Use this template form to draft your Community Arts Fund application before applying online. **You cannot save your online application as you go, so it is important to prepare your application first.** Check the Community Arts Fund information to find out what you need to include before you start. Also remember to consider the 8 principals of our new Culture Strategy – details can be found in the criteria document.

# **Project Title**

|  |
| --- |
|  |

# **Amount Requested (up to £3000; we will consider awarding up to £5000 to projects that warrant additional funding)**

|  |
| --- |
| £ |

# **Total Project Budget**

|  |
| --- |
| £ |

# **Your Organisation or Group**

|  |  |
| --- | --- |
| **Name of your organisation or group** |  |
| **Organisation or group address** |  |
| **Postcode** |  |
| **Websites and social media page(s)** |  |

**Main person responsible for this application**

|  |  |
| --- | --- |
| **Name** |  |
| **Position or relationship to project** |  |
| **Mobile phone number** |  |
| **Email** |  |

**Second person responsible for this application**

|  |  |
| --- | --- |
| **Name** |  |
| **Position or relationship to project** |  |
| **Mobile phone number** |  |
| **Email** |  |
| **Postcode** |  |

|  |
| --- |
| **Select the option for the type of applicant you are and tell us your registration numbers.** |
| ☐ Artist, creative practitioner or freelancer |  |
| [ ]  Registered charity  | Number |  |
| [ ]  Company limited by guarantee  | Number |  |
| [ ]  Other (for example co-operative or not-for profit community group) | Number |  |

**Bank Account and Other Funding**

|  |  |  |
| --- | --- | --- |
| ***Select yes or no*** | **YES** | **NO** |
| Does your organisation or group have its own bank account? |  |  |
| Is this a bank account with two signatories? |  |  |

## **Other Royal Borough of Greenwich Funding**

|  |  |  |
| --- | --- | --- |
| **Select yes or no** | **YES**  | **NO** |
| Has your organisation or group applied for funding from the Royal Borough of Greenwich in the last 2 years? |  |  |
| Does your organisation or group currently receive funding from the Royal Borough of Greenwich? |  |  |

**If *yes, complete the table below***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of funding provider or****name of grant** *e.g. Neighbourhood Services* | **Project title** | **Amount (£)** | **Dates or period of award** |
|  |  |  |  |
|  |  |  |  |

# **Project Description**

|  |
| --- |
| **Project description** Tell us how your project meets our criteria. (Max 500 words)* How will you deliver a high quality cultural project?
* How will participants benefit from your project?
* How will you engage with new audiences?
* How will your activities be accessible to all members of the community?
 |
|  |
| **Number of Events** |  | **Target number of participants** |  | **Total Target umber of audiences** |  |
|  |
| **Workshop, performance or event name/s** | **Date (s)** | **Location** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **EVENT MANAGEMENT**

# **If you want to hold an event on council land (for example a park or town centre space), you must apply online to hire the land. Find out how to apply for an event** [**here**](https://www.royalgreenwich.gov.uk/info/200232/events/2369/events/2)**.**

# **Partnerships**

|  |
| --- |
| **Tell us how you plan to work with other local organisations and groups (250 words)*** Which organisations will your partner with?
* How will you collaborate with partners on your project?
* Which resources and skills will you share to show good value for money?
 |
|  |

## **WORKING WITH LOCAL SCHOOLS AND ROYAL GREENWICH MUSIC HUB**

If you wish to work with schools, have you already made contact with the Council’s children’s services department and/or Royal Greenwich Music Hub.

*You must contact:*

* *The council's children's services department if you want to work with schools*
* *Royal Greenwich Music Hub if your project involves music.*

*We will contact them before agreeing funding to check they support your application.*

|  |  |  |
| --- | --- | --- |
| *Select yes or no*  | **YES**  | **NO** |
| I have contacted the council’s children’s services department |  |  |
| I have contacted Royal Greenwich Music Hub |  |  |
|  |  |  |

# **Marketing**

|  |
| --- |
| **Tell us how you will engage with residents to let them know about your project (250 words).*** How will you publicise your project and activities?
* How will your marketing be clear and accessible to a range of groups?
* What channels will you use to market your event?
 |
|  |

# **Budget Information**

Provide a full and accurate budget for your project. This must include:

* Total income, including other funders, support in kind and private sources.
* Total expenditure with a breakdown of costs, including days, hour or day rates and quantities. If this is zero, please enter zero in the box.
* Any quotes and hire rates.

Do not include any costs for items that are not permitted through this grant funding scheme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **Name and description** | **Confirmed or predicted** | **Income (£)** |
| **Application request** |  |  |  |
| **Other funding** |
| Other council departments |  |  | £ |
| Trusts and charities |  |  | £ |
| Other |  |  | £ |
| **Private income** |
| Sponsorship |  |  | £ |
| Donations |  |  | £ |
| Earned income |  |  | £ |
| Own funds |  |  | £ |
| In kind |  |  | £ |
| **Total Income (£)** |  | £ |

**Expenditure on project delivery**

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **Description**  | **Amount (£)** |
| Artist fees |  | £ |
| Venue or room hire costs |  | £ |
| Licencing and permissions |  | £ |
| Equipment *(for example, PA system or staging)* |  | £ |
| Materials *(for example, craft supplies or stationery)* |  | £ |
| Travel |  | £ |
| Other*(for example printing or postage and packaging)* |  | £ |
| Project management |  | £ |
| **Volunteer expenses** |  | £ |
| Travel and refreshments |  | £ |
| Childcare |  | £ |
| Phone, administration, meetings |  | £ |
| Focus groups, surveys, photos  |  | £ |
| Reports and evaluation |  |  |
| **Expenditure on marketing and publicity** |  | £ |
| Leaflets, posters, adverts |  | £ |
| Other |  | £ |
| **Total Expenditure (£)** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Equality and Equity Charter**

Please confirm that you have signed up to the Royal Borough of Greenwich’s Equality and Equity Charter to receive our funding.

☐ I have signed up to the Equality and Equity Charter