

**Arts Grants Scheme Spring 2022**

**Final Application must be completed and submitted by 12 noon on Tuesday 12 April to the new email address:** [**artsgrants@rbkc.gov.uk**](mailto:artsgrants@rbkc.gov.uk)

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| --- | --- |
| Project title |  |
| Amount requested | £ |

## Section A: ABOUT YOU / YOUR ORGANISATION

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| --- | --- |
| Applicant name/s |  |
| Organisation name |  |
| Main contact name/s |  |
| Full address and postcode |  |
| Phone number |  |
| Email address |  |
| Website address |  |

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| Tick one of the boxes below to describe your status | | | | | | | | | | | | | | | | |
| Artist Collective (un-constituted) | | | | | | | | | | | | | | | |  |
| Community Interest Company (CIC) | | | | | | | | | | | | | | | |  |
| Charity, Community or Voluntary organisation | | | | | | | | | | | | | | | |  |
| Youth group | | | | | | | | | | | | | | | |  |
| Health group or organisation | | | | | | | | | | | | | | | |  |
| Individual | | | | | | | | | | | | | | | |  |
| Other | | | | | | | | | | | | | | | |  |
| Equal, Diversity and Inclusion Monitoring | | | | | | | | | | | | | | | | |
| Gender Identity (indicate your own as the applicant if applying on behalf of an organisation) | | | | | | | | | | | | | | | | |
| Female | |  | | Male | |  | | Non-binary | |  | | Other | |  | | |
|  | | | | | | | | | | | | | | | | |
| Disability (The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.) | | | | | | | | | | | | | | | | |
| *Yes* | | | |  | | | | *No* | | | |  | | | | |
| *If yes, please let us know about any access requirements you have:* | | | | | | | | | | | | | | | | |
| Age | | | | | | | | | | | | | | | | |
| *18-24* |  | | *25-34* | |  | | *35-44* |  | *45-54* | |  | | *55 +* | |  | |
| Ethnic Origin  These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality | | | | | | | | | | | | | | | | |
| Mixed | | | | | | | | | | | | | | | | |
| White and Asian | | | |  | | | | White and Chinese | | | |  | | | | |
| White and Black African | | | |  | | | | Other mixed background | | | |  | | | | |
| White and Black Caribbean | | | |  | | | |  | | | |  | | | | |
| White | | | | | | | | | | | | | | | | |
| British | | | |  | | | | Irish | | | |  | | | | |
| English | | | |  | | | | Scottish | | | |  | | | | |
| Gypsy or Irish Traveller | | | |  | | | | Welsh | | | |  | | | | |
| Other white background | | | |  | | | |  | | | |  | | | | |
| Black, Black British, Black English, Black Irish, Black Welsh, Black Scottish | | | | | | | | | | | | | | | | |
| African | | | |  | | | | Caribbean | | | |  | | | | |
| Other | | | |  | | | |  | | | |  | | | | |
| Asian, Asian British, Asian English, Asian Irish, Asian Welsh, Asian Scottish | | | | | | | | | | | | | | | | |
| Asian/Asian British | | | |  | | | | Bangladeshi | | | |  | | | | |
| Chinese | | | |  | | | | Indian | | | |  | | | | |
| Pakistani | | | |  | | | | Other Asian background | | | |  | | | | |
| Other Ethnic group | | | | | | | | | | | | | | | | |
| Arab | | | |  | | | | Other ethnic group | | | |  | | | | |
| Prefer not to say | | | | | | | | | | | | | | | | |
| Prefer not to say: | | | | | | | | | | | | | | | | |

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| About You / Your organisation (max. 150 words) including recent relevant work experience |
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## Section B: THE PROJECT

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| Which of the following art forms does your activity involve? Tick two boxes | | | |
| Literature / Poetry |  | Theatre |  |
| Music |  | Crafts and Design |  |
| Dance |  | Performance Art |  |
| Visual arts |  | Street Arts and Circus |  |
| Carnivals and Festivals |  | Film, Video and Digital Arts |  |
| Other |  |  |  |
| If you ticked 'Other' please give details (in no more than ten words) | | | |
| Provide a clear summary of your project (max 150 words) | | | |
|  | | | |
| Provide a description of your project (max 400 words) including details of any local partner organisation(s) and/or creative practitioners | | | |
|  | | | |
| What is the need for your project and why is it important? (max 250 words) | | | |
|  | | | |
| How will you promote your project and who are your partners? (max 250 words) | | | |
|  | | | |
| Please provide a dated and itemised timeline for the project and activities | | | |
| *If the timeline is yet to be confirmed, please tell us when you expect to confirm this information.* | | | |
| How will you evaluate (measure the success) of your project? (max 250 words) | | | |
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## Audience, participants and location

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| --- | --- | --- | --- | --- | --- |
| Who are your primary audience / participants? (max 250 words) | | | | | |
|  | | | | | |
| Tick one of the following that best summarises your primary audience/participants | | | | | |
| Children & Families |  | | Older Adults |  | |
| Youth |  | | Special Needs and Disability Groups (SEND) |  | |
| Adults |  | | All ages |  | |
| Other |  | | If you selected other, please give a short description of no more than 10 words: | | |
| Address and Ward where the project will take place? Please include the post-code if known  If your activity is taking place in person you should tell us what measures will be taken to ensure that it remains safe and compliant with current Government Guidance regarding Covid-19 | | | | | |
| *Ward information can be found here:* [*https://www.rbkc.gov.uk/council-councillors-and-democracy/wards/wards*](https://www.rbkc.gov.uk/council-councillors-and-democracy/wards/wards) | | | | | |
| Tick the box to indicate whether your project will take place in parks or open spaces. | | | | | |
| YES | |  | NO | |  |
| If YES please contact [Specialevents@rbkc.gov.uk](mailto:Specialevents@rbkc.gov.uk) to check permissions required | | | | | |

## Section C: BUDGET

## PLEASE READ CAREFULLY

## This budget should be for the total cost of the activity you are applying to do.

## The ‘income’ and ‘expenditure’ costs for your activity should match. Please check your figures carefully. You must demonstrate that at least 10 per cent of the total project income comes from sources other than the Royal Borough of Kensington and Chelsea Art Grants Scheme.

## The cost of your time as in-kind cannot exclusively account for this 10 per cent.

## You can add rows as required to indicate what proportion of costs are funded by the Council – see first two rows as an example. Delete as required.

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| --- | --- | --- | --- |
| **Expenditure** | **Breakdown showing how each cost was reached** eg 1 artist at £200 per day for 5 days = £1,000 | **Funded by the Council? (Yes/ No)** | **Cost (£)** |
| Fees for artists |  |  |  |
| Fees for artists |  |  |  |
| Equipment/Material |  |  |  |
| Marketing |  |  |  |
| Venue |  |  |  |
| Administration/Overheads |  |  |  |
| Other - please specify |  |  |  |
| **Total expenditure** | | |  |

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| --- | --- | --- | --- |
| **Income** | **Source of funding** | **Status (applied ~~|~~  approved)** | **Value (£)** |
| Grants eg from trusts or foundations |  |  |  |
| Donations |  |  |  |
| Sponsorship |  |  |  |
| Earned income eg tickets or sales projections; please show how this has been calculated |  |  |  |
| In-kind support |  |  |  |
| Other – please specify |  |  |  |
| This application |  |  |  |
| **Total income** | | |  |

## Section D: DECLARATION

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| **Have you received Arts Grant scheme funding in the last two years?** | | | | |
| Yes |  | | No |  |
| **If 'Yes', please give the following details** | | | | |
| Date of application | |  | | |
| Name of project | |  | | |
| Amount awarded | |  | | |

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| **Have you received funding from any other department of the Royal Borough of Kensington and Chelsea in the last two years?** | | | | | | |
| Yes |  | | No |  | | |
| **If yes, please give details including date received and name of award** | | | | | | |
|  | | | | | | |
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| **How did you hear about the Royal Borough of Kensington and Chelsea Arts Grants Scheme?** | | | | | | |
| **Council Website** | |  | | | **Word of Mouth** |  |
| **Council Newsletter** | |  | | | **Third party website** |  |
| **Twitter** | |  | | | **Other** |  |
| **Facebook** | |  | | | *[if other, please give brief details here]* | |
| Data Protection | | | | | | |
| The information that you provide will be handled by the Royal Borough of Kensington and Chelsea in accordance with the General Data Protection Regulation 2018. The Arts Service will use this information only for the purpose of assessing your grant application or related purposes. | | | | | | |

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| Individuals | | |
| In submitting this application, I confirm that, as far as I know, the information in this application is true and correct. | | |
| Name (Use CAPITAL letters) | |  |
| Date | |  |
| **Organisations** | | |
| In submitting this application, I confirm that the organisation named on this application has given me the authority to submit this application on their behalf. I confirm that the activity in the application falls within the powers of the organisation's Constitution or Memorandum and Articles of Association. I confirm that the information in this application is true and correct. | | |
| Name (Use CAPITAL letters) |  | |
| Position |  | |
| Date |  | |
|  |  | |

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| --- | --- |
| Checklist: Before you submit your application, please check the following | |
| Have you completed every relevant question on the application form? |  |
| Have you checked in the guidance that you and your project are eligible for funding? |  |
| Have you attached any documentation you wish to support your application before submitting by email? |  |
| **Have you kept a copy of this application for your records?** |  |

**Please take note that we have a new dedicated Arts Grants email address**

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