

Local Arts Grant Scheme Application Form



Name of organisation/individual:

Address: _____

Postcode: _____ Tel No: _____

Email: _____

Contact name and address (if different from above): _____

If your organisation is a registered charity, please provide the registration number
(Please enclose a copy of your organisation's constitution even if you are not a registered charity)

Please tell us your Bank Account details:

Organisation's Account Name Please make sure this is the exact name that appears on your Group's Bank Account)

Bank Account No _____ Bank Sort Code No _____

Authorised signatories for this account

1 _____ 2 _____

Your organisation

Who are you? What do you do? (Give examples of past activities) Have you previously been involved in a Tamworth arts activity?

Grant needs

How much funding are you applying for? _____

What is the minimum amount you require from the council to make this project viable?

Have you received money from Tamworth's Local Arts Grant Scheme previously?

NO YES If yes please specify the year: _____

What in your opinion will be the likely outcome of this award? Who will benefit?

When will your project take place? _____

Your project

Describe the arts project you are seeking funding for. What is it?
What art-form/media will it be in? Who else will be involved in producing and collaborating on this work? Where will it take place?

Estimated expenditure

Artists fees: _____

Equipment/venue hire: _____

Production costs: _____

Materials: _____

Advertising and publicity: _____

Other costs (specify): _____

TOTAL: _____

Income and other funding

Please list any other sources of funding confirmed and unconfirmed such as trusts, sponsorships, awards pending and income from ticket sales.

TOTAL: _____

Support statement

Produce a short statement explaining how your proposed project demonstrates one or more of the following:

a) **Community emphasis** - the project should substantially involve or have special relevance to the people of Tamworth and should have a social, artistic and/or economic benefit for the borough.

b) **Increased access and participation** – the project will encourage wider interest and opportunities for involvement in arts activities.

c) **Creativity and originality** – the project will offer something distinctive to Tamworth’s arts provision and will be developmental for the person or persons involved.

Before posting please check that you have enclosed: (Please tick)	Yes	No	N/A
A copy of your most recent audited accounts, bank statements and/or cash flow for the coming year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of your Organisation's Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimates over £200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Safeguarding Children Policy (this is required for all projects working with any children or young people)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Adults Policy (this is required for all projects working with adults at risk of abuse and neglect)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Does your organisation have appropriate Disclosure and Barring Service certificates for staff working with children or adults at risk of abuse and neglect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you consent to being contacted via email about other sources of grant funding available?	<input type="checkbox"/>	<input type="checkbox"/>	

Privacy Policy and Information Sharing

Tamworth Borough Council is the Data Controller for all personal data collected in this application. We collect your personal information to allow us to process your grant application, provide administration for award panels and to process payment for successful applications. We will use it to ensure you are meeting the conditions of your grant award. We will use it to communicate with you regarding contact you have had with us and to document your relationship with us. We may use some of your personal information to publicise grants we have awarded through press releases and social media. All awarded grants are publicised on our website. The information includes the name of the organisation or person (where individuals have applied), amount of grant awarded and the details of the project funded. With your consent, we will use your information to inform you of grant funding opportunities.

We may share your personal information with third-parties where required to by law or where it is necessary to process your application. Full details about the types of personal information we collect, the purpose we collect it, third parties we share it with, third party providers, and how we maintain the security of your information, can be found in our [Fair Processing Notice on the Privacy Notice page of the council website](#). A hard copy is available upon request. Please ensure you read our fair processing notice before submitting your personal information to us. Information you give us will be kept for no longer than necessary. [Our Retention Schedule can be found on the same page](#).

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Our Data Protection Officer can be contacted on data-protection@tamworth.gov.uk. Alternatively, you can contact the Information Commissioner's Office. You have certain rights under UK Data Protection law. For information on your rights, please visit the Information Commissioner's Officer Website www.ico.org.uk.

Declaration

The information provided is accurate to the best of my knowledge. I have read the guidelines and the privacy policy and I agree to the conditions as stated.

Signed: _____ Date: _____

Name in full (block capitals): _____

Please return to: Stephanie Ivey, Partnership Funding Officer, Communities, Planning & Partnerships, Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ.

01827 709709 cppadmin@tamworth.gov.uk