



# Grant Funding Application Form

## Part A: Essential Details

Name of Organisation/Person	
Name of Project	
Organisation Address & Postcode	
Project Start Date	
Project End Date	
Organisation Website	
Charity No. (if applicable)	
Main Contact Name (if different to above)*	
Position	
Contact Address & Postcode (for all correspondence)	
Contact Telephone No.	
Contact Mobile No.	
Email Address	

\*Please note that all correspondence will be sent to the main contact name and address outlined above.



**Q3. Please enter the venue/location where your event will take place (if applicable)**  
**Has this location been secured?**

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**Q4a. Please detail your event's projected total income and expenditure**

**INCOME**

Source	£
<b>EARNED INCOME</b>	
Box Office	
Membership Fees	
Bar/Catering Sales	
Other Earned Income (Please itemise)	

**CONTRIBUTED INCOME**

Sponsorship	
Donations	
<b>Total Projected Income</b>	

**EXPENDITURE**

Item	£
<b>Administrative Costs</b>	
Salaries/wages	
<b>Core Costs</b>	
Infrastructure e.g. Barriers/Porta-loos, etc.	
Audio Visual	
Safety	
Venue Hire	
Signage	
Insurance	
Other (please itemise)	
<b>Programming Costs</b>	
Artist/Facilitator	
Volunteer Expenses	
Support Organisation	
Marketing & Promotion	
Catering	
Transport	
Travel/Accommodation	
Equipment	
Other (please itemise)	
<b>Total Projected Expenditure</b>	
<b>Balance Deficit</b>	
Amount being requested from Guernsey Arts	

Add additional detailed budget sheet should you wish.

**Please itemise any ‘in-kind’ donations**

**Q4b. How have you arrived at your final cost and income totals? (e.g. quotes, estimates, historic information)**

**Q4c. Please obtain and include 2 or most quotations for each cost item of £1k+ (include copies of quotes & any explanation on not accepting lowest quote.)**

**Q4d. Have you included your latest accounts and an actual cost/income statement from your last event? (If applicable)**

Yes / No

**Q4e. Is there a specific aspect of your budgeted expenditure that Guernsey Arts funding would be used for?**

**Q4f. Please describe how the amount requested from Guernsey Arts represents good value for money in relation to the number of people impacted by the proposed project. (Maximum 300 words)**

## Part B: Community Planning

*For the Questions in Part B please illustrate how your organisation can contribute to the following outcomes.*

**Q5. Please describe your artistic/cultural vision and explain how your programme is culturally enhancing or innovative. What end result are you tried to achieve through this project or through the work of your organisation?**

**Q6. Please detail the nature and scale of the partnerships and/or collaborations that you will maintain or create over this coming year? Please explain how these will help drive the activity. (Maximum 400 words)**

**Q4f. Outline the marketing strategy for your project. (Maximum 300 words)**

**Q8. How will your project create new opportunities to showcase or increase participation in the arts within the Bailiwick? (Maximum 300 words)**

**Q9. How will your project extend and improve the understanding about the arts and appeal to a broader range of people in the Bailiwick? How will you target hard-to-reach audiences, vulnerable people and those not currently accessing arts opportunities? (Maximum 300 words)**

**Q10. Illustrate how your project will leverage support by garnering other sources of finance (including in-kind donations) (Maximum 300 words)**

# Part C: Event/Project Impact

**Q11. Please complete the table below detailing projected resourcing requirements for your programme of activities.**

Resource	Number
Number of full time permanent staff and specialist practitioners	
Number of paid event staff	
Number of volunteers	
Number of volunteer hours	
Number of board members (if applicable)	
Number of individual artists/performers	
Projected audience numbers	
Number of activities	
Other (please detail)	

**Q12. Please give a clear rationale for all figures listed above i.e. what specific measurement criteria has been used in determining your target numbers? (Maximum 500 words)**

# Part D: Promotion of Guernsey Arts

## 1. Pre-Event

- It is a requirement for all successful applicants, that the Guernsey Arts logo features on all pre-event advertising, whether printed or digital. Please ask for print ready and digital assets to use.
- Alongside the logo placement, Guernsey Arts will send you a brief statement in support of your event to be included in press releases, on the website and wherever is suitable.
- You must provide copies of all logo placements of Guernsey Arts and text or content referencing Guernsey Arts

## 2. At The Event

- Guernsey Arts logo needs to be visitble at your event, whether included on the print material you produce, banners, on screen or on pop up banners, which are available from Guernsey Arts. It is important that the logo is clearly visible in a good position, we may ask that you take pictures to confirm this to the committee. Failure to do this may jeopardise any future applications for grants.
- You must provide evidence of the visibility of Guernsey Arts at/in your project.

**Q13. How will you ensure compliance with the above requirements?**



## Part E: Sustainability & Environmental Issues

**Q16. Please provide a short summary of how you will approach the topics below.**

- Finance of any future events.
- Impact of travel and accommodation
- Energy use
- Local catering
- Impact on nature and bio-diversity
- Waste strategy - reusables/recycling

## Part F: Child/Vulnerable Adult Protection Policy

Guernsey Arts requests that all applications who work with, or will come into contact with, children and/or vulnerable adults must hold their own appropriate protection policies.

Staff/volunteers must also undergo an Enhanced Guernsey Police Check

This is not necessary if applicants do not fall into this category.

Please indicate which of the following best describes you: -

Please

Tick

- ☐ Not involved with children or vulnerable adults
- ☐ Protection policy in place and included here
- ☐ Protection Policy being prepared
- ☐ Staff/Volunteers hold Enhanced Police Check (within last 3 years)
- ☐ Staff/Volunteers in the process of undergoing Enhanced Police Checks
- ☐ Need assistance from Guernsey Arts to put these measures in place

# Part G: Data Protection

*Applications will not be assessed without your confirmation signature to the Data Protection terms and conditions below.*

**I/We acknowledge and agree that: -**

**1.**

(a) Information provided to Guernsey Arts will be manually stored on the Guernsey Arts's computer system.

(b) Under the Data Protection (Bailiwick of Guernsey) Law 2017 (DP Law), and other legislation which may be applicable, Guernsey Arts is required to specify the purposes for which it holds personal data.

Guernsey Arts will only use such data for the purposes set out below. Being: -

- i. Process my/our personal data (Including sensitive personal data) as required by or in connection with, this application. This may include processing personal data in connection with credit and/or money laundering checks.
- ii. Communicate with me/us in connection with my/our affairs and this application.
- iii. Provide personal data to such third parties as Guernsey Arts may consider necessary in connection with this application or as the the DP Law may require. This may include third parties outside of the Bailiwick of Guernsey.
- iv. Report on, or transfer, your personal data to the States of Guernsey which provides Guernsey Arts's event funding.
- v. Process my/our personal data for the Guernsey Arts's internal administration.
- vi. Utilise statistics provided to Guernsey Arts concerning events, costs, funding and accounts contained in this application for the preparation of its accounts and reports.

**2.** In providing Guernsey Arts with information, I/we hereby represent and confirm that I/we have obtained the consent of any data subjects, other than myself/ourselves, that Guernsey Arts may hold and use their personal data as outlined in sections 1(b), b(i), b(iii), b(iv) and b(v) above. This includes the processing of any sensitive personal data as set out in paragraph 1(b)(i) above.

**3.** For the purpose of this application, "data subject", "personal data" and "sensitive personal data" shall have the meanings attributed to them in the DP Law.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

**General Declaration:** Thank you for completing this application. In signing this form you confirm that all the information you have given here and in supporting documents is complete, correct and true to the best of your knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_