

Funding Application Form 2010

Applying for Arts Funding

Before filling out this application form please read the 'Guidance Notes for Arts Funding 2010' carefully, taking particular notice of the requirements for your proposal and the time required for processing your application.

There are two required sections to your application for Arts Funding from the Guernsey Arts Commission:

1. You must include a proposal about the event/project that you are asking the GAC to support. **We cannot assess your application without it.** The proposal will not only offer you the opportunity to explain your project in further detail but it should also show how your project can develop, benefit and promote the arts in Guernsey. Please see p. 3 of the Guidance Notes for what you should include in your proposal.

2. A completed application form outlining personal information, details on your event/project and your budget. All pages must be completed and if any of the questions are NOT relevant to you please write 'N/A' - please do not simply leave them blank.

There is a checklist following the declaration on the final page of this form which will remind you of all the information you will need to send to the Guernsey Arts Commission for the Funding sub-committee to assess your application.

Please return all completed applications to:

Guernsey Arts Commission
Arts Funding
Guernsey Information Centre
North Esplanade
St Peter Port
Guernsey
GY1 2LQ

Please note all applicants will be informed in writing of the outcome within the agreed time frame, as outlined on p.2 of the Guidance Notes.

GAC Funding Sub-Committee:

Tony Gallienne - (Acting) Chairman
Jennifer Strachan
Eric Snell
Connie Helyar
Joanna Littlejohns

Contact us:

Should you have any queries regarding the filling out of this form or your proposal then please contact:
info@arts.gg or telephone (01481) 739747

Your Contact Information

<p>Are you applying as an individual or as an organisation?</p> <p>For organisations, one person will need to have the responsibility of managing the application and potential grant. Payments will only be made into the organisation's or named contact's bank account.</p>	
Name: (individual or organisation name)	
Full Address:	
Postcode:	
Phone Number:	Mobile:
Email Address:	Web Address:
<p>If you are applying as an organisation please give details for the main contact person in SECTION A If you are applying as an individual please go to SECTION B</p>	
SECTION A:	
Name:	
Position:	
Phone number:	Mobile number:
Email address:	
<p>Which of the below best describes your organisation:</p> <p><input type="checkbox"/> Educational Establishment</p> <p><input type="checkbox"/> Youth group/services</p> <p><input type="checkbox"/> Media Group</p> <p><input type="checkbox"/> Other (please specify below)</p> <p>_____</p>	<p>Which of the following best describes your org.'s status?</p> <p><input type="checkbox"/> Company Limited by guarantee</p> <p><input type="checkbox"/> Company Limited by shares</p> <p><input type="checkbox"/> Community Interest Company</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust or Foundation</p> <p><input type="checkbox"/> Other (please specify below)</p> <p>_____</p>
If you are a registered charity, please put your charity number here:	
<p>SECTION B:</p> <p>If you are applying as an individual artist, actor, performer, musician etc, we ask that a CV showing previous experience, together with visuals/audio/film to accompany this (where possible), is included with your application. Please attach as a separate sheet to the back of this application form.</p>	

Your Event/Project

What is the name of your event/project?
You are required to provide a proposal outlining your event/project (350 words max). Please see p.3 of the Guidance Notes for what to include in your proposal. Please use a separate sheet and attach it to this application form. PLEASE NOTE: We cannot assess your application without your proposal.
Dates of event/project: Start date / / End Date: / / (Please note you must allow enough time for us to process your application before your activity is due to start. Please see p.2 of the Guidance Notes for submission dates for your application).
Venue(s) for event/project:
How many people do you estimate will be involved in your event/project? Participants <input type="text"/> Audience <input type="text"/> Artist(e)s <input type="text"/>
Who is your target audience?
How are you making your event accessible to a wider audience?
Promotion of your Event/Project: A condition of a grant is that the Guernsey Arts Commission is acknowledged in all printed material. On-Island: Off-Island:
How does your event/project promote Guernsey culture/other cultures?

Will your event/project involve working with children or vulnerable adults?

Yes

No

If yes go to **SECTION C** . If no go to **SECTION D**

SECTION C

The GAC requests that all organisations/individuals that they fund who work with children or vulnerable adults must hold their own Child Protection Policy and their staff (even temporary) must be Enhanced Guernsey Police Checked (NB. Police checks obtained in the UK are not valid in Guernsey).

Therefore please indicate which of the below best describes you/ your organisation:

Hold own up-to-date Child Protection Policy

Staff are suitably Police Checked (by your organisation in the last 3 years)

In process of putting a Child Protection Policy in place

Staff are in the process of being Enhanced Police Checked

Need assistance from the GAC to put these measures in place

We will view 2010 as a transitional year and the GAC will host workshops in Child Protection for organisations and individuals who are not aware of/ up-to-date with Child Protection. From 2011 it will be mandatory for all organisations and individuals that we fund to have a Child Protection Policy in place. For more information please see p. 4 of the Guidance Notes.

SECTION D

What type of award are you requesting?

Grant

Underwrite

Sponsorship Match

Unsure

Please note the descriptions of awards are on p.1 of the Guidance Notes.

Have you/your organisation applied for funding in previous years (including the Culture Group)?

If yes, please outline details below for previous applications made since 2006:

Event/project name	Year	Support awarded	Type of Support (grant, underwrite or sponsorship match)
		£ £ £ £ £	

Your Budget

Please complete in full giving a full breakdown for expenditure and income, and ensure to attach full accounts to your application form. If you are requesting £5,000 or over, then please attach a detailed, itemised budget.

Expected Expenditure

Source	Amount
Performers/artists costs (to include travel, accommodation etc) Details:	£
Marketing/promotion costs: Details:	£
Overheads (e.g. administration costs) Details:	£
Material costs (e.g. hire of equipment etc.) Details:	£
Venue hire: Details:	£
Other (e.g. hospitality) Details:	£
TOTAL EXPENDITURE	£

Projected Income

Source	Amount
Earned income (e.g. ticket sales) Details:	£
Funds raised - non-sponsorship (e.g. via fund raising events) Details:	£
Private Income (e.g. sponsors, trusts): Details:	£
Support in kind (list non-cash contributions): Details:	£
TOTAL EXPECTED INCOME	£
BALANCE DEFICIT	£
AMOUNT REQUESTED FROM THE GAC (must be completed by applicant)	£

Declaration:

Thank you for completing this application form.

By signing this form you agree that all the information you have given in this form and supporting information is correct and true.

Signed: _____

Name (printed): _____

Date: _____

Please see the Guidance Notes for details of how we will handle all completed applications and the awarding of grants, should your application be successful.

Data Protection:

(Applications cannot be assessed without your signed agreement to the below Data Protection terms and conditions).

I/We acknowledge and agree that:

1. (a) information provided to the Commission by me/us will be stored on the Commission's computer system and# manually;
- (b) for the purposes of the Data Protection (Bailiwick of Guernsey) Law, 2001 (the "Data Protection Law") and other relevant data protection legislation which may be applicable, the Commission is required to specify the purposes for which it will hold personal data. The Commission will only use such information for the purposes set out below (collectively, the "Purposes"), being to:
 - (i) process my/our personal data (including sensitive personal data) as required by or in connection with my/our application to the Commission including as the case may be, processing personal data in connection with credit and or money laundering checks on me/us;
 - (ii) communicate with me/us as necessary in connection with my/our affairs and generally in connection with my our application to the Commission;
 - (iii) provide personal data to such third parties as the Commission may consider necessary in connection with my/our affairs and generally in connection with my/our application to the Commission or as the Data Protection Law may require, including to third parties outside the Bailiwick of Guernsey or the European Economic Area;
 - (iv) report upon or transfer personal data to the States of Guernsey (which provides the Commission's funding in part), including by means of electronic communications;
 - (v) process my/our personal data for the Commission's internal administration.
 - (vi) utilise statistics provided to the Commission concerning events, costs, funding and accounts contained in the application to the Commission for the purposes of preparation of accounts and public reports.
2. In providing the Commission with information, I/we hereby represent and warrant to the Commission that I/we have obtained the consent of any data subjects other than myself/ourselves to the Commission holding and using their personal data for the purposes other than the purpose set out in paragraph (v) above (including the explicit consent of the data subjects for the processing of any sensitive personal data for the purpose set out in paragraph 1(b)(i) above) and that I/we will use my/our best endeavours to obtain the consent of the data subjects to the Commission holding and using personal data for the processing of any personal data for the purpose set out in paragraph 1(b)(v) above.
3. For the purposes of this application form, "data subject", "personal data" and "sensitive personal data" shall have the meanings attributed to them in the Data Protection Law.

Signed: _____

Date: _____

Checklist:

- Completed all parts of this application form Included a proposal for each event/project
- Included latest audited accounts and a statement of reserves Included any useful supporting information
- Included a CV and accompanying visuals of past work produced (if applicable)

PLEASE NOTE: Ensure to return this form by the specified deadline dates as outlined on p.2 of the Guidance Notes. We are sorry but late applications cannot be assessed until the next allocated funding meeting (which may be up to 10 weeks later).