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. If your project idea fits with the fund criteria, we will invite you to talk us through it in more detail.

# **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