



**Warwick District Council Cultural  
Grants  
Application Form**  
*Please use block capitals and black ink*

**Section 1: Contact Details**

Name of organisation

Name of main contact:

Title: ..... Surname: .....

Forename: .....

Address for Correspondence:

Postcode:

Telephone number:

Daytime: ..... Evening: .....

Mobile: ..... Fax: .....

Email : .....

If a grant is awarded how would your organisation prefer to receive payment?

BACS  Cheque

Organisation name (for cheques): .....

Please provide the following information for BACS payments:

Sort Code: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Account number: \_\_\_\_\_

Account name: \_\_\_\_\_

## Section 2: Summary of Application

**2.1)** Please outline the aims and objectives of your organisation:

.....  
.....  
.....  
.....  
.....

**2.2)** Proposed title of project / activity / event:

.....

**2.3)** Please indicate which grant stream you are applying for:

Stream 1: Small Grants - £500 and under

Stream 2: Medium Grants - £1,000 and under

Stream 3: Large Grants - £2,500 and under

**2.4)** Amount requested

£ \_\_\_\_\_

**2.5)** Does your organisation/group have a written constitution or set of rules?

Yes  No

Could a copy of the constitution/rules be provided on request?

Yes  No

## Section 3: Project Details

- 3.1)** Please use the section below to give details of the project / activity / event:  
(*continue on a separate sheet if necessary*)

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- 3.2)** Using the list below, please indicate the Arts Development Grants Criteria which you feel your project / activity / event meets. Tick as many boxes as you feel are relevant. You may be asked to provide further information to demonstrate how your project / activity / event addresses the criteria you have ticked.

The proposed project will:

- Increase participation / attendance in the arts in the Warwick district.
- Contribute towards / celebrate the Cultural Olympiad.
- Help creative businesses contribute to the local economy.
- Help create stronger, safer, healthier communities.
- Help revitalise and enhance public spaces.
- Increase / enhance cultural tourism.
- Raise the profile of arts activity in the district.
- Facilitate / develop networking or partnership working.
- Help develop a thriving cultural quarter in south Leamington.
- Help develop international links.

- 3.3)** When will the project / activity / event take place? Please provide specific dates if possible.

.....

.....

Venue/location:

.....  
.....

**3.4)** How will the project / activity / event benefit your group / organisation?

.....  
.....  
.....

**3.5)** How will the project / activity / event benefit the Warwick district?

.....  
.....  
.....

**3.6)** What ages are the people who will benefit through your project?  
(you may tick more than one box)

0 – 8  9 - 14  15 - 24  25 - 35  36 - 50  51 – 65  66+

How would you describe the people who will benefit from your project?

|                              |                          |                        |                          |
|------------------------------|--------------------------|------------------------|--------------------------|
| People living in rural areas | <input type="checkbox"/> | Unemployed people      | <input type="checkbox"/> |
| People living in urban areas | <input type="checkbox"/> | Ethnic minority groups | <input type="checkbox"/> |
| People with disabilities     | <input type="checkbox"/> |                        |                          |

**3.7)** How will you ensure that your project is open to all or, if you are targeting a specific group or community, your target audience?

.....  
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.....  
.....

**3.8)** Will your project / activity / event involve external organisations or individuals as partners? If so, please give details:

.....  
.....  
.....  
.....

## Section 4: Financial Details

Please complete the sections below. If appropriate you may provide more detailed information or supplementary financial data on a separate sheet.

**4.1)** Please list grants/funding received by your group/organisation over the last 2 years (including funds received from Warwick District Council):

..... £.....

..... £.....

..... £.....

..... £.....

**4.2)** Please provide details of the main items of expenditure and anticipated costs of your project/event/activity:

..... £.....

..... £.....

..... £.....

..... £.....

..... £.....

..... £.....

Please provide details of anticipated income. Include funding and any financial contribution your club/organisation is making towards the project/event/activity.  
Please tick the box if this funding/income has already been confirmed (confirmation may be requested):

..... £..... [ ]

..... £..... [ ]

..... £..... [ ]

..... £..... [ ]

..... £..... [ ]

..... £..... [ ]

**4.3)** Amount of Arts Development Grant requested: £ \_\_\_\_\_

4.4) Can you provide your group/organisation's last audited accounts on request?

Yes  No

4.5) Is your organisation VAT registered?

Yes  No

**If a grant is offered I agree to complete a Monitoring Form detailing outcomes and a breakdown of income and expenditure for the project / activity / event detailed in this application form. If I fail to complete a Monitoring Form I understand that Warwick District Council may request that the grant is re-paid in part or in full. Furthermore, I understand that if a Monitoring Form is not completed my organisation may not be eligible for any further grants from Warwick District Council:**

Yes, I agree

## Conditions of grant

I confirm that the group named has authorised me to sign this agreement on their behalf. To the best of my knowledge and belief, all the information we have given in this application is true and correct. If this application is successful, in full or part, the group will honour the following terms and conditions.

I understand that this is an agreement between the group and Warwick District Council.

### **We understand and agree that:**

1. We will issue Warwick District Council with a set of latest accounts/relevant back statements.
2. We will use any grant for exactly the purpose set out in this application. We will not make any major changes to the project without first obtaining Warwick District Council approval.
3. We will not use the grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
4. We will acknowledge Warwick District Council in our annual report, our Chair's or Secretarie's Reports at our AGM, the accounts which cover the period of the grant and in any publicity material we produce about the project. We will supply copies of these documents to Warwick District Council if requested.
5. We will show the grant separately in our annual accounts as 'restricted fund' and will not include it under general funds.
6. Warwick District Council can use our name and the name of the project in its own publicity materials. We will inform Warwick District Council of any situation where confidentiality is a particular issue.
7. We will spend the grant within one year of the date of the award letter or ask permission to extend it.
8. If we do not spend the entire grant we will promptly return the unspent amount to Warwick District Council.
9. We will monitor the success of the project and complete the end of grant monitoring report within three months of the completion of the project/event/activity.
10. We understand that Warwick District Council will not increase the grant if we overspend.
11. We understand that our organisation is likely to receive only one grant from Warwick District Council per financial year (April – March).
12. We will keep a financial record and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make receipts available to Warwick District Council as per the grant Monitoring Form. We understand that this does not release us from our legal responsibility to keep records for longer periods.
13. Warwick District Council may hold back or ask us to repay a grant in whole or in part, in the following circumstances: If we fail to keep to this contract in any way. If the application form was completed dishonestly or the supporting documents give false or misleading information. If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services. If any member of the organisation, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project. If we fail to complete the project within one year. If we close down, become insolvent, go into administration, receivership or liquidation or make an arrangement with our creditors. If our group closes down we will not sell or dispose of any equipment or assets without first receiving Warwick District Council's agreement in writing.
14. The terms and conditions will apply until we have spent the entire grant and until Warwick District Council has received our grant Monitoring Form. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.
15. Warwick District Council will not be held liable/accountable for any injury, loss, damage or claim howsoever arising as a result of the making of the grant or the grant expenditure.

**Declaration**

I certify, to the best of my knowledge, that the information I have given in this application is correct and I agree to adhere to the Arts Development Grants General Criteria and Conditions as set out above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Role within group \_\_\_\_\_