|  |  |  |
| --- | --- | --- |
| **Suffolk County Council Culture Project Fund**  **Small Grant up to £1,500** | | |
| **You have been offered a grant.**  **Pease complete this application form to secure your grant.**  **Please email the completed form to** [**cultureprojectfund@suffolk.gov.uk**](mailto:cultureprojectfund@suffolk.gov.uk)  **Please submit this within four weeks of the receiving a grant offer letter.** | | |
| **How much money are you applying for?** | | **£** |
| **Applicant Information** | | |
| **Application submission date:** |  | |
| **Project name:** |  | |
| **Organisation name:** |  | |
| **Organisation address:** |  | |
| **Name of primary contact:** |  | |
| **Contact details:** | **Email address:**  **Telephone number:**  **Website:** | |
| **Eligibility Checks** | | |
| **Type of Organisation:**  **Please select 1 – you must be one of these types of organisation to secure a grant.** | Arts Organisation  Museum Organisation  Freelance Arts Professional – who is registered as self employed  Freelance Museums Professional – who is registered as self employed | |
| **Organisation’s legal structure:**  **Please select up to 2 boxes**  **You must be one of these types of organisation to secure a grant** | Registered charity  Charitable Incorporated Organisation (CIO)  Community Interest Company (CIC)  Voluntary or community group  A ‘not for private profit’ organisation limited by guarantee  Co-operative Society  Community Benefit Society  A consortium of organisations (led by an eligible organisation)  Freelance Arts or Museums Professional – who is registered as self employed | |
| **Governing documents**  **Please note, we understand that freelancers may not have these documents.** | Do you have a constitution/governing document/Articles of Association/Terms of Reference/set of rules? Yes/No  Do you have a management committee (i.e. board of trustees/board of directors/committee) with a minimum of two unrelated people? Yes/No  You may be asked to provide a copy of your governing documents. | |
| **Accounts** | Do you have your most recent end-of-year accounts? Yes/No  Do you have current management accounts, showing income, expenditure and reserves? Yes/No  If your application is successful, you may be asked to provide a copy of your accounts . | |
| **Bank account**  **Please note, we understand that freelancers may not have separate business accounts.** | Do you have a bank account in the organisation’s name which requires at least two signatories for all transactions? Yes/No  Are all signatories unrelated and live at different addresses (evidence of this may be requested before a grant can be approved)? Yes/No | |
| **Please tell us if you have any of these organisational policies.**  **Please note, we understand that freelancers may not have policies.** | Data Protection  Health and Safety  Safeguarding (if working with children, young people or vulnerable adults)  Environmental  Equalities  Any other policies relevant to this application? If so, list below:  You may be asked to provide a copy of any relevant policies. | |
| **Your Organisation – please give us a short description of your organisation.**  Please tell us about your values, how long you have been established and what you do | Please answer here – up to 200 words | |
| **Your Project**  Please select one of these boxes | A new project  The continuation of an established project  The development of a project | |
|  | | |
| **Project Details** | | |
| Summary | Please give a short description of the project you plan to deliver. Please tell us where it is going to happen, who you will work with and why you are doing it. | |
| Please answer here – up to 300 words | | |
| **Budget: What will the project cost?**  **Please use the template below OR attach an Excel chart** | How much money do you need to carry out your project?  Please provide a breakdown of the costs and income, including any earned income, any match funding and any other cash income coming into the project.  Please identify any capital costs  You are welcome to include Full Cost Recovery. This means you can include a % of the everyday running costs of your organisation in this project budget. Please see our guidance on Full Cost Recovery in the Application Form Step by Step Guide. | |
| **Total Project Cost:**   |  |  |  | | --- | --- | --- | | **Item** | **Cost (£)** | **Please provide any additional information relating to this cost. Please tell us if there are any capital costs** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Total Project Income:   |  |  |  | | --- | --- | --- | | **Source** | **Amount (£)** | **Please provide any additional information relating to this income. Please tell us if this income has been secured or not** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| **What are the key project milestones?** | Please identify the key dates for the delivery of the project – including start date, completion date, plus any other significant dates in the delivery of the project such as: recruitment, phases of the project, purchases, evaluation, payments. | |
| |  |  | | --- | --- | | **Activity** | **Date** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   **Declaration:**  **I declare that the information presented in this application and attachments is true and correct and that I am an authorised signatory.**  **Name: Position: Date:**  **Signature:** | | |