



**For office use only**

**Org Ref No:**

**Project Ref No:**

**Amount Req £:**

**Award Agreed £:**

## Application for grant aid from Kirklees Council

Please state the name of the grant scheme you are applying to:

**Arts in the Neighbourhood**

Grant Scheme

**Make sure you complete all questions on the main application form, and the supplementary sheets required by some of the schemes.**

**You can apply for grants from more than one scheme for the same project, but you must complete separate forms for each grant as the applications will be assessed by different council services.**

***If you need any assistance please ring the contact on the letter contained with your grant pack.***

### Section A – About your organisation

**A1 Your organisation:**

Name of organisation: \_\_\_\_\_

Address (include postcode): \_\_\_\_\_

Organisation contact: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Website address: \_\_\_\_\_

Email address: \_\_\_\_\_

Are you happy for these details (including the organisation contact) to be used by:

- Kirklees Council in community publications and websites to inform the public of your activities –  YES  NO
- Kirklees Council and our partner agencies to send you information on other funding and training opportunities or other activities that support the local voluntary groups –  YES  NO
- The local media to promote your project –  YES  NO

**If yes can you please give the name and daytime contact number for your press contact, if you have one.**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

<b>A2</b>	<b>Please give a brief description of your organisation</b>

<b>A3</b>	<b>Which wards or areas of Kirklees does the organisation operate?</b>
<input checked="" type="checkbox"/> Please tick	
<input type="checkbox"/> Specific Ward ward name _____	Wider areas <input type="checkbox"/> Yorkshire region <input type="checkbox"/> All of Kirklees <input type="checkbox"/> North Kirklees <input type="checkbox"/> South Kirklees <input type="checkbox"/> Rural areas <input type="checkbox"/> Other _____
<input type="checkbox"/> Specific town or village name _____	

<b>A4</b>	<b>Who is dealing with this application?</b>
Name: _____	
Correspondence address (if different from the main organisation address): _____ _____	
Position in organisation: _____	
Daytime telephone number: _____	
Evening telephone number: _____	
Mobile Telephone Number: _____	
Email address: _____	
Fax Number: _____	

<b>A5</b>	<b>Parent Organisation</b> (if applicable)
Name: _____	
Correspondence address (if different from the main organisation address): _____ _____	
Position in organisation: _____	
Daytime telephone number: _____	
Mobile Telephone Number: _____	
Email address: _____	
Fax Number: _____	

<b>A6</b>	<b>What is the legal status of your organisation? You must submit a recent signed copy of the documents used to govern your organisation (e.g. constitutions, articles of memorandum).</b>
<input checked="" type="checkbox"/> Please tick that apply	
Community group or society	<input type="checkbox"/>
Registered charity	<input type="checkbox"/> Number: _____
Company limited by guarantee	<input type="checkbox"/> Number: _____
Voluntary sports club	<input type="checkbox"/>
Community amateur sports club	<input type="checkbox"/> Number: _____
School	<input type="checkbox"/>
Religious organisation	<input type="checkbox"/>
Public sector organisation	<input type="checkbox"/>
VAT Registered	<input type="checkbox"/> VAT Number : _____
Other	<input type="checkbox"/> _____

<b>A7</b>	<b>When was your group formed?</b> _____ <b>(date)</b>
	<b>When was the constitution adopted?</b> _____ <b>(date)</b>

<b>A8</b>	<b>Organisation accounts</b>	
	<b>All organisations are required to send full recent accounts with every application. If your group is new a copy of your most recent bank statement or evidence of a bank account should be enclosed.</b>	
What is the financial year of the organisation?	1 <sup>st</sup> _____	to end _____ (month) (month)
What was the total income of your organisation during the last financial year?	Total Income:	_____
What was the total expenditure of your organisation during the last financial year?	Total Expenditure:	_____
Loss or surplus for year (income minus expenditure):	Loss or surplus (+/-)	_____
How much money remained at the end of the last financial year? (called reserves)	Reserves:	_____
Are any of these reserves 'restricted' or set aside for a specific purpose?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, how much, and for what purpose?	Amount:	_____
	Purpose:	_____

<b>A9</b>	<b>Does your organisation have adequate insurance to undertake the proposed activity?</b>	
<input checked="" type="checkbox"/> Please tick		
Public Liability <input type="checkbox"/>	Employers Liability <input type="checkbox"/>	
Buildings Insurance <input type="checkbox"/>	Other _____	
Contents Insurance <input type="checkbox"/>		
	<b>All organisations are required to check that their insurance certificates are up to date</b>	

<b>A10</b>	<b>Bank or building society account details</b>
<b>Note: If you use another organisation's account for holding purposes they must fill in this section and sign the box in the final approval section (D) and submit a copy of their constitution and accounts.</b>	
Name of account: _____	
Bank or building society name: _____	
Sort code: _____	
Account number: _____	
Building society roll number: _____	
How many people must sign each cheque or withdrawal from this account? _____	

## Section B – About your project

<b>B1</b>	<b>Project Title</b>	
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<b>B2</b>	<b>Describe the activity / work you plan to use this grant for</b>
<p>(Please continue on a separate sheet if necessary. Please also ensure you include copies of any plans, maps, drawings and work programmes.)</p>	

<b>B3</b>	<b>How do you know there is a need for this? What difference will it make?</b>
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<b>B4</b>	<b>When will the activity / work start and end (estimate if unsure)?</b>		
	<b>Start:</b> (Month/year)		<b>End:</b> (Month/year)

<b>B5</b>	<b>How will those taking part help design and evaluate the project?</b>
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<b>B6</b>	<b>Which wards or areas of Kirklees will benefit from the project?</b>
<input checked="" type="checkbox"/> Please tick	Wider areas
<input type="checkbox"/> Specific Ward	<input type="checkbox"/> Yorkshire region
ward name _____	<input type="checkbox"/> All of Kirklees
<input type="checkbox"/> Specific town or village	<input type="checkbox"/> North Kirklees
name _____	<input type="checkbox"/> South Kirklees
	<input type="checkbox"/> Rural areas
	<input type="checkbox"/> Other _____

<b>B7</b>	<b>Management of the project</b>
<b>For activities involving children or vulnerable adults:</b>	
Have you got policies and procedures in place to protect children and/or vulnerable adults?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have Criminal Record Bureau checks been carried out?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are staff or volunteers qualified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, give details: _____	
<b>Activities involving land or buildings</b>	
Who owns the land or building? _____	
Has the owner given permission for the work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is planning permission required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Obtained? <input type="checkbox"/> YES <input type="checkbox"/> NO
Is Building Control compliance and inspection required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the project need to get permission from Highways Control?	<input type="checkbox"/> YES <input type="checkbox"/> NO
All organisations are required to send copies of such permissions documentation.	

<b>B8</b>	<b>How will you evaluate the success of your project, both during and after the project is completed?</b>

<b>B9.1</b>	<b>Project budget</b>  Use this table to give a detailed breakdown of the project costs and which parts you want the grant to fund.	<b>What are the total costs?</b>	<b>How much of this cost will be met by this grant award?</b>
<b>Use this column to detail any calculations</b>		Cost £	Cost £
Building costs			
Equipment			
Insurance			
Publicity and promotion			
Running costs and overheads			
Salary costs (£ per year X no. of weeks)			
Sessional workers (Cost/hour X no. of hours)			
Training costs			
Transport			
Venue hire or rent			
Volunteer expenses			
Other costs - please specify			
<b>Totals</b>			

<b>B9.2</b>	<b>Is your organisation putting any money into this project?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how much?		

<b>B9.3</b>	<b>Please give details of other funding applications made for this project</b>				
Funding source	Tick relevant box				Amount
	Applied? <b>Please include expected date of decision</b> <i>Date</i>	Secured?	Rejected?		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<b>B9.4</b>	<b>Details of any income not already mentioned (such as sales, entrance fees, sponsorship)</b>	
<b>Source</b>	<b>Amount</b>	

<b>B9.5</b>	<b>In-kind support</b>
<b>Give details of any paid staff or voluntary labour contribution from within your group</b>	
<b>Contribution</b> For instance - volunteer manual labour – equivalent of 10 days at £75 a day	<b>Estimated value in £</b> <b>£750.00</b>
<b>List any other in-kind support and include donation of materials, tools, equipment, use of premises, paid staff time etc.</b>	
<b>Contribution</b>	<b>Estimated value in £</b>

<b>B10</b>	<b>What are your future funding plans for this particular activity?</b>
	<input checked="" type="checkbox"/> Please tick
No further funding needed	<input type="checkbox"/>
Own fund-raising	<input type="checkbox"/>
Further application to council grant scheme	<input type="checkbox"/>
Which one ? _____	
Application to other funding organisations	<input type="checkbox"/>
Other: _____	

<b>B11</b>	<b>Name any council or other agency workers who are helping this project</b>		
Name		Organisation	
Name		Organisation	

<b>B12</b>	<b>Please explain how you will ensure your project is open and accessible to all the community, and how you will promote equal opportunities</b>

## Section C – Monitoring

We need this information to ensure we offer services to all sections of the community in an open and accessible manner. It will be used to assess whether or not we are complying with equalities legislation and the Kirklees Council Equality and Diversity Policy.

<b>C1</b>	<b>How many people help run your organisation?</b>	<b>Number</b>
	Management committee, trustees and directors	
	Other volunteers	
	Paid staff	
	Members	

<b>C2</b>	<b>Please estimate how many people will directly benefit from the project activity</b>	
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<b>C3</b>	<b>Please estimate how many of these people are in the following categories:</b>			
		<b>Number</b>		<b>Number</b>
	Ethnic minorities		Older people (60+)	
	People with physical or learning disabilities; or sensory impairments		People on low income	
	Females		People with mental health issues	
	Lesbian, gay or bisexual		Refugees and Asylum Seekers	
	Local residents		Young people and Children	
	Males		Carers	
	<b>Ethnicity</b>	<b>Number</b>		<b>Number</b>
White:	British		Asian:	Bangladeshi
	Irish			Indian
	European			Pakistani
	Other			Asian Other
Black:	Caribbean		Mixed:	White/Black Caribbean
	African			White/Asian
	Black Other			White/Black African
Chinese:				Mixed Other
Any other ethnic group: (please specify)				

<b>C4</b>	How many times per year does the group meet?	
	How many hours is the average meeting?	
	How many people on average attend each meeting?	

## Section D – Approvals

<b>D1</b>	<b>For groups without a bank account</b>
<p>I agree that my organisation will act as fund-holder for a grant awarded to the group named in this application. I confirm that the money will be held as restricted funds for the purpose stated in this application form.</p>	
<p>Signed: _____ Date: _____</p>	
<p>Name of organisation: _____</p>	
<p>Position: _____</p>	

<b>D2</b>	<b>Contact details of an independent referee</b>
<p>Name: _____ Job title: _____</p>	
<p>Address: _____ Council service (if applicable) _____</p>	
<p>Telephone number: _____ Email address: _____</p>	
<p>I confirm that I know the group and its work. I will not be directly involved in the delivery of this project or benefit from any of its activities. I have read the application form and I understand what the grant will be used for. I am willing to be contacted to discuss this application further if necessary.</p>	
<p>Signed: _____ Date: _____</p>	

<b>D3</b>	<b>Declaration and authorisation by the organisation making the application</b>		
<p><b>Two people must sign this declaration (they cannot be members of the same family or household), and at least one person must be an officer of the management committee for your organisation.</b></p>			
<p>We certify that we have read the completed application and confirm that all information and supporting documentation provided is true, accurate and up to date. We understand that we need to inform the relevant grant provider immediately if there are any significant changes to any of the information we have provided.</p>			
<p><b>Please note:</b> A grant may not be given if the information in the application or supporting documentation is misleading or inaccurate.</p>			
Signed (1)	Name (please print)	Position in group	Date
Signed (1)	Name (please print)	Position in group	Date

**Section E – Supplementary questions for arts and cultural grant applications**

<p><b>E1</b></p>	<p><b>How does your project contribute to Communities &amp; Leisure Service’s vision of: Inspiring and supporting more people to be active and creative, feel safe and be involved in their communities ?</b></p>
Empty response area for E1	

<p><b>E2</b></p>	<p><b><i>Creative Kirklees</i>: how does your project contribute to any of the Five Ambitions in <i>Creative Kirklees</i>, the arts and creative economy development strategy 2010-2012 ?</b></p> <ol style="list-style-type: none"> <li>1. Kirklees is known and seen as an exceptional creative place locally and worldwide,</li> <li>2. More people in Kirklees experience and enjoy the arts and creative activities,</li> <li>3. Creativity is widely used throughout Kirklees to reduce inequalities and build strong, healthy, united communities,</li> <li>4. Kirklees has a flourishing and sustainable creative economy,</li> <li>5. All children and young people in Kirklees are able to develop creative skills and enjoy the arts</li> </ol>
Empty response area for E2	

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<b>E3</b>	<b>Organisational development criteria: how does your project contribute to the development of your group and its activities? What is new about this activity for your group?</b>
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<b>E4</b>	<b>Management criteria: you must explain why you need the grant aid and demonstrate that the project will not take place if this is not awarded.</b>

If you would like to remain or be added to the Arts in the Neighbourhood mailing list please tick this box.

**Please return completed application form to:**

**Arts and Creative Economy Development Team  
Communities and Leisure Services  
2<sup>nd</sup> Floor South  
Civic Centre 1  
High Street  
Huddersfield  
HD1 2YU**

**If posting your application, please make sure that you use the correct postage stamp to ensure that your application reaches us.**

**Data Protection Act 1998:** The information you give is necessary for project management, development and audit and will be used for those purposes only. It may also be shared with other council services and partners for the stated purposes. More information is available from the Data Protection Officer, EDP Resources, 2<sup>nd</sup> Floor, and Oldgate House, HD1 6QW.

**Freedom of Information Act 2000:** The Council is a “Public Authority” within the meaning of the Freedom of Information Act 2000 (“the Act”) and therefore any request for information held by the Council or another person or body holding information on the Council’s behalf (for example, a Contractor) must be dealt with in accordance with the Act.

As part of its duties and responsibilities under the Act, the Council may disclose information relating to the Organisation’s business, and this grant application to any person or body making a request. The Council may also publish all or some of that information or the contract in its Publication Scheme required under the Act. For example, this could include (without limitation) grant conditions, financial information, specifications and working methods. Any request for disclosure of the material will be examined in the light of the exemptions contained in the Act and/or the “Public Interest Test”.

## Final Check List

**Your application will not be assessed until full details are received. Please ensure you follow this checklist:**

### Application Form

- Don’t leave any questions blank – please state if they do not apply to your application
- Complete any supplementary forms required by the grant scheme you are applying to
- Check that your project meets the grant scheme criteria (ring the contact officer if you are not sure)
- Make sure you have not requested more than the maximum level of funding available

### Approvals

- Two people from your organisation have signed the approval section
- An independent referee has read the application and signed the approval section
- The organisation holding the funds for your project has completed the section on bank details and signed the approval section

### Other documents

- Full, accurate and approved accounts have been enclosed. If your group is new a copy of your most recent bank statement should be enclosed together with a projected income and expenditure list for the next 12 months. This will also help us verify your organisations bank details.
- Equal Opportunities Policy
- Copies of your governing documents are enclosed (constitution or similar)
- Other documents required by individual schemes have been supplied relating to land and buildings.
- Copies of relevant permission to carry out works (see section B6) Copies of relevant documentation that will support this application, for example business plans, building plans, schemes of works and location maps.