

Guide to Completing an Arts and Culture Development Fund Application Form – Events and Workshops

Please ensure you have 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 event 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 events and workshops.

Section 1: Contact Details

- 1a. Please give the name of your 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 or your accountable body is, 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 Community Event

- 3a. Please provide the title of your event or workshop.

- 3b. If your event or workshop will take place on more than one occasion or over the course of a number of days, please give details of all dates on which it will occur. Please note that we will not fund events or workshop which have already started or been completed before your application has been considered.
- 3c. Please state the town, village or settlement the event will take place in and the postcode if the event location has one.
- 3d. Although your event may be based in a particular settlement, it could draw in and appeal to people from a much wider area. You may also be intending to publicise your event across a parish or a number of parishes or even district-wide.
- 3e. Please provide a summary of what your event or workshop involves and list the main aims of your event.
- 3f. Events or workshops which are open to all and actively promote participation from minority or disadvantaged groups are more likely to be successful in being awarded funding.
- 3g. Please give evidence of how your event or workshop meets the **aims** of this fund. You do not have to meet all of them, but successful applications will meet at least one.
- 3h. Please give evidence of how your event or workshop meets the **priorities** of this fund. You do not have to meet all of them, but successful applications will meet at least one.
- 3i. 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.
- 3j. Please indicate whether people will have to pay to attend your event.
- 3k. Concession refers to any reduced admission rates for pensioners or the unemployed etc.
- 3l. Proceeds from admission charges will be considered to be income when assessing your application (there is a section for admission fees in 5b. 'Projected income').
- 3m-3p. The Arts and Culture Development Fund will not normally support regular or annual events unless there is a significantly different aspect to them.
- 3q. What methods of publicity and promotion are you intending to use to attract people to your event (press, adverts, parish newsletter, posters, email, social media etc?)
- 3r. How will your event benefit the local community? For example, by reducing rural isolation, promoting volunteering and participation, encouraging minority or disadvantaged groups etc.

Section 4: Financing your Project

- 4a. Please show total costing **including** VAT.
- 4b. Please show total costing **excluding** VAT.
- 4c. Please note that awards toward the maximum figures will require demonstrable community need and support.
- 4d. 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.

- 4e-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.
- 4g. Recoverable VAT cannot be included in the 20% match funding.

Section 5: Project Budget

- 5a. 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 give the reason for not doing so in your application.
 - Please highlight which quote you are going with.
 - 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.
- 5b. Please ensure that the total of your projected income matches the total of your projected expenditure.
- 5c. Only include in-kind volunteer time and in-kind volunteer materials if they are relevant to your event or workshop.

Section 6: Safeguarding

- 6a. If your event/workshop involves working closely with children please provide a copy of your child protection policy.
- 6b. If your event/ workshop involves working closely with vulnerable adults please provide a copy of your safeguarding vulnerable adults policy.
- 6c. Events which positively enable and encourage access for all are likely to be looked on more favourably.
- 6d. Provide details of any ways in which you plan to promote your event / workshop to different groups. This might involve sending invitations to different religious groups and denominations or ethnic groups.

Section 7: 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 8: 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

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the declaration is the same person who submits the application by email (if not we will require a signed hard copy).

Contact us

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www.eden.gov.uk/eden-district-council-arts-and-culture-development-fund/