**Arts Development**

 Bath and North East Somerset Council

arts@bathnes.gov.uk

01225 396432

**APPLICATION FORM**

**Cultural & Creative Challenge Fund for Arts Projects 2016/17**

**For awards of £5,000 only.**

**Please read the Guidance Notes for Applicants before completing this form.**

**Deadlines for Application**

There are two deadlines for application during 2016/17:

**31 March 2016**

**31 October 2016**

**SECTION 1. YOUR APPLICATION.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Is this a consortium application?** | **Yes** |  |  | **No** |  |

|  |  |
| --- | --- |
| **If yes, confirm that you are the lead organisation.** |  |

|  |
| --- |
| **If yes, please list the names of the other consortium member organisations below.** |
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**SECTION 2. YOUR ORGANISATION.**

**2.1 Your contact details.**

Name of your group/organisation:

Name of person completing form:

Position in group/organisation:

Contact address:

Postcode:

Phone number: Email address:

**2.2. Please describe your organisation and what it does.** (150 words)

**SECTION 3. YOUR PROJECT.**

**3.1 Provide a brief description of your project** (100 words)

**3.2 When will your project take place?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start date** | |  |  | **End date** | |  |
| **Day** | **Month** | **Year** | **Day** | **Month** | **Year** |
|  |  |  |  |  |  |

**3.3 What artform(s) does your project involve? List all that apply.**

**3.4 Total number of events/performances/sessions that you plan to deliver.**

**3.5 Who will benefit from your project?**

This fund seeks to deliver the aims of the Cultural & Creative Strategy *Priority Theme 5, Audiences and engagement*, by enabling wider access and participation. To be eligible for this funding your project must engage a broad family audience and engage one or more of the Council’s target communities.

**Using the table below, tell us which target communities your project will engage?**

Mark all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
| Bath – Foxhill |  | Keynsham |  |
| Bath – London Road/Snow Hill |  | Midsomer Norton |  |
| Bath – Twerton |  | Peasedown St John |  |
| Bath – Whiteway |  | Radstock |  |

**3.6 How many people will take part in your project?**

|  |  |  |
| --- | --- | --- |
| Audience/Participants | Artists/Facilitators/Performers | Volunteers |
|  |  |  |

**3.7 What kind of venue(s) will your activity take place in?** (50 words)

**3.8 What will the audience/participants do or experience during your project?**

(150 words)

**SECTION 4. IMPACT.**

**4.1 What benefit will your project deliver?** (200 words)

**4.2 What learning will take place during your project?** (200 words)

**4.3 How will your project create opportunities for volunteering?** (100 words). Promoting engagement in volunteering is an aim of the Cultural & Creative Strategy.

**SECTION 5. MARKETING, PROMOTION & PUBLICITY.**

**5.1 Tell us why you think your project/activity will appeal to your target audience?**

(100 words)

**5.2 How will you publicise and promote your activity to your target audience?**

(150 words)

**5.3 How will you publicise and promote your activity more widely?** (100 words)

**SECTION 6. DOCUMENTATION & EVALUATION.**

**6.1 How will you record what happens during your project?** (100 words)

**6.2 How will you measure the impact of your project?** (150 words)

**SECTION 7.** **PROJECT BUDGET.**

See Guidance Notes for Applicants, p10 - 13 before completing this section.

Use the forms on the following pages to show both the income and expenditure for your project.

* It is important that you provide sufficient detail in your budget about both income and expenditure for your project
* It is important that the budget balances (i.e. that the income and expenditure are the same).

**7.1 Project Income.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Earned income.** |  | | |
| Source of income. | Amount | Expected | Confirmed |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
| **Sub-total 1** | **£** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Income from other sources.** |  | | |
| Source of income. | Amount | Expected | Confirmed |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
| **Sub-total 2** | **£** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Support in-kind.** |  | | |
| Description of support. | Amount | Expected | Confirmed |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
| **Sub-total 3** | **£** |  | |

|  |  |  |
| --- | --- | --- |
| **Council funding.** |  |  |
| **Sub-total 4** | **£5,000.00** |  |

|  |  |
| --- | --- |
| **TOTAL INCOME** (add sub-totals 1-4) | **£** |

**7.2 Project Expenditure.**

**Is your organisation VAT registered?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |  |

**If yes, please enter your VAT number in the box below.**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **1. Artistic expenditure.** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Sub-total 1** | **£** |

|  |  |
| --- | --- |
| **2. Materials & equipment.** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Sub-total 2** | **£** |

|  |  |
| --- | --- |
| **3. Marketing, promotion and publicity.** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Sub-total 3** | **£** |

|  |  |
| --- | --- |
| **4. Other Expenditure.** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Sub-total 4** | **£** |

|  |  |
| --- | --- |
| **Total Expenditure** (add Sub-totals 1- 4) | **£** |

|  |  |
| --- | --- |
| **Balanced Budget ?** (tick here to confirm that you have checked that your income and expenditure are the same). |  |

**SECTION 8. ENCLOSURES**

See Guidance Notes for Applicants, p13 – 14.

You must send copies of the documents listed below with your completed application form. We will not accept hard copies of supporting documents. Please send them as individual electronic files such as Microsoft Word or Excel documents, or PDFs.

* Constitution
* Equal Opportunities Policy
* Most recent accounts.   
  These do not need to be audited. However, they should be verified and signed by a qualified accountant independent of your organisation.
* Safeguarding Policy (where applicable).   
  You must submit a copy of your safeguarding policy if your project involves children, young people or vulnerable adults.

**SECTION 9. DECLARATION**

**N.B.** We do not require a physical signature. Please type your name in the box provided.

The information given in this application and related enclosures is true and correct. I will tell you promptly if this information needs to be updated.

I have been authorised to certify that if this group/organisation is awarded funding, it will abide by the terms and conditions under which funding is given by Bath & North East Somerset Council.

I understand that information provided on these forms may be held by the Council on a computerised database.

Name (on behalf of the organisation).

Position/role in organisation.

Date (dd/mm/yyyy).