
| Name of organisation\* |       |
| Address |       |
|  |       |
|  |       |
| Postcode |       |

*\*full name as written in your constitution or rules (if appropriate)*

**A2 Contact details**

|  |  |
| --- | --- |
| Name  |       |
| Position in organisation |       |
| Address |       |
|  |       |
| Postcode |       |
| Daytime telephone no. |       |
| Fax number |       |
| E-mail address |       |
| How and when is it best to contact you?\*  |       |

*\*by e-mail, fax or phone and days of the week or times of day you would prefer.*

**A3 Date your organisation was formed or constituted**

**A4 Please attach your current constitution or rules** [ ]

 (please tick if attached)

**A5 What is your organisation’s mission or purpose?** (No more than 100 words)

**A6 Is your organisation based in Exeter? Yes [ ]  No [ ]**

**A7 What area does your organisation’s activities cover?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Whole of Exeter | [ ]  | Regional | [ ]  | National | [ ]  |  |
| If regional or national please give more detail? |  |  |
|  |  |  |

**A8 Please attach a list of the Board Members of your organisation, detailing length of service and any specialist knowledge, please indicate on the list whether you have any Councillors or Exeter City Council employees on your Board (please tick if list is attached)** [ ]

**A9 Legal status of your organisation (please tick one box, and insert all registered number(s) that apply)**

|  |  |  |
| --- | --- | --- |
|  |  | **Please send in:** |
| Unincorporated club, group or association | [ ]  | Rules or constitution |
|  |  |  |
| Company limited by guarantee or shares | [ ]  | Memorandum & Articles of Association |
|  |  |  |
| Charitable company | [ ]  | Memorandum & Articles of Association |
|  |  |  |
| Social Enterprise | [ ]  | Memorandum & Articles of Association |
|  |  |  |
| CIC | [ ]  | Memorandum & Articles of Association |
|  |  |  |
| Registered Charity no. (if applicable): |  | Company registration no. (if applicable): |  |
| VAT registration no. (if applicable): |  |  |

**Section B Meeting our goals**

*For this and other answers in this section, please continue on a separate sheet if necessary*

**B1 To be considered for funding your proposed programme of work must contribute to the priorities, based on Exeter Cultural Action Plan’s goals as set out below:**

* **Contribution to Exeter’s status as a regional centre and the development of a vibrant cultural economy**
* **Contribution to the quality of life of residents and visitors to the city, supporting the development of creative initiatives that engage new audiences and reflect the diversity of our communities**
* **Contribution towards developing a diverse range of high quality cultural opportunities and experiences including skills development in the creative sector**
* **Contribution to a cultural sector that is more confident and sustainable**

Please set out your proposed programme of work, describing how it will contribute to each of the priorities. Ensure you describe the activities and outcomes that will benefit the communities of Exeter and give examples of previous work. *(No more than 3000 words)*

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Please also submit to us your 2016/17 end of year report or an organisational evaluation report or ACE assessment AND your business plan for at least three years including the period 2018/19 . (Please tick if attached) **[ ]**

**B2 Please give specific details of your organisation’s support together with a breakdown of the in-kind or other costing of the support, if any, that your organisation will offer towards citywide partnerships in 2018/19**

**B3 How will the organisation monitor and evaluate its work and how will any knowledge gained be used?**

**B4 Do the proposals outlined above promote equal opportunities and social inclusion, and if so, how?**

**B5 If this application is successful, how certain is it that the proposals will proceed?**

Please attach supporting evidence and proposed programme for 2018/19 [ ]

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| **Section C: Your grant application – funding and budgets** |

**C1 What annual funding are you requesting in 2018/19**

* *Your budget and budget breakdown should relate to what is planned in Section B*

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**C2 Is your organisation already funded by Exeter City Council? Yes** [ ]  **No** [ ]

*If you are an existing Exeter City Council core funded arts organisation and the amount you are applying for is significantly different from your total core funding from us in 2017/18 please give the reason why*

|  |
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|  |

**C3 Priority will be given to organisations with potential for match funding What other sources of funding are you expecting for the period 2018/19 and what is their status (include earned income)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source of funding** | **Expected time period funding is for** | **What is the funding for (capital, core revenue, or project funding)** | **Expected amount** | **Status (confirmed, in process or applied for)** |
|  |  |  |  |  |
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|  |  |  |  |  |

**C4 Does your organisation receive or expect to receive any of the following from Exeter City Council in 2018? (Please tick box as appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Financial Value** |  |
| Reduced Business Rates |  |  |  |
| Subsidised use of property/premises including concessionary tenancies |  |  |  |
| Funding from other ECC grants |  |  |  | If yes, please list on a separate sheet & submit with your application |
| Funding from other contracts held with ECC |  |  |  |

**C5 Please set out information regarding your organisation’s financial controls**

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| --- |
|       |
|  |

**C6 What existing measures does the organisation have in place to ensure continued sustainability?**

* *Does the organisation have a policy regarding maintaining reserves? If so how much does it contain?*
* *Indicate how continuing costs would be met should ECC funding cease.*

|  |
| --- |
|       |
|  |

**C7** **Please provide a copy of your most recent audited accounts** [ ]

**Please provide a copy of your outline budget for 2018/19** [ ]

**Section D Bank Details, Enclosures and Declaration**

**D1 Your Organisation’s Bank Account Details**

* *This must be a bank or building society account in the name of the organisation which needs at least two signatures on each cheque.*

|  |  |
| --- | --- |
| Name of account holder |       |
| Account no. |       |
| Bank / building society name |       |
| Bank / building society address |       |
| Bank / Building Society phone no.  |       |
| Sort code |       |

**D2 Enclosures**

Please make sure your application is accompanied by the following documents (tick if attached):-

|  |  |
| --- | --- |
| The constitution or Memorandum & Articles of your organisation as requested in A4 | [ ]  |
| A list of your Board Members, their length of service and specialist knowledge as requested in A8 | [ ]  |
| End of year report/evaluation or ACE Assessment as requested in B1 | [ ]  |
| A Business Plan as requested in B1 | [ ]  |
| Supporting evidence & proposed programme for 2018/19 as in response to B5 | [ ]  |
| Information on funding from other Council Departments if applicable as requested in C4 | [ ]  |
| Audited and signed accounts for 2016/17 as requested in C7 | [ ]  |
| Details of projected income and expenditure for 2018/19 relevant to this application as requested in C7 | [ ]  |

**D3 Declaration**

**Data protection and Freedom of Information:**

**We are committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions**

**Under the Freedom of information Act 2000 we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.**

**We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.**

**By signing this application you agree to the following:**

1. **We will use this application form and the other information you give us, including any personal information, for the following purposes:**
2. **To decide whether to give you a grant**
3. **To provide copies to other individuals or organisations, if any, that are helping us assess and monitor grants. After a decision has been reached we may also tell them of the applications and, if appropriate, why we did not offer you a grant**
4. **To hold in our database and for statistical purposes**
5. **If we offer you a grant we may publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print, or online publications.**
6. **If we offer you a grant you will contribute when asked to important publicity activities during the period we provide funding for. You will also give us, when asked, case studies, images and audio-visual materials that we can use to celebrate the importance of culture to the city.**
7. **If the application is successful this organisation will use the grant for the purposes outlined in this application. It will comply with the standard conditions of the grant, and any special conditions attached to the award and outlined in the Service Level Agreement.**

**I can confirm that the organisation named on this application has given me the authority to sign this application on its behalf.**

**I confirm that the activities in the application fall within the powers of the organisation’s constitution or memorandum and articles of association.**

**I confirm that, as far as I know, the information in this application is true and correct.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Do you agree with the above statements****?* | *yes* | *[ ]*  | *no* | *[ ]*  |

|  |  |
| --- | --- |
|  |  |
| **Signed:** |  | **Position:** |  |
|  | **Date:** |  |

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You have read and understood the section about Freedom of Information Act. You accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000. Each request for information will be considered based on the situation when we get the request.

Tick this box if you consider that we should treat your proposal as confidential information[ ]

Tick this box if you consider that we should treat your financial information, such as your budget and any business plan as confidential information [ ]

Tick this box if there is any other information that you have provided that you consider to be confidential [ ]

If we offer you a grant and you have ticked any of the boxes above, we would generally treat that information as confidential until your activity ends (according to the date you give us in this application

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Please submit your application by **Wednesday 6 December 2017**:

* **By post** **to: Val Wilson**, Arts & Events Manager, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1JJ.
* **By email to:** arts.grants@exeter.gov.uk
* Don’t forget the supporting documents listed at D2. **You may use a combination of post and email;** for example, if you need to post some of the documents, you can send us the rest by email. It is helpful if you can use email for supporting documents wherever possible, as it saves us having to scan and copy them.