



Arts & Culture Development Application Form

Please read the Application Guidelines carefully before completing the form.

If your project includes a physical event, your event **MUST** be approved by Cumberland Council's Event Risk Group prior to applying for funding.

We offer grants between £100 - £2,000. Organisations can apply up to three years in a row but must show a new, developed element each time. After the third year, funding will not be available for any event/project applied for.

1. Your details

Are you: (please tick)

Arts Organisation – professional

Arts Organisation – amateur or voluntary

Town/Parish Council

Freelance artist or consultant

Health group or organisation

Educational establishment

Trust or foundation

Community or voluntary organisation

Youth group

Other (please specify)

Name of group/organisation (if applicable):

Contact name:

Address

Home/mobile telephone numbers:

Fax:

Email:

Website:

2. Your project

Name or working title:

Start/end dates:

Location:

Is this a new or established project (please tick)

New

Established

Description of your project:

(Please give as much detail as possible, if you need to please attached additional sheets).

Will any other areas benefit besides the project location?

How would your project promote sustainability - this can be in reference to any of the core concepts; economic, environmental, and social;

Please tell us how your project meets the required objectives and criteria and will benefit the community within Cumberland (please refer to fund guidance notes and give as much detail as possible, attach additional sheets if required).

Will your project benefit any of the following target groups? (please tick)

Black/ethnic minorities

People in rural isolation

Disabled

People in areas of urban deprivation

Unemployed

How many people (approximately) do you estimate will benefit from this project?

Participants

Audience

Total number

What are the main age groups that will benefit? (please tick)

4 and under

4 - 19

20 – 24

25 – 65

65+

Please tell us how you intend to evaluate your project;

3. Finances

Budget (including any other sources of income/grants for which you are applying)

You must list all income and expenditure, and the totals should balance.

(Please continue on a separate page if necessary).

Estimated income:

Estimated expenditure:

Sub Total	£		
Amount requested from Cumberland Council	£		
Total	£	Total	£

IF YOUR PROJECT IS AN EVENT

Have you completed:

- A Cumberland Council land application form? (if your event is to take place on Council owned land; e.g. city centre, Bitts Park etc,
- Obtained adequate Public Liability Insurance (minimum of £5million) and Employment Liability Insurance (minimum of £10 million)?
- Applied for a Temporary Event Notice/License to Occupy (if applicable)?

For further details of any of the above please contact events@cumberland.gov.uk

Have you received support from Cumberland Council for any previous event? If so could you list the dates of the events and how much you received?

You must acknowledge Cumberland Council support, if funding is granted, by:

Incorporate the Cumberland Council logo on all promotional material promoting the event/initiative (including online and printed) – abiding by the Council’s branding guidelines, which can be obtained from events@cumberland.gov.uk

Credit the Cumberland Council’s funding in your press releases promoting the event/initiative

All draft printed material, e-marketing and press releases to be passed by the Cumberland Council’s communications team for approval. Please allow three days for sign-off

If hosting an event, space (table and chair) to be provided for Cumberland Council promotional use providing an opportunity to have banners/promotional presence at the event/initiative e.g. flyers, pop ups, banners etc.

Tag Cumberland Council on your Facebook and Twitter pages.

Have Cumberland Council logo on your web-site with a link to our web-site.

4. Checklist

PLEASE NOTE: Your application will not succeed or fail based on your answers in this section.

The following questions are designed as a checklist for you to ensure that you have covered everything required to enable the project to take place. If you are in the early stages of planning, then please give a date as to when you are likely to have these in place so we can follow it up if necessary to meet the conditions.

If the project is not taking place on your own land/at your own venue, do you have permission from the landowner/venue owner?

Yes

No

N/A

Expected completion date:

If the event is taking place on Cumberland Council land you will need to fill in an events application form.

Have you organised sufficient publicity and marketing for your project to encourage participation and attendance?

Yes

No

If no, expected completion date of marketing planning

Have you decided and arranged how you will evaluate:

The outputs of your project? (what you plan to do) Yes No

The outcomes of your project? (impact or effect) Yes No

If no, expected completion date of evaluation planning

Have you ensured your event meets Health and Safety and young people/vulnerable adults safeguarding standards?

Yes

No

Expected completion date

Have you carried out a risk assessment?

Yes

No

Expected completion date

Do you have all of the relevant licences in place for your event?

Yes

No

N/A

Expected completion date

Do you have Public Liability Insurance?

Yes

No

Expected completion date

5. Feedback

Would you be happy to have your details added to a database to enable us to contact you about future developments and changes to Art & Culture Development funds?

Yes

No

How did you hear about the Cumberland Arts & Culture funding pot?

Previous applicant

Website

Word of mouth

Other (please specify)

6. Additional information and declaration

Data Protection Act: Cumberland Council will use the information you give us on the application form to inform the selection process and to administer and analyse grants and projects for research purposes.

Data provided will also be used for research carried out by Cumberland Council to help improve outcomes for local communities. The need to maintain confidentiality of vulnerable groups is recognised and their details will not be made public in any way, except as required by law.

Freedom of Information Act: The Freedom of Information Act 2000 gives members of the public the right to request access to information that is held by local authorities, this includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act it will be released, subject to certain exemptions.

Declaration by organisation applying for funding

I confirm that as the main contact for the organisation applying for this funding that I am authorised to sign this declaration on behalf of our organisation and that we have a separate bank account which requires at least 2 committee members signatures.

I certify that the information given in this application is true and understand that, if seriously misleading statements (whether deliberate or accidental) are made at any stage during the application process, or if information is knowingly withheld this could make the application invalid and the organisation applying for funding liable to repay any funds.

I understand that any offer of grant will be subject to terms and conditions and confirm that the main organisation applying for funding has the power to accept this grant if the application is successful and to repay it if the conditions are not met.

I confirm that any of the organisations detailed in this application will co-operate with any evaluation related activities which are required of us by Cumberland Council and further confirm that Cumberland Council may use any part of this application for evaluation or research purposes.

I understand that if we should be successful in our application for funding, that Cumberland Council are not responsible or liable for any part of the event.

I confirm that evaluation of the event will be sent back to Cumberland Council within 4 weeks of the project/event finishing.

I confirm that I have read and understood all the information above.

Signed

Position (if applicable)

Print your name

Date

Please complete and return this form, together with any supporting material, to:
Email: **events@cumberland.gov.uk**

We recommend that you retain a copy of this form for your own records.