

1. APPLICANT DETAILS

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.

The second section is for the personal contact details of the person making the application.

2. 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

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.

3. YOUR PROJECT

Here is a worked example of a project that you can follow when making your application:

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

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 applicable please give details of previous grants during the last five years received from The Arts Society. Please include the project title, the year and the amount awarded.

If you answer yes to the previous question then please give details of grants received with the dates of the project, a short description and the amount of the grant.

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 and how it will benefit your target audience (max 500 words)

Describe your project's activities and how they will benefit your audience, basing this on the criteria that you are meeting through the project

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. At least 300 words are recommended.

Tell us how you will publicise the project (max 500 words)

Please give as much detail as you can about how your publicity will increase the profile of your Society and The Arts Society

e.g. We will write a report of the visits and activities including feedback from the young people who took part and publish this on our website, in our email newsletter and also through a press release to local papers. The report will also be shared via the school's email newsletter to parents. We will share the photos and updates on the project on our social media channels and invite our followers to retweet and share our updates with their networks.

Please tell us what will you do if you are not awarded funding by The Arts Society?

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.

4. PROJECT BUDGET

How much will your project cost?

List all of the individual items or activities that make up your project below. 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 trainer for 2 half day training sessions at a cost of £150 per session.*

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.

Please tell us about any forecasted income that is not confirmed as yet
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

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.

Please tell us about any grants you are applied for that have a decision pending
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.

Total costs of the project

Total 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 and confirmed and forecasted income.

Total grant requested from The Arts Society

Please fill in the amount you are requesting.

5. BANK DETAILS

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.

Reference number

Please use an identifying reference number for your own internal use – this will help you identify the payment on your bank statement

This can be a reference of your own choosing e.g. name of society and year ETAS2018

6. DECLARATION

You must read these carefully and ensure that your statement is true and correct before ticking the box *I agree*. Please enter the email address where you would like a copy of the application form to be sent to.