**Arts Project Grant**

***Written submission***

Please complete the application form and submit to [arts@warwickdc.gov.uk](mailto:arts@warwickdc.gov.uk) with the subject Arts Project Grant. If in doubt, contact the arts officer by emailing [arts@warwickdc.gov.uk](mailto:arts@warwickdc.gov.uk)

The written submission consists of 5 sections (listed below).

* Section 1: Eligibility criteria
* Section 2: Your organisation
* Section 3: Proposed funded activity
* Section 4: Budget
* Section 5: Supporting attachments

***Video Submission***

If you would prefer to submit your application by video, please send a video link to [arts@warwickdc.gov.uk](mailto:arts@warwickdc.gov.uk) with the subject Arts Project Grant. If in doubt, contact the arts officer by emailing [arts@warwickdc.gov.uk](mailto:arts@warwickdc.gov.uk)

The video submission consists of 5 sections. You will need to submit section 1, 2, 4 and 5 in a word document, and section 3 as a video (no longer than 5 - 7 minutes.

* Section 1: Eligibility criteria
* Section 2: Your organisation
* Section 3: Proposed funded activity
* Section 4: Budget
* Section 5: Supporting attachments

**Section 1: Eligibility criteria**

In this first section please tell us about the eligibility of your organisation to apply.

|  |  |
| --- | --- |
| Does your organisation have a UK bank account? **(We cannot pay money into an individual's account).** | Yes/No |
| Is your organisation non-profit making **(a registered charity, CIC, a voluntary or community group)** and do you have constitution and/or articles of association/terms of reference? **(We cannot accept applications from individuals or profit-making businesses).** | Yes/No |
| Does your organisation have a trading track record of at least twelve months? | Yes/No |
| Does your organisation have the following policies and procedures in place? Safeguarding, health and safety, equality and diversity, data protection, environmental / sustainability, and public liability insurance. **(You do not have to provide these as part of your application but may have to supply copies if your application is successful).** | Yes/No |
| Has your organisation already received a WDC arts project grant or arts development grant this financial year? **(We award one grant, per organisation each financial year).** | Yes/No |

In this next section please tell us whether your proposed project meets the grant criteria:

|  |  |
| --- | --- |
| Does your project focus on engaging the public in arts, culture, or heritage? **(By ‘arts, culture or heritage’ we mean dance, combined arts (including festivals), literature, music, museums and collections, theatre, photography, and visual arts).** | Yes/No |
| Will your project directly benefit residents based in Warwick District- as participants or as audiences, or both? **(To check if your project will benefit people who live within the district’s boundaries, you can find an**[**interactive map**](https://www.warwickdc.gov.uk/info/20596/elections/418/electoral_boundaries)**of Warwick District).** | Yes/No |
| Does your project require a one-off grant payment of no more than £2,000? **(We cannot provide on-ongoing revenue funding. Arts Project Grants are capped at £2,000).** | Yes/No |
| Has your project already started or been completed? **(We cannot provide retrospective funding for activity that has already commenced or been completed).** | Yes/No |
| Will the funds be used for capital costs such as care, repair or enhancement of a building or purchase of assets? **(We cannot fund projects of this nature).** | Yes/No |
| Will the funds be used to meet the direct or indirect costs of statutory education, further education, or higher education? **(Any activity taking place in school hours will not be considered).** | Yes/No |
| Will the funds be used to support prizes, competitions or grant schemes? **(The funds can not be awarded on to another party, or ‘re-granted’).** | Yes/No |

If you are able to comply with all of the project eligibility criteria, then you may continue with your grant application.

**Section 2: Your organisation**

**Organisation Details**

This section is where you tell us about your organisation.

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| --- | --- |
| Please provide the legal name of your organisation, as it appears in your constitution. |  |
| Please provide the registered address of your organisation. |  |
| Please tick or highlight what type of organisation you are. | **** Registered With Companies House   Charity   Community Interest Company   Industrial and provident society   Housing association |
| Please provide your registration number if you have one (Charity Number / Company Number): |  |
| Please provide you VAT Number if you are VAT registered. |  |

**Please provide lead contact details for the grant application.** This person is responsible for completing the application, providing additional information if requested, receiving the grant, signing the Grant Funding Agreement, providing evaluation / feedback:

* Name:
* Role:
* Email address:
* Telephone number:
* Postal Address (if different to organisation address)**:**

**Section 3: Proposed funded activity**

**Work of the organisation**

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| ***Tell us about the work of your organisation.***  In this section, you may choose to briefly describe:   * Your organisation’s mission statement aims and objectives. * The number of paid staff employed by your organisation and the number of volunteers. * The length of time you have worked within Warwick District. * Any projects you have delivered that are like this application.   You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. |
| ***Please write your answer here.*** |

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| --- | --- |
| **Title of proposed project.** It is fine to provide a ‘working title’ if the project does not yet have a name. |  |

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| ***Tell us about the proposed project.***  In your own words please briefly describe what it is, what will happen and who it is aimed at.  You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. |
| ***Please write your answer here.*** |

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| ***How will your project meet our arts Engagement Priority?***  Please tell us about how your project will support our Engagement Priorities.   * Support grassroots community-led cultural activity in hard-to-reach high priority communities. Especially amongst those who are under-represented in the cultural life of the district. * Deliver cultural activity that has clear social, health and wellbeing outcomes. * Provide opportunities for residents to get involved, take part, and create. Particularly through volunteering schemes. * Programme ambitious, high quality, inclusive events, or activity. Providing immersive and inspiring experiences that exceed expectation, offering escapism and enjoyment. * Promote the use of the contemporary arts and innovative digital tools. To engage with the district’s heritage and tell its stories.   You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. |
| ***Please write your answer here.*** |

|  |  |
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| ***Where in Warwick District will the project take place?***  The priority geographical areas within the district, where residents are least likely to participate in cultural activity are listed below. Please tick or highlight where your planned activity will take place. | |
|  | Lillington East, Leamington Spa |
|  | Warwick West, Warwick |
|  | Sydenham, Leamington Spa |
|  | Cubbington |
|  | Brunswick, Leamington Spa |
|  | Tachbrook Road, Leamington Spa |
|  | Whitnash |
|  | Woodloes, Warwick |
|  | Radford Semele |
|  | Other (please specify where) |

|  |  |
| --- | --- |
| ***Who will benefit from the project?***  Please tick or highlight any of WDC’s priority groups that will benefit from your project, either as participants, audiences, or both. | |
|  | Residents who have a particular disability |
|  | Residents who share a particular ethnicity |
|  | Residents who identify as LGBTQ+ |
|  | Looked after children |
|  | Children of school age (primary or secondary) |
|  | Young males at risk of suicide |
|  | Young people experiencing mental illness or depression |
|  | Older residents living with dementia or coping with loneliness |
|  | The travelling community |
|  | Residents who are experiencing homelessness or have experienced homelessness |
|  | Residents in rural areas / outlying villages |
|  | Residents in areas where people are least likely to participate in cultural activities |
|  | Other (please specify who) |

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| --- |
| ***What are the planned timescales of the project?***  Tell us your project’s start and end dates. Funding can't be used for projects that begin before the grant decision date or end after the grant deadline.  You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. |
| ***Please write your answer here.*** |

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| ***Tell us about any partnerships***  Tell us about any partnerships necessary to deliver the project and what agreements you have in place.  You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. |
| ***Please write your answer here.*** |

**Section 4: Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| ***How much funding are you requesting from Warwick District Council?***  Please be aware that we cannot consider applications for grants of more than £2,000. | | ***Please enter amount here.*** | |
| ***Please summarise your project budget***   * Your budget should be for the total cost of the project you are applying to do. * Your budget should balance, so your income amount needs to be the same as your expenditure amount. * We cannot fund projects that will generate a profit. * Include any other income that is either confirmed or expected towards the project, including earned income and any applications to other funding bodies, trusts, or foundations. * If the project is not entirely funded, please detail how you plan to raise any remaining amounts from other sources. * Please include the fees and wages of any artists, creatives or specialists involved in the activity as well as any artistic, creative or specialist costs you need to pay for. * If you are registered for VAT, your expenditure figures should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT. | | | |
| **Item** | **Description** | **Breakdown of cost** | **Total amount** | |
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**Section 5: Supporting attachments**

You are welcome to send digital copies of any documents which support your application. If you would like to include a document to give us a sense of the project (or examples of work of any artists or creatives, you are working with) you can do it here. For example, this could be an image, a music file, a sample of your writing, a video, or a review of the work.

You **must** submit a copy of your organisation’s latest Bank Statements for all accounts held **(showing account details, and organisation name)**.