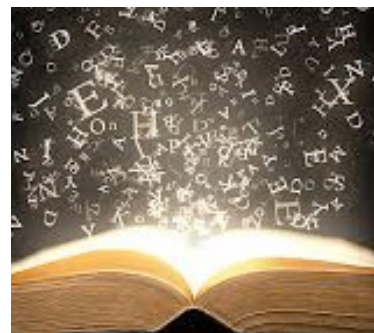




NORTH  
NORFOLK  
DISTRICT  
COUNCIL

A better place for supporting communities

# ARTS & CULTURE FUND



## Grant Application Form

[www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

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## Section One – Contact Details

1.	Name of Organisation	
	Address of Organisation	
	Organisation Website	

2.	Name of Main Contact					
	Role within Organisation					
	Address of Contact					
	Contact Phone Numbers					
	Day:		Work:		Mobile:	
	Email Address:					

We may need to contact you regarding the application so please identify the preferred method of contact

Email		Phone		Post		Either	
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3.	Please provide the contact details of an independent referee who is not directly connected to the organisation / project who will be completing the independent referee document				
	Name of Independent Referee				
	Address of Independent Referee				
	Independent Referee Contact Numbers				
	Day:		Mobile:		
	Independent Referee Email:				

## Section Two – About Your Organisation

1. How would you describe your Organisation

	Voluntary Organisation
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	Local Charity
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Charity Number:	
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	National Charity
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Charity Number:	
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If the organisation making the application is part of a larger organisation or a section of a national charity, please give their details

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Community Interest Company

Registration Number	
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2. What is the main function of the organisation?

[illegible]

3. How is the organisation managed (e.g. Board of Trustees, Committee or other)?

### Section Three - About the Project

1. Name of the Project

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2. Please describe the project that you need funding for?

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3. Please give specific details of what the grant will be used for.

4. Please provide anticipated start and end date (month and year) of the project

Start Date

End Date

Are these dates

Fixed

Flexible

If flexible please describe how the project dates will be flexible

5. Where in North Norfolk will the project take place?

Parish(s)

Town or Village(s)

6. Tell us about any other organisation that will be involved in the project and what they will do.

Name of Organisation	Role

7. Please describe what the project will achieve and what will change as a result of the project, what outcomes will be delivered

8. Please explain why the project is needed and how you know this.

9.	How many people do you expect to benefit from the project?	
Please provides details		

10.	For monitoring purposes is the project aimed at certain groups of people?			
Yes		No		
Please provide details				

11.	Please explain in what way the project will increase the participation and engagement of people living or working in North Norfolk with a focus on improving Health and Wellbeing.



12. Please describe how you plan to measure and monitor the difference that your project makes.

13. Please explain how you will publicise and promote the project.

14. Please explain what will happen to the project when the funding ends? How will benefits be maintained and how will on going costs be met?

## Section Four – Project Costs

1. How much will the Project cost?

2. How much are you applying for?

3. What is the minimum amount you would need?

4. How are the remaining costs being met?

5. Have you previously received an Arts & Culture grant from North Norfolk District Council?

Yes		No		If yes, how much was it for?	
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6. Please provide a budget breakdown of what specifically our funding will be used for? Identify whether the costs include VAT.

Expenditure (i.e. Artists Fees, Salaries, Equipment, Venue Hire, Production Costs, Materials, Advertising, Publicity, Organisational Support/Management Costs)

	Net Cost	VAT	Total
Total Cost			

7. Are you able to claim VAT back? Yes  No

8. Breakdown of total funding package to include other sources of funding

Date	Amount	Source of Funding	Conditions / Restrictions	Has this been secured?	
				Yes	No

9. Please explain what would happen if you did not receive all of the funding you have requested.

10. Please explain where any shortfall would come from.

11. Please give details of any Outstanding or Refused funding applications for this project.

Name of Fund	Amount	Outstanding or Refused		Date Decision Due
		Outstanding		
		Refused		
		Outstanding		
		Refused		
		Outstanding		
		Refused		
		Outstanding		
		Refused		

## Section Five – Bank Details

**If your application is successful, the grant monies will be placed directly into your bank account, please provide details of the account below.**

**The organisations account must have signatures from two unrelated people for all transactions.**

1.	Name of Organisation on Bank Account

2.	Name of Bank or Building Society

3.	Branch Address of Bank Account or Building Society

4.	Sort Code							
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5.	Account No.								
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## Section Six – Declaration

Please ensure that you have answered all of the questions on the application form and attached all supporting documentation required otherwise your application cannot be considered.

- I, as the main contact named in Section One of this application form am authorised to apply for a grant from the North Norfolk District Council Arts & Culture Grant Fund on behalf of the Organisation.
- I understand that if I make any misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make the application invalid and the organisation could be liable to repay any funding which they may already have received.
- I confirm that the organisation has the legal power to set up and deliver the project described in this application form.
- I understand that part or all of the information provided may be held electronically. This information will be used for the administration of applications and grants and for statistical analysis. This information may be shared with individual or organisations that may be consulted when assessing applications, verifying data and monitoring grants.
- I understand that if information about this application is requested under the Freedom of Information Act that North Norfolk District Council may release it

Signature

Name (Block Capitals)

Position in Organisation

Date of Application

### Please keep a copy of this application

Send your application complete with all supporting documentation to:

Email: - [supporting.communities@north-norfolk.gov.uk](mailto:supporting.communities@north-norfolk.gov.uk)

By Post: - Sharon Garth, Community Support, North Norfolk District Council, Holt Road, Cromer, Norfolk NR27 9EN

## **ARTS & CULTURE FUND**

North Norfolk District Council, Holt Road Cromer, NR27 9EN

Tel: 01263 516284

Email: [supporting.communities@north-norfolk.gov.uk](mailto:supporting.communities@north-norfolk.gov.uk)