

Application form

2

Introduction

There are two main parts to your Grants for the arts application. Firstly, you must write a proposal about the activity you are asking us to support. This is a very important part of the application process and we cannot assess your application without it. The proposal gives you the opportunity to demonstrate how your project will promote and benefit the arts, and how it meets our mission of 'great art for more people'.

The 'Your proposal' section on page 26 of 'How to apply' gives details of what you should include in your proposal.

As well as sending us your proposal, you must fill in this application form. It asks for your contact details, information about your activity, and the monitoring information we may use to report to the Government or to monitor the different backgrounds of people who receive grants. We may also ask you to send more information.

Before you start to fill in this form, please read the 'How to apply' booklet carefully. If you have questions that the application materials do not answer, or you

need advice about your application, you should speak to us before you apply. Please be ready to describe your activity clearly to us. This will help us to give you good advice and will save time.

We will assess your application using your proposal, this form and any other information we ask you to send. We also take account of the knowledge of our staff and any comments we receive from others. This includes local authorities, who we consult about most applications. We also let them know the outcome of your application.

Contacting us

To contact us, you can phone our enquiries team (0845 300 6200) or email them (enquiries@artscouncil.org.uk). You can find other ways of contacting us in the booklet 'How to apply'.

If you are disabled (or are affected by an impairment such as dyslexia) and require communication support to help you fill in your application, please contact our enquiries team to find out about how we can help.

This form

This application form gives us information about you, what you are applying for and your budget. The form also gives us important information that we use to report to the Government or to monitor the different backgrounds of people who receive grants.

The checklist in section G of this form tells you what to send in with your application. Send your complete application to:

Arts Council England
National Support Centre
Suite 3.01, Peter House
Oxford Street
Manchester M1 5AN.

Please do not remove any pages from the form.

Use this form for applications after 20 May 2008.

In this application form there are questions that you must fill in. These are marked with this tick symbol ✓. If you do not fill in these questions, and any others that are relevant to you, we cannot assess your application. If any question in the form does not apply to you, write 'Not applicable' or 'N/A'.

This application form contains the following sections

Your contact information

Section A — About you

What advice have you received?

Section B — Contact with us and local authorities

Information about your activity

Section C — The activity you are applying to do

Section D — Budget

Monitoring and reporting information

Section E — Individuals

Section F — Organisations

Section G — Declaration

Your contact information

Section A — About you

Questions marked with a tick symbol ✓ must be filled in.

We use this information to update your contact details.

✓ 1 Are you applying as an individual or as an organisation?

- An individual
- An organisation

If you are not sure whether you should apply as an individual or an organisation, read the 'Who can apply' section of 'How to apply'.

For groups of individuals or groups of organisations, one individual or one organisation will need to take the lead and have the main responsibility for managing the application and any grant. If you are the person or organisation taking the lead, you will be responsible for the grant and we will only make payments to your bank account.

✓ 2 What is your name (if you are applying as an individual) or the name of your organisation (if you are applying as an organisation)?

.....

.....

3 Please give any other name (this could be a legal or formal name) that you (if you are applying as an individual) or your organisation use.

.....

.....

✓ 4 What is your full address?

We will use this address if we need to write to you about your application. If you are applying as an organisation, this should be your main trading address. Please provide the full, correct postcode as we need it to process your application. Please also give the area code for your phone number.

.....
.....

Full postcode
.....

Which Arts Council region are you based in?

.....

Phone number, including area code
.....

Mobile number
.....

5 Please give any other contact details.

Email address
.....

If you provide an email address, we will send the acknowledgement letter only by email. So please make sure this email address is correct.

Website address
.....

Textphone
.....

Fax number
.....

- 6 If you are applying as an organisation, give the following details for the main contact person.

Name of the main contact person

Position

Phone number, including area code

Mobile number

Email address

If you provide an email address, we will send the acknowledgement letter only by email. So please make sure this email address is correct.

Textphone

Fax number

- 7 If you or your main contact person requires written communication in alternative formats, please let us know your preferences.
(For example 'I prefer materials in large print' or 'Our main contact person needs everything on audio CD'.)

.....
.....

If you are applying as an individual you should now go to section B.

✓ 8 If you are applying as an organisation, please tick the box that most closely describes your organisation.

- Arts organisation
 - Educational establishment
 - Government (local and regional, government department or agency)
 - Health group or organisation
 - Media organisation
 - Youth group
 - Other (Please give details below in no more than 10 words.)
-
-

✓ 9 Tick one of the boxes below to describe your organisation's status.

- Company limited by guarantee
 - Company limited by shares
 - Community Interest Company (CIC)
 - Partnership
 - Local authority
 - Trust or foundation
 - Unincorporated group
 - Other (Please give details below in no more than 10 words.)
-
-

✓ 10 Are you a registered charity?

- Yes
- No

If so, what is your charity number?

What advice have you received?

Section B — Contact with us and local authorities

Questions marked with a tick symbol ✓ must be filled in.

- ✓ 11 What type of advice did you receive from us?
(Please tick all that apply.)

Website

- Application pack
- Information sheets

Direct contact

- Went to a seminar or a workshop
- Met a member of staff

Phone

- Phoned the enquiries team
- Phoned the regional office

Written contact

- By post or email

Other

- Any other contact
(Please give details below in no more than 10 words.)

.....

.....

None

- I have not received any advice

- 12 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.

.....

.....

.....

.....

- 13 If you have contacted local authority staff in the area (or areas) where the activity will take place, or where the benefit of the activity will be felt, please tell us the names of the staff you have contacted and the local authority (or authorities) they work for.

We work with local authorities and consult them about most applications. As part of this process we will also let them know the outcome of your application. You should discuss your activity with any relevant local authorities before you apply.

.....

.....

.....

.....

Information about your activity

Section C — The activity you are applying to do

Questions marked with a tick symbol ✓ must be filled in.

We use the information in this section to assess your application. All the questions relate to the activity you are asking us to support.

- ✓ 14 What is the name or working title of the activity you are applying to do?

.....

.....

.....

.....

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

Tell us if your activity has any particular focus (for example, 'My activity is in a hospital setting' or 'Our activity will include work with young offenders'). This helps us to decide who should assess and comment on your application.

You will be able to give us more information about your activity when you write your proposal. (See the 'Your Proposal' section of 'How to apply'.)

.....

.....

.....



✓ 16 When will your activity start and end?

You must allow enough time for planning your activity and for us to process your application. We need six working weeks after receiving a complete application to process applications for £5,000 or less, and 12 working weeks for applications over £5,000.

If you do not give us enough time before your activity starts, we may not be able to assess your application. The start date for your activity should also include the planning and preparation time you need. For example, if an activity needs marketing, you should include enough time to do this. We will not fund any goods or services that you bought or ordered before you received an offer letter.

	Day	Month	Year
Start date			
End date			

✓ 17 Where will your activity take place?

- a) If your activity is happening in a specific place but does not have an address (for example, it is in a park), please tell us where it is taking place and give us the name of the local authority area instead.

-
-
- b) If your activity is not specific to a place (for example, it will take place online or is publishing a document) tick the following box.

- c) If your activity is happening in one place or more, or is touring, fill in the preliminary tour schedule form on the following page, giving us details for each place or touring venue.

Please fill in the 'Status of booking' column' as follows.

- Confirmed: The booking and dates have been confirmed and probably won't change. (Remember, we cannot fund goods or services that have been bought or ordered before you received an offer letter.)
- Pencilled: There has been detailed discussion between you and the venue. The venue is likely to have given a possible date (or dates) for the activity depending on the funding to deliver the tour.
- Not discussed: You have not discussed dates with the venue.

- ✓ Preliminary tour schedule form. Please use more pages if necessary and attach these to the application form.

	01	02
Date or dates eg 11/10/2008		
Name of the venue or place eg Oneplace Arts Centre		
Venue contact name and phone number eg Joe Smith Events Co-ordinator 0191 000 0101		
Venue or place postcode and region eg NE8 2JR, North East		
Status of the booking eg Confirmed		

	03	04
Date or dates eg 11/10/2008		
Name of the venue or place eg Oneplace Arts Centre		
Venue contact name and phone number eg Joe Smith Events Co-ordinator 0191 000 0101		
Venue or place postcode and region eg NE8 2JR, North East		
Status of the booking eg Confirmed		

- ✓ 18 How many people do you estimate will benefit from the activity?

In the boxes below, please give an estimate for this activity. If possible, please also estimate how many people benefited from your activities in the last 12 months. If none applies, write 'Not applicable' or 'N/A'. 'Participants' means people doing the activity, including education workshops. 'Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or available online.

Numbers benefiting from this activity	Number
Artists	
Participants	
Audience (live)	
Audience (broadcast, online, in writing)	

Numbers benefiting from your activities
over the last 12 months

Artists	
Participants	
Audience (live)	
Audience (broadcast, online, in writing)	

- ✓ 19 Is your activity directed at people who are unlikely to have taken part in this type of activity before?

- Yes
 No

- ✓ 20 Please give the expected results of your activity.

We understand that your activity may change through the planning stages. Please estimate what you think will happen because of your activity, based on your current plans. If none applies, write 'Not applicable' or 'N/A'.

Number

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 participation. ('Participation' means people doing the activity. Divide the day into three sessions – morning, afternoon and evening. A 'session' is any one of, or part of, one of these. For example, a half-day education workshop would be one session.):.....

- ✓ 21 What are the age ranges of the people who will benefit from your activity?

Tick all relevant boxes.

- All age ranges
- Children under five
- Children aged five to 11
- Young people aged 12 to 15
- Young people aged 16 to 19
- Young people aged 20 to 24
- Adults aged 25 to 64
- Adults aged 65 and over

- ✓ 22 Is the activity you are planning directed at, or particularly relevant to, any of the following groups of people?

Tick any relevant boxes.

- Disabled or deaf people
- People at risk of 'social exclusion' (not being able to fully take part in society because of, for example, poverty, prejudice or isolation)
- Asian or Asian British (includes Bangladeshi, Indian, Pakistani or any other Asian background)
- Black or Black British (includes African, Caribbean)
- Chinese
- Any other ethnic group
(If other, please give details below in no more than 10 words.)
-
-

- Not specifically directed at any of the above groups

- 23 If you think your application includes activity which supports the Cultural Olympiad, please tick the following box.

If your application is successful and you want us to tell London 2012, please tick the following box.

Section D — Budget

Questions marked with a tick symbol ✓ must be filled in.

We use the information in this section to assess your application.

You should read the budget section on page 33 of ‘How to apply’ before filling in this section. This budget should be for the total cost of the activity you are applying to do.

The spending (expenditure) and income for your activity should match. Please use full pounds only and no pence (for example, ‘£1,167’). Please check your figures carefully. If you do not fill in this section correctly, we cannot assess your application.

✓ 24 Are you registered for VAT (value added tax)?

- Yes
 No

If you are applying as an individual you should now go to page 20.

✓ 25 Tick the category that most closely describes your organisation.

- Amateur or voluntary organisation
 Professional organisation

✓ 26 What year was your organisation formed?

Year

✓ 27 What was your organisation’s income in the last full financial year? If you are a new organisation, please estimate your income for the first year.

£ Actual Estimate

Income for your activity

Income from other sources

Earned income	Expected	Confirmed	
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	Subtotal 1		£

Local authority funding	Expected	Confirmed	
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	Subtotal 2		£

Other public funding	Expected	Confirmed	
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	Subtotal 3		£

Private income	Expected	Confirmed	
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	Subtotal 4		£

Support in kind for your activity

Please list the non-cash contributions of equipment, materials, time and services, and give an estimated value for each item. Make sure you say who is giving the contribution. (We count support in kind towards the other sources of income you have managed to get for your project.)

	Expected	Confirmed	
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	Subtotal 5		£

- ✓ Total income from other sources
(add subtotals 1 to 5) A £
- ✓ Amount you would like from us B £
- ✓ Total income (A + B) C £

Spending (expenditure) for your activity

Value of support in kind
(Repeat the amount from subtotal 5 here)

..... Subtotal 6 £

Artistic spending

..... £

..... £

..... £

..... £

..... £

..... Subtotal 7 £

Spending related to making your activity accessible (for example, signed performances and performances described on audio tape or CD, materials in other formats such as in Braille)

	£
	£
	£
Subtotal 8	£

Spending on developing your organisation and people

	£
	£
	£
Subtotal 9	£

Spending on marketing and developing audiences

	£
	£
	£
Subtotal 10	£

Other spending

	£
.....	
	£
.....	
Subtotal 14	£
.....	
✓ Total spending on the activity (add subtotals 6 to 14)	D £
.....	

If you are disabled or deaf, please show any additional access or support costs you need to manage the activity

This will not be included in the overall cost when assessing whether we can make our decision in 6 or 12 weeks.

	£
.....	
	£
.....	
	£
.....	
Subtotal	E £
.....	
✓ Total spending including your access costs (add subtotals D and E)	F £
.....	

Please check to make sure that your total spending (F) and total income (C) are the same. If they are not the same we will not be able to accept your application. If you are applying as an individual you should now go to section E. If you are applying as an organisation you should now go to section F.

Monitoring and reporting information

Section E — Individuals

Questions marked with a tick symbol ✓ must be filled in.

We use the information in this section to report how we have spent our funding from the National Lottery.

In this section, you must answer all the questions. If you prefer not to provide some of the information, you can tick the 'Prefer not to answer' box. We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants.

✓ 28 Please tick the box that applies to your background.

White

- British
- Irish
- Any other white background

Asian or Asian British

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background

Black or Black British

- Black African
- Black Caribbean
- Any other Black background

- Chinese

- Asian and white
 - Black African and white
 - Black Caribbean and white
 - Chinese and white
 - Any other background from more than one ethnic group
 - Any other ethnic group (Please give details below.)
-

Prefer not to answer

✓ 29 Do you consider yourself to be disabled?

- Yes
- No
- Prefer not to answer

✓ 30 Are you

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Prefer not to answer

✓ 31 Are you

- Male
- Female
- Prefer not to answer

Section F is for organisations only.

If you are applying as an individual you should now go to section G.

Section F — Organisations

Questions marked with a tick symbol ✓ must be filled in.

In this section, you must fill in all the questions.

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application. If you do not know some of the information or prefer not to provide it, you can tick the 'Not known/Prefer not to answer' box.

- ✓ 32 How many members are there in senior management and on your management committee, board, governing body or council?

Total number

- ✓ 33 We define an organisation as being 'Black and minority ethnic led' if at least 51% of the senior managers, management committee, board, governing body or council define themselves as Black or minority ethnic. Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application.

	Number
White	
British
Irish
Any other white background

Asian or Asian British

Asian Bangladeshi
Asian Indian
Asian Pakistani
Any other Asian background

Black or Black British

Black African
---------------	-------

Number

Black Caribbean|.....

Any other Black background|.....

Chinese|.....

Asian and white|.....

Black African and white|.....

Black Caribbean and white|.....

Chinese and white|.....

Any other background from more
than one ethnic group|.....

Any other ethnic group
(Please give details below.)
.....|.....

Not known/Prefer not to answer|.....

- ✓ 34 We define an organisation as being 'disabled led' if at least 51% of the senior managers, management committee, board, governing body or council consider themselves to be disabled. Please give the number of senior managers and members of your management committee, board, governing body or council who consider themselves to be disabled and the number who consider themselves not to be disabled.

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application.

	Number
Disabled	⋮
Non-disabled	⋮
Not known/ Prefer not to answer	⋮

- ✓ 35 We define an organisation as being 'lesbian, gay or bisexual led' if at least 51% of the senior managers, management committee, board or governing body or council identify themselves as lesbian, gay or bisexual. Please give the number of senior managers and members of your management committee, board, governing body or council who identify themselves as having the following sexualities.

	Number
Bisexual
Gay
Heterosexual
Lesbian
Not known/Prefer not to answer

- ✓ 36 Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

	Number
Male
Female
Not known/Prefer not to answer

We may use the information requested in questions 35 and 36 to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application.

Section G — Declaration

Questions marked with a tick symbol ✓ must be filled in.

Data protection and freedom of information

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on Grants for the arts and how we will use your application form and other documents you give us. We are happy to provide you with copies of the information we hold about you, including our assessment of your application.

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at www.artscouncil.org.uk

We also have an information sheet about freedom of information. You must read the 'How we treat your application under the Freedom of Information Act' section of 'How to apply' before you sign your application. This information is also available from our website.

By signing this application form, 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.
 - To decide whether to give you a grant.
 - To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
 - To hold in our database and use for statistical purposes.
 - If we offer you a grant, we will 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 and online publications, and in the publications or websites of the Department for Culture, Media and Sport (DCMS) and any partner organisations who have funded the activity with us.

- If we offer you a grant, you will support our work to campaign for the arts, contributing (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 artistic excellence.
- 2 You have read and understood the section 'How we treat your application under the 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. You accept that the information sheet does not cover all cases, as we have to consider each request for information 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 you have provided that you consider to be confidential information. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'Letter included' below.
-

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 gave us in this application).

- Tick this box if you consider that we should treat that information as confidential after your activity ends. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'Letter included' below.

3 You agree that we can keep you informed of our work and pass your contact details to organisers of arts marketing activities, conferences and training events.

- Tick this box if you do not want us to keep you informed of our work.
- Tick this box if you do not want us to pass your contact details to organisers of arts marketing activities, conferences and training events.

Checklist

We can only assess complete applications. If your application is not complete, we will not assess it. Before you sign your application and send it to us, please check the following to make sure your application is complete.

- Have you filled in all the questions marked with this tick symbol ✓ and any other questions that are relevant?
- Have you filled in the budget section of the application form and checked that your budget balances (that is, that your total spending and your total income are the same)?
- If you are applying for touring, have you filled in the preliminary tour schedule form (question 17 of section C)?
- Have you included your proposal and followed the headings we provide on pages 26 to 32 of 'How to apply'?
- If you are applying as an individual, have you included a CV (see page 27 of 'How to apply')?
- Have you included any supporting evidence (see page 19 of 'How to apply')?
- If you are an organisation that receives regular funding from us, have you enclosed written confirmation that your lead officer agrees with you making an application (see page 11 of 'How to apply')?
- If you are applying for a building project, have you enclosed written confirmation that we agree with you making an application (see page 32 of 'How to apply')?

- If you are making a second application while another application from you is being assessed, have you included written confirmation that we agree you can make a second application (see page 17 of 'How to apply')?
- If you are making an application for more than £100,000 (or £200,000 for national activities), have you included written confirmation that we agree you can make an application for that amount (see page 11 of 'How to apply')?
- If you cannot accept money from the National Lottery for religious reasons, have you included a letter explaining this (see page 7 of 'How to apply')?

Remember to sign and date this form.

Individuals should use page 38 and organisations should use page 39.

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

✓ **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

Day

:

.....

Month

:

.....

Year

:

.....

Please send your application to:

Arts Council England,
National Support Centre
Suite 3.01, Peter House
Oxford Street
Manchester M1 5AN.

✓ **Organisations**

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

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

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

Your signature

Name
(Use capital letters)

Date

Day :

Month :

Year :

Please send your application to:
Arts Council England,
National Support Centre
Suite 3.01, Peter House
Oxford Street
Manchester M1 5AN.

Arts Council England
National Support Centre
Suite 3.01
Peter House
Oxford Street
Manchester M1 5AN

Website: www.artscouncil.org.uk
Phone: 0845 300 6200
Email: enquiries@artscouncil.org.uk
Textphone: 020 7973 6564

You can download this application pack from our website. You can also get it in Braille, in large print, on audio CD and in a British Sign Language (BSL) DVD. Please contact us if you need any of these.

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