**Capital/Buildings and Grants for the Arts – Permission Request Form**

You need our written agreement to apply if you are apply to Grants for the Arts for more than £15,000 towards

* building works for existing arts facilities (including fit-out and refurbishment)
* improving access for existing arts facilities
* buildings works for new arts facilities (including fit-out)
* buying property or leasing a building the purchase of new premises for arts use (freehold or leasehold interests)

To request permission, complete this form and return it to enquiries@artscouncil.org.uk

Before you begin, read the information sheet ‘Capital (Buildings) and Grants for the Arts’. Download it from our [Grants for the Arts information sheets](http://www.artscouncil.org.uk/funding/grants-arts/2016/information-sheets) page, or contact us for a copy.

Once we have received your permission request form we will contact you to discuss it. Requesting our permission to apply, allows us to make sure that the future capital and revenue needs of these projects has been taken into account. We also want to ensure that applications are sufficiently developed before being considered for funding.

If we then decide that you are able to apply, we will issue a permission letter. You will then need to complete a full Grants for the Arts application form, and you will be asked to attach your permission letter as part of this process.

Please note that we may not be able to grant you permission to apply. Obtaining our written agreement to apply does not guarantee that your application will be successful.

**Capital/Buildings Grants for the Arts permission request form**

**About you**

Your name (if you are planning to apply as an individual) or the name of your organisation:

**Contact details**

Phone number

Email address

Textphone

Address

If you intend to apply on behalf of an organisation, give the following details for the main contact person.

Name of main contact person:

Position:

Please tell us if you or your main contact person has particular communication needs and what these are. (For example, ‘I prefer materials in large print’.)

Please give us a brief description of your artistic work, or the artistic work of your organisation.

Organisations only:

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

£ Actual

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

£ Estimate

**The activity you are planning to do**

Please give us a brief description of the building project activity you are planning to do. Include information on what work you have done already, what you want to do (for example, purchase, refurbish, convert or extend an existing arts building), who will benefit (including artists, staff, visitors etc.), and why it is important to you and others.

Please describe the previous building project experience of the main partners involved in the activity. If you have commissioned any professional advice (for example, from architects or consultants), please provide details of the process used to select these individuals or companies. Please note: depending on the cost of your project, you may need to meet EU procurement regulations – see our information sheet ‘Capital applications (building projects and equipment purchase)’ for further information.

When will your activity start and end?

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

If you need planning permission or other statutory consent for your project to go ahead, please provide details.

|  |  |  |
| --- | --- | --- |
|  | Date of application | Date granted |
| Outline planning permission |  |  |
| Full planning permission |  |  |
| Listed building consent |  |  |
| Other consent (please specify): |  |  |

What is the total cost of your activity?

£

Please give us brief details of the main items of expenditure for your activity.

What is the amount you would like from us?

£

We expect you to have at least 10 per cent of the total cost of your activity from other sources. However, for building projects, we would expect you to achieve a higher level of partnership funding due to the limited nature of our funds. Please tell us which other sources of funding you are planning to include and the likely amounts from each source.

**Building and land ownership**

Please give the address and postcode of the building or land you wish to develop:

Postcode:

Do you own the freehold of the building or land?

☐ Yes

☐ No

If you do not own the freehold of the building, please give the number of years left before the lease runs out. If you are planning to extend the lease or purchase the freehold, please give details.

Please tell us how any increased running costs of the building will be met once completed.

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.

Finally, we want to give you advice knowing about your work. It is not always possible to see or experience this first hand. As a result, you might want to include some evidence of your work with this advice form. If you area emailing documents, they should not exceed 10MB in total. If you are sending hard copies of information, please do not send originals as we may not be able to return them to you. Hard copy material should fit into an A4-sized envelope.

Some examples of information you might wish to send include:

* your curriculum vitae (CV)
* an evaluation of your work
* views on the quality of your work by other people
* links to other sources of information about your work, such as websites
* a small sample of or images of your previous work or of work in progress
* other evidence of your past work

#

**Contact us**

**Phone:** 0845 300 6200, 0161 934 4317

**Textphone:** 0161 934 4428

**Email:** enquiries@artscouncil.org.uk

**Website:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

**Post:**  Arts Council England - Grants for the Arts,

The Hive, 49 Lever Street, Manchester, M1 1FN

© Arts Council England January 2016