Aylesbury Vale Arts Council

Grant Application Form

Please read the accompanying guidance notes carefully before completing your application, failure to follow the guidance notes could result in your application being returned to you. If you have any questions please contact the Administrator on 01296 585310.

Name of individual or contact person for organisation	
Name of Organisation (where applicable)	
Address	
Telephone Number	
Mobile Telephone Number	
Email Address	

Name of project/events		
Brief outline of project/event(s)		
Date(s) of project/events		
Total cost of project (inc VAT)		
Amount requested from AVAC		
Type of funding requested	Grant	Guarantee Against Loss
Funding received from AVAC in the last 3 years		

Application Deadline

Please indicate below the status of your application:

Submission deadline (Please tick)	1st January	1st May	1st October

Event Type (Please tick)	Individual event/project	Multiple events throughout the year

Description of project/events

Where application is for a season or annual programme – please summarise below with dates and an outline programme, even if details are not yet finalised for all events.
For individual applications – please give a detailed summary of the event.

About your organisation/project

If your organisation/project involves children/young people under the age of 18 or vulnerable adults:

Do you have a Child Protection Policy in place? (Please tick)

Yes	No	Not applicable

Have you undertaken Criminal Bureau Checks for all staff/volunteers working with these groups? (Please tick)

Yes	No

How many people will benefit directly from this project/events? (Please tick)

Participants: (Group/society members or artists)

Less than 49	50-99	100-149
150 – 199	200-249	250+

Audience/Public:

Less than 49	50-99	100-149
150 – 199	200-249	250+

What ages are the people you hope to benefit from your project/events? (Please estimate how many people of each age will benefit and put numbers in corresponding spaces)

Participants:

0-10	11-18	19-29
30-39	40-59	60+

Audience/Public:

0-10	11-18	19-29
30-39	40-59	60+

What percentage of people who benefit from this project live within Aylesbury Vale?

%

How would you describe the people who benefit from your project/events? (Please tick all that are applicable)

Participants:

People living in rural areas	Low income
People living in urban areas	Disabled people
Young People	Older People
Other (please specify):	

Audience/Public:

People living in rural areas	Low income
People living in urban areas	Disabled people
Young People	Older People
Other (please specify):	

Equal Opportunities - How will you ensure that your project/events are accessible to everyone? E.g. Publicity material, venue/location.

Please estimate how many people of each ethnic origin will benefit from your project.

Participants:

White	**Mixed**	**Asian or Asian British**	**Black or Black British**	**Chinese or other ethnic group**

Audience/Public:

White	**Mixed**	**Asian or Asian British**	**Black or Black British**	**Chinese or other ethnic group**

Budget

If applying for an annual programme please complete Income and Expenditure sections for each event within the programme.

Income

Funding from:

Name	Value	Type of Funding (Delete as appropriate)	Status of Funding (Delete as appropriate)
1.	£	Grant/G.A.L.	Secured/Pending
2.	£	Grant/G.A.L	Secured/Pending
3.	£	Grant/G.A.L	Secured/Pending

Estimated Sales:

Sales Item	Unit value	Estimated No. Sold	Estimated Value	Cumulative Value
Tickets	£		£	£
Programme	£		£	£
Advertising Space	£		£	£
	£		£	£
	£		£	£
			Total:	£

Other sources of income (Please specify type of income i.e. sponsorship, help in kind, donations and the monetary value):

Type of Income	Value
	£
	£
	£

What contribution are you (individual or organisation) making to the project/events? (i.e. contribution from existing funds, administration costs)

Contribution	Estimated Value
	£
	£
	£

Overall income:

£

What is the current level of your balances?

Balance	Date
£	

Why are the balances held? (E.g. General running costs, Equipment replacement, New project – give details, Other – please explain)

It is essential that a copy of the last audited accounts are attached to this application.

Accounts attached (Please delete as appropriate): Yes / No

If not, please state reason and indicate the date by which they will be sent:

If the support you require from AVAC is not financial, please give details of the support you need:

Expenditure

Total Professional fees: (Where professional fees are multiple or combined, please complete the supplementary breakdown sheet provided)

Company/Performer	Cost
	£
	£
	£

Administrative fees:

Administration Task	Cost
	£
	£
	£

Administration costs:

Stationery	£
Postage	£
Telephone	£
Photocopying	£

Insurance costs:

Type	**Cost**
	£
	£
	£

Resource costs:

Resource	**Details**	**Cost**
Labour		£
Materials		£
Rehearsal/performance venue hire		£
Equipment		£
Transport		£
Travel		£
Copyright/Licence/Royalties		£
Course Fee		£
Residential Fee		£

Promotional Costs:

Promotion	**Details**	**Cost**
Print – Posters/Leaflets		£
Programmes		£
Advertising – Newspaper		£
Advertising - Radio		£
Website		£
		£

Other Expenditure (Please specify):

Expenditure	**Details**	**Cost**
		£
		£

Overall Expenditure:

£

Declaration

I certify that to the best of my knowledge, the information contained within this application is accurate and complete, that the budget indicated represents a fair estimate of the costs involved and that any monies that may be granted by AVAC will only be used for their stated purpose. I confirm that any monies awarded will be repaid in the event that the organisation/project is found to be in breach of any of the assurances given above.

Signed: _____

Print Name: _____

Date: _____

Office use only:
Date received: _____

Guidance Notes for AVAC Grant Applications

About AVAC

The Aylesbury Vale Arts Council is a registered charity committed to the support and development of the arts in Aylesbury Vale. It fulfils three key objectives:

• To offer financial support to organisations and individuals committed to the development of arts projects for the benefit of people living in Aylesbury Vale.

• To provide information about opportunities to become involved in the arts in the Aylesbury Vale area.

• To provide a forum for discussion of arts related issues and a voice for the arts in the Aylesbury Vale area.

The Aylesbury Vale Arts Council is an independent organisation but receives financial support from Aylesbury Vale District Council.

Please read the guidance notes in full before completing your application. Failure to complete the form correctly may mean that your application is returned to you for revision.

If you would find it helpful to discuss your project/event with the AVAC Administrator before completing your application form or have any questions that the guidelines do not answer please telephone 01296 585310 or email avac@aylesburyvaleartscouncil.org.uk.

This guide describes:

- **Who can apply**
- **What projects/events can't be funded**
- **How you apply**
- **How the applications are assessed**
- **Help with key sections of the application form**
- **What happens next**

Who can apply?

Any group, organisation or individual may apply provided that:

- They are based within Aylesbury Vale.
- That the project/event for which they are seeking funding is to happen within Aylesbury Vale.
- That the proposed project/event is non profit making.

What projects/events can't be funded?

- Projects/events which aren't primarily arts based
- Travelling costs
- Long term education or formal training
- Fundraising events for other organisations
- Retrospective applications
- Business ventures of a commercial nature

How to apply

Simply complete the application form in full and submit it to the Aylesbury Vale Arts Council by one of the three annual funding deadlines: - 1st January, 1st May and 1st October.

Your application will be assessed by an advisory panel and the Executive Committee will then decide what help, if any, should be given. Applications can take between 6 and 8 weeks to process after the application deadline.

Applications can be made for a series or individual projects /events, specialist short courses or equipment and materials. Please see the 'Help with key sections of the application form' for further information.

If your organisation has a series of events throughout the year please submit one application for your annual programme.

If you are applying online, a signed hard copy of your application must also be sent to the AVAC Administrator.

Please note:

- **Do not use staples on your application or any additional sheets you submit.**
- **All additional sheets submitted must be A4 in size and should not be used to replace any sections of the application form, only used as supporting documents.**

How the applications are assessed

The following criteria, in no priority order, will be used when your application is assessed and should be considered when completing the form:

- Creativity
- Commitment
- Evidence of development
- Educational content
- Community value
- Organisational skills

A member of our advisory panel may contact you to discuss details of your application before the Executive Committee meets to make a decision on your application.

Help with key sections of the application form

All sections of your application form must be completed; if you're application is incomplete it may be returned to you for revision.

Type of funding requested:

Grant – a set amount of money as a one off contribution towards a specific project or cost.

Guarantee Against Loss – an amount offered up to a set level to provide financial backup for a project or projects to go ahead. The Guarantee Against Loss makes up the negative difference between the income generated by a project(s) and the project's expenditure.

Most awards made by AVAC are on a Guarantee Against Loss basis. Some applications made for Grant funding may be offered Guarantee Against Loss funding if it is deemed more appropriate to the purpose of the application.

Description of project/events:

Applications for a season or annual programme – please summarise the events and provide an outlined programme; the panel will be aware that details for all the events within the application may not be finalised at the time of the submission.

Individual project applications – please give a detailed summary of the event, including a summary of the project aims and objectives, any partner organisations and a brief history of the project/event, if applicable.

Equipment and Materials – if your application is solely for equipment and/or materials please supply a minimum of two quotations with your completed form.

Short Courses and Tuition – If you are applying for funding to attend a course please state where and when it is taking place, who is running it and the reasons/benefits for you attending. You should include a copy of the course literature with your completed form.

About your organisation/project:

The information required in this section is used to assess the reach of the project/event and demonstrates the planning and knowledge of the organisers. Statistics given should be a best estimate if actual numbers are unknown.

Budget:

The completion of the budget section is mandatory, please ensure that you complete all sections which are applicable to your application. If you are applying for an annual programme a separate Income and Expenditure section should be completed for each event within the programme. It is not acceptable to solely attach separate budget sheets for this section.

Income:

When listing your project income, you should give details of any other applications you have made for funding. This information will not prejudice your chances but enhance its credibility. The application panel will realise that funding applications may exceed the total costs of your project, but they will understand that not all of your applications may be successful. If you succeed in your other fundraising and no longer require the full amount that you have applied for from AVAC, you should notify our administrator as soon as possible.

Checklist

Before you sign your application and send it to us, please check the following to make sure your application is complete.

- ○ Have you completed all sections of your application form?
- ○ Have you filled in the budget section of the form and checked that your budget balances?
- ○ Have you included the last audited accounts?
- ○ Have you included any supporting evidence, including course information or equipment quotes?

What happens next?

Once you have made your application:

- ∞ We will send a letter confirming receipt of your application. If you have not received confirmation within 7 days of submitting your application please contact the AVAC administrator.
- ∞ You may be contacted by a member of the AVAC Assessment Panel to clarify aspects of your application or to gain greater detail.
- ∞ We will write to you following the Executive Committee's meeting to let you know whether or not you have been awarded funding. This process will take no longer than 10 weeks from the application deadline.
- ∞ If your application has been successful your letter will include all relevant information, including details of how to claim funding and the monitoring requirements which you must comply to in order to receive your funding from AVAC.

If you have any questions during or after your application has gone to the Executive Committee please contact the AVAC Administrator on 01296 585310 or email avac@aylesburyvaleartscouncil.org.uk.