

Grants for individuals, organisations and national touring

Application form

Before you start to fill in this form, please read the guidance notes carefully.

As well as filling in this application form, you need to write a proposal about the activity you are asking us to support. This is a very important part of the application process. There is advice about writing your proposal in the guidance notes.

This application form gives us information about you, what you are applying for and your budget. We will assess your application using the form and your written proposal. The form also gives us important information that we must include in reports to government and that we use in monitoring our grants.

If any question does not apply to you, write 'Not applicable' or 'N/A'. The checklist in section G of this form tells you what to send in with your application.

This application form contains the following sections.

- Section A – about you
- Section B – individuals
- Section C – organisations
- Section D – the activity you are applying to do
- Section E – other information
- Section F – budget
- Section G – declaration

Section A – about you

- 1 Your name (if you are applying as an individual) or the name of your organisation**

- 2 Full address**

Full postcode _____ Phone number _____

Please provide the full, correct postcode as we need it to process your application. Please also give the area code for your phone number.

Email address _____

Website address _____

Textphone _____ Fax number _____

- 3 If you are applying on behalf of an organisation, give the following details for the main contact person.**

Name of the main contact person

Position

Full address

Full postcode _____ Phone number _____

Email address _____

Textphone _____ Fax number _____

Section B is for individuals only. Organisations should now go to section C on page 5.

Section B – individuals

You do not have to give us the following information but we would be very grateful if you would answer questions 8 and 9. This will help us analyse the comparative success rates of the applications we receive.

8 Please tick the box that applies to your background.

White:		Chinese	<input type="checkbox"/>
British	<input type="checkbox"/>	Asian and white	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Black African and white	<input type="checkbox"/>
		Black Caribbean and white	<input type="checkbox"/>
		Chinese and white	<input type="checkbox"/>
Asian or British Asian:			
Asian Bangladeshi	<input type="checkbox"/>	Any other background	<input type="checkbox"/>
Asian Indian	<input type="checkbox"/>	from more than one	
Asian Pakistani	<input type="checkbox"/>	ethnic group	
Any other Asian background	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Black or British Black:			
Black African	<input type="checkbox"/>		
Black Caribbean	<input type="checkbox"/>		
Any other Black background	<input type="checkbox"/>		

If you have ticked 'Any other ethnic group', please give details.

9 Do you consider yourself to be disabled? Yes No

Section C is for organisations only. Individuals should go to section D on page 7.

Section C – organisations

10 Tick the category that most closely describes your organisation.

- | | | | |
|------------------------------------------|--------------------------|------------------------------|--------------------------|
| Arts organisation – amateur or voluntary | <input type="checkbox"/> | Health group or organisation | <input type="checkbox"/> |
| Arts organisation – professional | <input type="checkbox"/> | Local authority | <input type="checkbox"/> |
| Community or voluntary organisation | <input type="checkbox"/> | Trust or foundation | <input type="checkbox"/> |
| Educational establishment | <input type="checkbox"/> | Youth group | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

If you tick 'Other', please describe (in no more than 10 words) your type of organisation.

11 What year was your organisation formed?

12 Are you a registered charity? Yes No

13 What was your organisation's income in the last full financial year?

£

If you are a new organisation, please estimate your income for your first year.

14 At the time of applying, how many people are on your management committee?

Please give the number of management committee members who are from the following groups.

White:		Chinese	<input type="checkbox"/>
British	<input type="checkbox"/>	Asian and white	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Black African and white	<input type="checkbox"/>
		Black Caribbean and white	<input type="checkbox"/>
		Chinese and white	<input type="checkbox"/>
Asian or British Asian:			
Asian Bangladeshi	<input type="checkbox"/>	Any other background	<input type="checkbox"/>
Asian Indian	<input type="checkbox"/>	from more than one	
Asian Pakistani	<input type="checkbox"/>	ethnic group	
Any other Asian background	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Black or British Black:			
Black African	<input type="checkbox"/>		
Black Caribbean	<input type="checkbox"/>		
Any other Black background	<input type="checkbox"/>		

If you have ticked 'Any other ethnic group', please give details.

Please give the number of management committee members who consider themselves to be disabled.

All questions in section D relate to the activity you are asking us to support.

Section D – the activity you are applying to do

15 Name of the activity

(Please give the name or working title.)

16 Which of the following does this activity involve?

If it involves more than one type, please choose no more than three, numbering them 1 to 3 (1 being the most important).

Combined arts (includes carnivals and festivals)	<input type="checkbox"/>	Literature	<input type="checkbox"/>
Dance	<input type="checkbox"/>	Music	<input type="checkbox"/>
Theatre and drama (includes street arts and circus)	<input type="checkbox"/>	Visual arts	<input type="checkbox"/>
		Other	<input type="checkbox"/>

If you choose 'Other', please give details (in no more than 10 words).

17 Please give us a description (in no more than 50 words) of the activity you are asking us to support.

18 Activity start and end dates

The start date for your activity should take account of the time it will take us to assess your application. This is six working weeks for applications under £5,000, and 12 working weeks for applications over £5,000.

Start date: Day / Month / Year End date: Day / Month / Year
_____ / _____ / _____ _____ / _____ / _____

We will not fund any goods or services that have been bought or ordered before you receive an offer letter.

19 Where the activity will take place

Remember that if you are applying to tour, you will also need to fill in the preliminary tour schedule form (included in this pack).

Will your arts activity benefit a particular place or places? Yes No

If 'Yes', please fill in question 20. If 'No', please give details below in no more than 10 words. For example, this activity will take place on the internet or you are applying for a training grant. Then go to question 21.

20 Please give the full postcode (or postcodes) of the places where your activity will take place. If you do not know the postcode (or postcodes), please tell us the local authority area (or areas) instead.

If this is not relevant (for example, if the activity will happen across the North West and Yorkshire regions), please give details.

21 How many people do you estimate will benefit from the activity?

Please give an estimate for this activity. If possible, please also estimate how many people benefited from your last 12 months' activity. If none applies, write 'Not applicable' or 'N/A'.

Please note that 'taking part' means doing the activity. 'Audience' includes people going to an exhibition or performance, and people getting access to printed, recorded or broadcast work, or work on the internet.

This activity	Last 12 months' activity
_____ Artists	_____ Artists
_____ Others taking part	_____ Others taking part
_____ Audience	_____ Audience
_____ Total	_____ Total

22 What are the age ranges of the people who will benefit from your activity? Tick all relevant boxes.

- | | | | |
|-------------------------|--------------------------|----------------------|--------------------------|
| Children under five | <input type="checkbox"/> | Adults (25 to 64) | <input type="checkbox"/> |
| Children (five to 11) | <input type="checkbox"/> | Adults (65 and over) | <input type="checkbox"/> |
| Youth (12 to 19) | <input type="checkbox"/> | All age ranges | <input type="checkbox"/> |
| Young adults (20 to 24) | <input type="checkbox"/> | | |

23 Would you say that the activity you are planning is directed at, or particularly relevant to, any of the following groups of people? Please tick any relevant boxes.

- | | | | |
|---------------------------------------------------------------------------------------------------------|--------------------------|------------------------|--------------------------|
| Disabled people | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Asian or British Asian
(includes Indian, Pakistani,
Bangladeshi or any other Asian
background) | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| | | Any other ethnic group | <input type="checkbox"/> |
| Black or British Black
(includes Caribbean, African) | <input type="checkbox"/> | | |

If you tick 'Any other ethnic group', please describe (in no more than 10 words).

24 Please give details (in no more than 10 words) if your proposed activities have any particular focus that we should know about, for example, work in a hospital setting or with young offenders.

25 Please give the expected results of your activity

If none applies, write 'Not applicable' or 'N/A'.

Number of performance or exhibition days _____

Number of new products or commissions _____

Period of employment for artists (in days) _____

Number of sessions for education, training or taking part. (Divide the day into three sessions – morning, afternoon and evening. A 'session' is any one of, or part of one of, these.) _____

Section E – other information

- 26** If you have discussed your activity with staff in any of our offices, please tell us their name (or names), if you know, and which office they work in.

- 27** If you have contacted local authority staff in the area or areas where the activity will take place, please give us their name (or names) and the local authority they work for.

We consult local authorities about applications. We advise you, where appropriate, to discuss your activity with any relevant local authorities before you apply to us. You should do this if your activity will particularly benefit or involve the people living in a local authority area (or areas) or if the local authority is providing partnership funding.

- 28** Have you received funding before from Arts Council England or the former Arts Council of England or the Regional Arts Boards?

Yes No

- 29** Have you applied or do you intend to apply to any other lottery distributor for a grant towards this activity?

Yes No

If 'Yes', please give the following details for each application.

Name of lottery funder _____

Reference number (if you know it) _____

Result of application _____

Name of lottery funder _____

Reference number (if you know it) _____

Result of application _____

Name of lottery funder _____

Reference number (if you know it) _____

Result of application _____

Section F – budget

This budget should be for the total cost of the activity you are applying to do.

The income and 'expenditure' (costs) for your activity should match. Please use full pounds only and no pennies (for example, £1,100).

Please check your figures carefully.

Pages 12 to 15 of this application form contain notes to help you fill in the budget. Please read them before you start to fill in this part of the form. Only fill in those sections that are relevant to your application.

If you cannot provide enough details on this form, please use it as a summary and provide the detail on a separate sheet (or sheets) using the same headings. This may be necessary for applications for activity lasting a number of years, some touring activity, a building project or where there are several items of equipment.

If you are applying as an individual, you are responsible for your own liability in relation to income tax and National Insurance. Most grants to individuals are 'taxable' (this means that you must declare them as income to the Inland Revenue). You will need to speak to your own tax office if you have any questions about this, as we cannot offer tax advice.

Income for your activity

Break down the income for your activity under the headings below. Where relevant, tick one of the boxes to show whether you have applied for the funding or whether it has been approved.

Earned income

Include any income you earn from this activity, for example, from ticket sales, workshop fees or selling publications. Please provide a breakdown to show us how you have reached your figures. For example, 'four performances at a venue with 600 seats and a 70% full audience is four times 420 tickets at £6 = £10,080'. If VAT is charged on the ticket sales or admission price, you should not include it in your earned income figures.

Local authority funding

Include all grants from local authorities. Please give us the name of the local authority and the amount.

Other public funding

Include grants from any other public organisations, for example, the European Regional Development Fund. Please give us the name of the funder and the amount.

Private income

Include any income from private sources, for example, from you or your organisation, or donations or grants from trusts and foundations. Please give us the details and the amount.

Support in kind

Estimate the cost for any items or services given to you that you would otherwise have to pay for. Please tell us the details and the amount. For example, 'hiring a hall for eight days at £100 a day = £800'.

Expenditure for your activity

Give details of all the items you will be paying for as part of your activity, under the headings given. Use the form to provide a breakdown showing us how you have reached your figures.

If you are registered for VAT, your expenditure figures should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT. Grants made by Arts Council England are 'outside the scope' of VAT (this means that they are not a business activity) and must be shown in your accounts as a grant and not, for example, as a fee.

Artistic expenditure

We need to be sure that all artists involved in this activity are paid appropriately. Our information sheet, *How to pay artists*, is available on our website (www.artscouncil.org.uk).

Include the fees and wages of, for example, actors, musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, lighting designers, curators and workshop leaders.

Include the costs of projects, events, commissions, research and development, productions and residencies, including any materials or equipment you need to carry these things out.

Include access costs, for example, costs of signed performances, materials in alternative formats such as Braille or audio CD, and technical support for artists with disabilities.

You can also include the cost of your evaluation. (Evaluation is explained on page 12 of the guidance notes.)

For touring activity, please list fees and wages as well as other costs. These may include costs for creating and preparing a tour, and costs that are the direct result of touring, for example, travel, transport, accommodation and subsistence costs.

Organisational and professional development

Include the costs of organisational development activity, including business planning, artistic development, relocation, feasibility studies, support from consultants and dealing with debts.

Include the costs of training, travel or other professional development such as bursaries and fellowships.

Marketing

Include marketing costs run up as a direct result of your activity, for example, design and print costs, direct mailing, website design, photography and fees to people supporting press and marketing activity.

Overheads

We can only fund overhead costs that are not paid for by other funding. You can apply for extra time-limited overhead costs that are directly related to the activity you are asking us to support. For example, payments to staff, phone bills, postage and insurance. Where justified, you can apply for a reasonable contribution to your ongoing overheads. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you have worked this out.

If you are applying for a grant of over £50,000 and you do not receive regular funding from us, we will require you to produce a statement of accounts for the activity as part of your final report. This statement will have to be 'verified' (confirmed and signed) by an independent qualified accountant, and you can include the cost of this in your application.

Capital expenditure

If you are applying for a capital grant, you should include the costs of equipment, vehicles, access improvements, refurbishing arts buildings, public art, buying property and leases.

You will need to send us a quotation for each capital item over £5,000.

If you are applying for activity that you need to buy equipment for, you should include these costs in your artistic expenditure and not in capital expenditure.

Value of support in kind

This should be the same as that given in the income section of the budget.

Other expenditure

Include any other expenditure for your activity that is not included elsewhere. This can include an amount for unexpected costs.

Total income and expenditure

Your total income and total expenditure must be the same, so please check that your figures match.

Income for your activity

Earned income

_____	£
_____	£
Subtotal	£

Local authority funding

	Applied for	Approved	
_____	_____	_____	£
_____	_____	_____	£
		Subtotal	£

Other public funding

	Applied for	Approved	
_____	_____	_____	£
_____	_____	_____	£
		Subtotal	£

Private income

	Applied for	Approved	
_____	_____	_____	£
_____	_____	_____	£
		Subtotal	£

Support in kind

	Applied for	Approved	
_____	_____	_____	£
_____	_____	_____	£
		Subtotal	£

Amount you would like from us

£ _____

Total income

£ _____

Expenditure for your activity

Artistic expenditure

_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Organisational and professional development

_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Marketing

_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Overheads

_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Capital expenditure

_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Value of support in kind

_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Other expenditure

_____	£ _____
_____	£ _____
_____	£ _____
Subtotal	£ _____

Total expenditure

£ _____

Please tick here to confirm that your total income and total expenditure are the same.

Section G – declaration

Data protection

The information you provide will be processed by or for us. We will hold the information you give us on computer and use it for statistical purposes. We may provide copies of the information to individuals or organisations who are helping us assess and monitor grants. This may include local authority partners, other lottery distributors and organisations that award grants.

Tick this box if you want us to keep you informed of our work.

Tick this box if you are happy for us to pass your contact details to organisers of arts marketing activities, conferences and training events.

Checklist

Before you finally sign your application, please check the following.

Have you enclosed a quotation for each capital item over £5,000?

Have you filled in every relevant question on the application form?

Have you included a written proposal?

Have you filled in and enclosed a preliminary tour schedule form?

If you are an organisation that receives regular funding from us, have you enclosed a copy of written confirmation that your lead officer agrees with you making an application?

Have you kept a copy of this application for your records?

Please remember to sign and date this form on the next page.

Individuals

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

Your signature

Name (Use CAPITAL LETTERS)

Date _____ / _____ / _____

Organisations

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

I confirm that the activity in the application falls 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.

Your signature

Name (Use CAPITAL LETTERS)

Position

Date _____ / _____ / _____

Please send your application to the grants management unit in the regional office for the area where you are based.

Arts Council England
April 2004