**Arts Development Grant: Individual**

***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 details
* 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

### **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.

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| Do you have a UK bank account? | Yes/No |
| Are you primarily based within, or do you work within Warwick District? | Yes/No |
| Is your practice based in arts, heritage, or culture and are you able to evidence 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 |
| Do you have the capability, resources, and expertise to deliver the activity proposed by your grant application? | 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 |
| Have you already received a WDC arts development grant this 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 Details**

**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)**:**
* **Please provide your National Insurance Number:**

**Section 3: Proposed funded activity.**

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| --- |
| ***Tell us about your work***  In this section, you may choose to briefly describe:   * The focus of your artistic, cultural, or creative activities * An overview of your career to-date, including key achievements, awards, other development funding you have received or programmes you have been involved with. * The length of time you have worked within Warwick District.   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 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 work?***  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.*** |

|  |  |
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| ***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 the start date and end dates for your project. The fund cannot be used to support projects which have already happened or are going to happen before the decision date for the grant application, or projects which are due to finish after the closing date of the grant.  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 latest Bank Statements for all accounts held **(showing account details, and name)**.