**Arts Development Grant: Organisation**

***Written submission***

Please complete the application form and submit to [arts@warwickdc.gov.uk](mailto:arts@warwickdc.gov.uk) with the subject Arts Development 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 Development 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

**Arts Development Grant: Organisation**

### **Section 1: Eligibility criteria**

In order to proceed with your application, you must first confirm that you eligible to apply and that your proposed activity meets all of the following criteria.

|  |  |
| --- | --- |
| Does your organisation have a UK bank account with at least two signatories at different addresses? **(We cannot pay money into an individual's account).** | Yes/No |
| Is your organisation a Creative Partner of Warwick District Council? **(Creative Partners are not eligible for arts project grants).** | Yes/No |
| Is your organisation non-profit making **(a registered charity, CIC, a voluntary or community group)** and do you have a constitution and/or articles of association/terms of reference? **(We cannot accept applications from individuals or profit-making businesses).** | Yes/No |
| Is your organisation primarily based / or works within Warwick District and has a trading track record of at least twelve months within the district? **(We cannot award Arts Development Grants to start-up organisations).** | Yes/No |
| Is Arts, heritage, or culture is stated as a main objective within your organisation’s official governance documents? Or you can evidence substantial experience of delivering arts or cultural activity in the past 12 months? **(By ‘cultural activity’ we mean dance, combined arts (including festivals), literature, music, museums and collections, theatre, and visual arts).** | 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 |
| 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? **(We cannot fund projects of this nature).** | 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 |

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.

|  |  |
| --- | --- |
| 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.*** |

|  |
| --- |
| ***What is the development opportunity and how will the grant be spent?***  In this section describe what the investment will fund, what your main aims are, why this is the right time for the development.  You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words |
| ***Please write your answer here.*** |

|  |
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| ***What is the potential impact of the investment upon the development, resilience, or growth of your organisation?***  Describe what you want this development to lead to and what will be different as a result in the longer term.  You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. |
| ***Please write your answer here.*** |

|  |  |
| --- | --- |
| ***How will the development meet our strategic priorities for the district?***  **Please select one or more of the strategic priorities from our** [Creative Framework](https://www.warwickdc.gov.uk/info/20833/creative_framework) **and discuss how your project impacts them. (Please be aware, your application will *not* be favoured for covering more than one of the strategic priorities)**  You have a maximum of 2000 characters (including spaces), which is approximately 250 - 400 words. | |
| Innovation |  |
| Placemaking |  |
| Pathfinding |  |

|  |
| --- |
| ***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.*** |

**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 £5000. | | ***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. * 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)**