**Royal Greenwich Festivals 2025**

**Online Application Form**

**(***Please use this application form template to support your online submission. Please note that all applications* ***must*** *be submitted using the applications portal.* ***)***

1. **Your organisation**

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| Organisation name: |  |
| Organisation website |  |
| Organisation address: |  |
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| Postcode |  |
| Organisation/Festival website and social media handles (Publicity) | Facebook: |
| Instagram: |
| X (Formerly Twitter): |
| Tiktok |
| You Tube: |
| Primary contact name: |  |
| Job title: |  |
| Mobile number: |  |
| Email address: |  |
| Registered charity no: |  |
| Company limited by guarantee no.: |  |
| Other registration no (please specify) |  |

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| 1. **Name of your Festival** |
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| 1. **Festival categories**   Please select the art forms that your festival will include: Tick all that apply. | | |
| * Theatre * Literature * Music | * Film * Comedy * Circus | * Dance * Visual Arts * Craft or Makers |

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| 1. **Grant amount requested.**   You can apply for an amount up to £15,000, up to £30,000 or up to £60,000  See criteria document for conditions that apply to funding levels |
| **£** |

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| 1. **Festival delivery & management (Maximum of 1000 words) (Weighting - 30%)** |
| Please provide a summary of your proposed festival programme (250 words) (weighting = 10%). |
| Please provide details of your festival experience (250 words) (weighting = 10%). |

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| Tell us the names of any other organisations you aim to partner with: these could include community groups, local schools or businesses and whether you have already made contact with them (250 words) (weighting 5%) |
| Please clarify the roles and responsibilities of each of these partners in your festival (250 words) (weighting = 5%). |

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| 1. **Festival venues and locations (Weighting 10 %)**   Please provide details of each workshop/activity/performance/event in Royal Greenwich that forms part of your festival, including all the locations/venues and expected numbers | |
| Date/s |  |
| Workshop/activity/event name |  |
| Description (150 words max.) |  |
| Location/venue name & address |  |
| Time |  |
| Number of expected participants/attendees |  |

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| Date/s |  |
| Workshop/activity/event name |  |
| Description (150 words max.) |  |
| Location/venue name and address |  |
| Time |  |
| Number of expected participants/attendees |  |

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| Date/s |  |
| Workshop/activity/event name |  |
| Description (150 words max.) |  |
| Location/venue name and address |  |
| Time |  |
| Date/s |  |
| Event/activity name |  |
| Description (150 words max.) |  |
| Location/venue name and address |  |
| Time |  |
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| Date/s |  |
| Event/activity name |  |
| Description (150 words max.) |  |
| Location/venue name and address |  |
| Time |  |
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| --- | --- |
| Date/s |  |
| Event/activity name |  |
| Description (150 words max.) |  |
| Location/venue name & address |  |
| Time |  |
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| Total Number expected |  |
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| 1. **Festival marketing (Maximum of 500 words) (Weighting - 10%)**   Please tell us what marketing and communications you will use to promote your festival to attract participants and audiences. |
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| 1. **Equality, Diversity & Monitoring (Maximum of 500 words) (Weighting 10%)** 2. How will you ensure that your festival attracts diverse participants and audiences that are representative of the Royal Borough of Greenwich? (5%) 3. How will you monitor and record this information (5%) |
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| 1. **Please provide an approximate numbers of people you hope to reach throughout your festival.**   You must have processes in place to record this information, as you will be asked to report on these figures in your final evaluation report. | | | |
| **Ethnicity Breakdown Targets** | | **Participants/Audience** | **Artists & Performers** |
| **White** | British |  |  |
| Irish |  |  |
| Other |  |  |
| **Mixed** | White & Black Caribbean |  |  |
| White & Black African |  |  |
| White & Asian |  |  |
| Other Mixed Background |  |  |
| **Asian or Asian British** | Indian |  |  |
| Pakistani |  |  |
| Bangladeshi |  |  |
| Other Asian Background |  |  |
| **Black or Black British** | Caribbean |  |  |
| African |  |  |
| Other Black Background |  |  |
| **Other** | Chinese |  |  |
| Other Background |  |  |
|  | **Total** |  |  |

In addition, please provide the approximate number of combined audience and participation figures that you hope to reach at your festival for each age range below:

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| **0-3** | **4-10** | **11-15** | **16-17** | **18-19** | **20-44** | **45-64** | **65+** | **Target** |
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| 1. **Culture Strategy delivery (weighting 20%)**   Please tell us which principles (minimum 4) your festival will help deliver and how? (Max 750 words)? |
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| 1. **Financial Proposal (weighting 20%)**   See criteria document for our expectations including cash match funding. | | | |
| **INCOME** | **Description/Breakdown** | **Confirmed**  **(Y/N)** | **Amount (£)** |
| **Royal Greenwich Festivals grant** |  | **N** |  |
| **Other Income** |  |  |  |
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| **Trusts/Foundations/ Sponsorship** |  |  |  |
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| **Donations** |  |  |  |
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| **Other Funding Sources** |  |  |  |
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| **In-Kind** |  |  |  |
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| **Total Income** | | | **£** |

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| **EXPENDITURE** | **Description/Breakdown** | **Amount (£)** | **RBG Funding (£)** |
| **Artist Fees & Expenses**  *Please include all artist content and performer costs for delivery of your festival* |  |  |  |
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| **Production costs**  *For example licenses/permission, space hire, equipment, etc.* |  |  |  |
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| **Management & Administration**  *Tell us how much you are paying all event staff, including administration* |  |  |  |
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| **Communications & Marketing**  *Please give a breakdown of all of your festival marketing costs* |  |  |  |
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| **Other**  *Any other costs associated with the delivery of your festival* |  |  |  |
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| **Total Expenditure** | | **£** |  |

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| **Are you a paying London Living Wage to all your employed festival staff (yes or No)** |  |

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| 1. **Other Festival outputs**   Complete the targets relevant to your proposal. | | |
| **Outputs** | | **Target** |
| Performers | Total number artists/writers/performers at your festival |  |
| Box a paid |  |
| box b voluntary |  |
| Volunteers | Total number of volunteers engaged at your festival |  |
| Training opportunities | Number of residents benefitting from festival training and development opportunities |  |

## **GDPR and Data Protection Act 2018**

The contents of this application are protected under the GDPR and Data Protection Act 2018. Information gathered on this form may be shared with external assessors; auditors; and funders. The contact details of your group/organisation may be shared with other organisations and individuals with a legitimate interest in learning more about your work, or for the prevention and detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

When using personal data, we will make sure the information is:

* Used fairly, lawfully, and transparently
* Used for specified, explicit purposes
* Used in a way that is adequate, relevant, and limited to only what is necessary
* Accurate and, where necessary, kept up to date
* Kept for no longer than is necessary
* Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act, we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

## **Declaration**

Before submission, you MUST accept the terms and conditions below:

* I declare that the information provided in this application is, to the best of my knowledge, true and accurate.
* I agree that the details of this application can be held by Royal Borough of Greenwich Culture, Tourism and Heritage Office, the details of which may be shared with other relevant departments.
* Declare that I do not, or the organisation I represent does not; owe any outstanding debts to the Royal Borough of Greenwich.
* I agree that if this quote is successful details can be used by the Royal Borough of Greenwich for initial promotional purposes.

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| Signed: |  |  | Date: |  |
| Print Name: |  |  | Job Title: |  |