**Exeter City Council**

**Arts Annual Project Funding**

**Application Form 2018/19**

To complete tick boxes, double click in box.

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 are the main aims and activities of your organisation?**

**A7 Is your organisation based in Exeter? Yes [ ]  No [ ]**

**A8 What area does your organisation’s activities cover?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Specific Community in Exeter | [ ]  | Whole of Exeter | [ ]  | Regional | [ ]  | National | [ ]  |

Please give more detail

A9 Please attach a list of the Board Members of your organisation, detailing length of service and any specialist knowledge [ ]

A10 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 Project details

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

B1 Title of event or project you are applying for a grant for:

B2 Date(s) of event or project: B3 Time(s) of event or project:

B4 Please provide a general description of the arts project or event you are applying for. (Max 1000 words) Please attach any supporting evidence:

B6 Name & address of venue(s)/locations(s) including postcode:

**B7 Does the venue(s)/location(s) have disability access? Yes** **[ ]  No** **[ ]**

 **Please describe how you might make your event more accessible for disabled people?**

**B8 How many people are you expecting at your event/project, how is this calculated?**

**B9 Have you identified specific groups/communities that you would like to involve in your event/project, if so who are they and how do you plan to actively involve and engage them**

**B10 Does your project/event promote equal opportunities and social inclusion, and if so, how?**

**B11 Please list the outcomes you expect to achieve from this event/project and how will you evaluate the benefit to participants and to your organisation?**

B12. How will you publicise your event?



# B13. For applications requesting less than £2000: you must outline how your project/event contributes to *one* of Exeter Council’s Cultural Goals and Priorities

# For applications requesting more than £2000: you must outline how your project/event contributes to a *minimum of two* of Exeter Council’s Cultural Goals and Priorities

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 that will mainly benefit audiences in Exeter, 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, for this and other answers in this section, please continue on a separate sheet if necessary)

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

* *Your budget and budget breakdown should relate to what is planned in Section B*
* *Funding in 2018/19 is for this project/event only*

**C1 Amount of funding requested in this application?**

* **This fund is not open to those organisations already in receipt of core or rent funding from Exeter City Council. Please indicate below if your organisation receives funding from the City Council:**

|  |  |
| --- | --- |
| **Core funding** |  |
| **Rent support (if applicable)** |  |

C3 Expenditure:

* *As well as completing the table, please enclose:-*
	+ *A set of your organisation’s audited accounts for 2016/17 signed by the Chair or Treasurer and dated*
	+ *A fully itemised set of management accounts for 2017/18*
	+ *A fully itemised budget breakdown for the current project 2018/19*

|  |  |
| --- | --- |
| Item | Amount £ |
| Artist spending  |       |
| Making your project accessible |       |
| Marketing & developing audiences |       |
| Production (incl. hire costs) |       |
| Overheads |       |
|  TOTAL EXPENDITURE |       |

C4 Income:

|  |  |  |
| --- | --- | --- |
| Source | Confirmed | Applied/expected |
| This application |       |       |
| Other Grant |       |       |
| Charity/Trust |       |       |
| Sponsorship |       |       |
| Donations |       |       |
| Ticket Sales |       |       |
| Other income |       |       |
| In kind support |       |       |
| Sub Total |       |       |
| TOTAL INCOME |       |       |

Your total expenditure should equal your total income.

Please tick here to confirm that your total expenditure and income are the same [ ]  C4 Please set out information regarding your organisation’s financial controls

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):-

|  |  |
| --- | --- |
| Your current 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 A9 | [ ]  |
| Supporting evidence for proposed programme 2018/19 in response to B4 | [ ]  |
| Audited and signed accounts for 2016/17 as requested in C3 | [ ]  |
| A fully itemised set of Management Accounts for 2017/18 | [ ]  |
| Fully itemised projected income and expenditure for 2018/19 relevant to this application (C3) | [ ]  |

**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:** |  |

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

Please submit your application by **5.30pm Wednesday 15 August 2018**:

* **By post** **to: Sophie Allen**, 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.