

## Guide to Completing an Arts and Culture Development Fund Application Form - Projects

Please ensure that you have also read and understood the notes; 'Guide to the Criteria, Application Process and Conditions of Funding' before completing an application form.

We recommend that you get in touch to discuss the eligibility of your project before you make an application (our contact details can be found at the end of this form).

Please note there are two different application forms; one for projects and one for events and workshops. This guide applies to projects.

### Section 1: Contact Details

- 1a. Please give the name of group/organisation or your accountable body as it appears on your constitution or governing document.
- 1b.-1g. Please provide the name and contact details of someone in your group who can be contacted to discuss your application for funding.
- 1h. Please state what position you hold within your group, eg chair, treasurer, secretary etc. If you are working with an accountable body, please explain the relationship between the individual or group applying and the accountable body you are working with.

### Section 2: About your Group/Organisation

- 2a. Please state the year your group or organisation was formed. If you are applying in partnership with an accountable body, please state the year that they were formed.
- 2b. Leave blank if your group or organisation does not have a website.
- 2c. Please provide information about what sort of group or organisation you are, e.g. parish council, registered charity, social enterprise, youth group, village hall committee etc. Also give details about your aims and main activities.
- 2d. Leave blank if not a registered charity.
- 2e. This is the total number of people on your management committee or steering group currently (not your total membership).
- 2f. This is the total number of volunteers involved in your group or organisation, including those on the management committee.
- 2g. Please enter '0' if your group or organisation has no paid staff.
- 2h. Please provide details of two unrelated bank signatories. Please note that all grant funds will be paid to the bank account of the accountable body – no funds will be paid into the bank accounts of individuals.

### Section 3: Your Project Proposal

- 3a. Please provide a title that succinctly summarises your project or service.

- 3b. Please state the area of Eden, parish, town, village or settlement the project will take place in and the postcode if the project location has one.
- 3c. Although your project may be based in a particular settlement, it could draw in and appeal to people from a wider area. You may be intending to publicise your project across a parish or a number of parishes or even district-wide.
- 3d. Please provide a summary of what your project involves and what you will spend the grant on if successful.
- 3e. Please state how you think your project meets the **aims** of the fund as outlined in the criteria. The project does not have to meet all aims but successful projects will meet at least one.
- 3f. Please state how you think your project meets the **priorities** of the fund as outlined in the criteria. The project does not have to meet all priorities but successful projects will meet at least one
- 3g. Please give an outline of how you are going to measure the impact your event or workshop will make, you will need to show how you are going to record how many people attend and how you are going to find out what their experience was of attending.

#### Section 4: Project Planner

- 4a.- 4c. Please provide all significant project dates, including anticipated start and finish dates. Please try to guess and give approximate dates if you're not sure. Please note that we will not be able to fund projects that have already started or been completed before your application has been considered.
- 4d. Does your project require planning permission or any other sorts of permissions or agreements before it can commence? If no permissions are required or they are all already in place please tick 'No'.
- 4e. Please provide details of what permissions are still required and when you might expect permission to be granted.
- 4f.- 4i. Ownership may not be relevant to your project but if your project involves works to a building or premises, security of tenure will be an important consideration.
- 4j. The long term sustainability of your project is an important factor in the consideration of your application. How will future maintenance be carried out, who will carry it out and how will it be paid for (is there a maintenance budget?).

#### Section 5: Financing your Project

- 5a. Please show total costing **including** VAT.
- 5b. Please show total costing **excluding** VAT.
- 5c. Please note that awards toward the maximum figures will require demonstrable community need and support.
- 5d. Please add up all other sources of income including your own contributions, in-kind contributions, any admission fees, grants and sponsorship. The total must be at least 20% of your total project or event costs.
- 5e-f. Some larger and more established groups are VAT registered and can claim VAT back as can parish councils. Your treasurer will know if your group is VAT registered and will be able to supply the registration number.
- 5g. Recoverable VAT cannot be included in the 20% match funding.

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### Section 6: Project Budget

- 6a. Please include all items of expenditure relevant to your project.
- Copies of written quotes and estimates must be submitted with your application for all items of expenditure £50 or over.
  - Written quotes and estimates must display the relevant company names and addresses and be no more than six months old.
  - Two written quotes are required for all items of expenditure between £50 and £2,500.00.
  - Three quotes are required for all items of expenditure over £2,500.00.
  - You do not have to select the cheapest but should state the reason for not doing so in your application.
  - Please highlight which quote(s) you will be using.
  - If you have a large cash reserve and are only using a small amount as contribution, we may contact you to establish if it is reserved for other projects.
- 6b. Please ensure that the total of your projected income matches the total of your projected expenditure.
- 6c. Only include in-kind volunteer time and in-kind volunteer materials if they are relevant to your project.

### Section 7: Safeguarding

- 7a. It is essential that your group or organisation has an equal opportunities policy or statement.
- 7b.-c. If your project involves working closely with children or vulnerable adults please provide a copy of your child protection policy or safeguarding vulnerable adults policy.
- 7d. Projects which positively enable and encourage access for all are likely to be looked on more favourably.
- 7e. Provide details of any ways in which you plan to promote your project to different groups. This might involve sending invitations to different religious groups and denominations or ethnic groups.

### Section 8: Supporting Documentation Checklist

It is essential you provide all the required supporting documentation with your application. If any of this essential documentation is missing it may delay your application or mean that we are unable to accept it. Please tick the appropriate boxes to confirm that the supporting documentation is enclosed.

## Section 9: Declaration

In making your declaration you are confirming that you have read, understood and are accepting the conditions of funding as set out in the 'Guide to the Criteria, Application Process and Conditions of Funding'. We can accept a typed signature if the person signing the declaration is the same person who submits the application by email (if not we will require a signed hard copy).

### Contact us

Arts and Culture Development Fund  
Eden District Council  
Mansion House  
Penrith  
Cumbria CA11 7YG  
Telephone: 01768 817817  
Email: [artsandculture@eden.gov.uk](mailto:artsandculture@eden.gov.uk)

[www.eden.gov.uk/eden-district-council-arts-and-culture-development-fund/](http://www.eden.gov.uk/eden-district-council-arts-and-culture-development-fund/)