# ✿ THE ARTS SOCIETY GRANTS

## PART ONE

APPLICANT DETAILS

**Society Application Tick Box**
*This will be automatically ticked. Please ensure it is ticked to complete your application.*

*This first section is for details about the applicant:-*

*On the application form start typing the full name of your Society in the box and a drop down list will appear. Choose the correct name from the list to confirm. The details of your Society will appear in the fields below. If your Society's details do not appear correctly in this section, please contact the membership team to update these.*

### Society
- Society Name
- Street address
- Street address line 2
- Town or City
- County
- Postal Code
- Website

### Your Details
*This section is for the personal contact details of the person making the application.*
- Title
- First Name
- Last Name
- Email
- Phone number
- Committee role

SOCIETY'S FINANCES

*Your treasurer or chairperson should have these details if you are not in either of these roles. Your last set of annual accounts should be no more than 12 months old.*

### Income
*Total incoming resources as shown on the Profit and Loss section of your last set of annual accounts (this refers to the total receipts for the year).*

### Expenditure

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*Total outgoing resources as shown on the Profit and Loss section of your last set of annual accounts (this refers to the total receipts for the year).*

**Reserves**
*Your reserves are the funds that your Society is keeping to protect you against drops in income or allow you to take advantage of new opportunities. Please check the level of reserves with your treasurer.*

**If applicable please give details of previous grants in the last five years received from The Arts Society**
*Please include the project title, the year and the amount awarded. Please note this section has a character limit.*

## PART TWO

YOUR PROJECT

**Title of Project**
*A short title unique to your project that could be used to publicise it*
e.g. A Country Garden's Heritage Explored

**Project Type**
*Choose from the drop-down box which type best fits your project. If none are a good fit then choose Other*

**Other project type**
*Provide a short description of your project type if it does not fit any of the choices in the*
e.g. Podcast

**Is this a new project**
*Please answer yes or no*

**If yes, describe**
*Please include a description of the project you are applying for. Please note there is a character limit on this question.*

**Project  Start Date**
*Click on the drop-down boxes and choose the correct dates*

**Project  End Date**
*Click on the drop-down boxes and choose the correct dates*

**Number of beneficiaries**
*Please give your best estimate of the number of people who will benefit from your project. This will help the grants committee judge the likely impact of your work.*

**Describe the project you want funding for**
*Describe your project's activities and how they will benefit your audience, basing this on*

*the criteria that you are meeting through the project. Please note there is a character limit on this question.*
*e.g. We will bring 30 young people aged 13-18 on visits to a heritage site followed by arts activities that allow them to make their own interpretation of their visit and what they have learned. This project increases access to the arts for young people and as there is currently little or no provision for arts and heritage access. For example we have checked with teachers and there are very few visits to local heritage sites that support learning about our cultural heritage taking place at present. Also the new curriculum does not include arts and culture as a core subject so there is a need to supply opportunities for young people to access arts and culture outside of their schools.*
*NB. Please note that you need to provide a substantial description of the project and its benefits. If you do not provide that you are unlikely to get funding approved.*

**How will you publicise the project**
*Please tick all that apply.*

**Please tell us your plans if you are not awarded funding applied for**
*Please illustrate how your project would be delivered if you don't receive funding – would it go ahead in full or partially? Please give details. Please note there is a character limit on this section.*

# PART THREE

PROJECT BUDGET

**How much will your project cost?**
*List all of the individual items or activities that make up your project. Provide a breakdown for each item or activity. If you do not give breakdown of costs then the grants committee will not be able to see what you are spending the funds on and if the project is good value for money e.g. Fees for a trainer for 2 half day training sessions at a cost of £150 per session.*
**Total cost**
*This will be calculated automatically.*

**Please include any additional items or activities here**
*Use this section for any additional items, activities or information you wish to include. Please note this question has a character limit.*

**Please tell us about the confirmed funds raised or contributed so far towards the project.**
*List of the funds raised or contributed so far toward the project and tell us where they came from – this will be added to the total income for the project.*
*e.g. £300 contributed from Society's reserves.*
**Total confirmed funds raised or contributed**
*This will be calculated automatically.*

**Please include any additional items or activities here**
*Use this section for any additional items, activities or information you wish to include. Please note this question has a character limit.*

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**Please tell us about any forecasted income for your project**
*Detail of any other income generating initiatives and the expected income – this will be added to the total income for the project.*
*e.g future ticket sales, sponsorship*
**Total forecasted income**
*This will be calculated automatically.*

**Please include any additional items or activities here**
*Use this section for any additional items, activities or information you wish to include. Please note this question has a character limit.*

**Please tell us about any in-kind contributions being made to the project and the estimated value of these**
*In-kind support means details of any support offered for free that you would normally have to pay for e.g. transport, hours contributed by volunteers should be counted or venue hire. Please estimate the cost of volunteer hours donated at Living Wage rate for your area of the UK – London differs from the other areas of the country. These costs will not be added to the total income for the project but can be used by the grants committee to assess your application where appropriate.*
**Total in-kind support**
*This will be calculated automatically.*

**Please include any additional items or activities here**
*Use this section for any additional items, activities or information you wish to include. Please note this question has a character limit.*

**Please tell us about any other grants that you have applied for and are awaiting a decision on**
*This should include the name of the organisation you have applied to, the amount of funding you have asked for and the date when the decision is due. Please note this question has a character limit.*

**Total costs of project**
**Total confirmed and forecasted income for the project**
*These figures will be automatically calculated for you and are populated by the information you supply for the previous questions about costs, confirmed and forecasted income.*

**Total grant requested from The Arts Society**
*Please fill in the amount you are requesting.*

BANK DETAILS

**Bank Name/ Bank Account No. / Sort Code**
*If you are not the treasurer, you will need to ask him/her for your Society's bank account details to complete this part of the application, including IBAN, BIC and SWIFT numbers if you are an overseas Society.*

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**Payment Reference**
*Please use an identifying reference number for your own internal use.*

# PART FOUR

DECLARATION

*Please read the declaration and confirm that you agree with the terms and conditions.*

**I confirm that I agree**
*You must read the statements carefully and ensure that your statement is true and correct before choosing "yes".*

**On behalf of**
*Society name*

**Signed**
*Applicant's name*

**Date**
*Please select the date*

**Send to my email**
*Please enter the email address to which you would like a copy of the application form sent to.*

*You can now submit the application. A copy of your submission will be sent to the email address you provided on your form.*