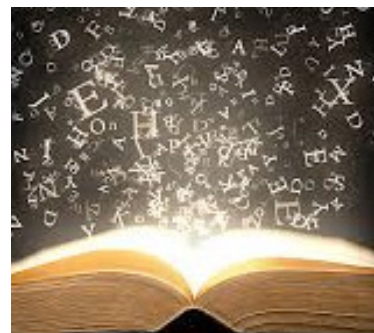




NORTH
NORFOLK
DISTRICT
COUNCIL

A better place for supporting communities

ARTS & CULTURE FUND



Grant Application Form

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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: <input type="text"/>	Work: <input type="text"/> Mobile: <input type="text"/>
	Email Address:	

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

Email	<input type="text"/>	Phone	<input type="text"/>	Post	<input type="text"/>	Either	<input type="text"/>
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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: <input type="text"/>	Mobile: <input type="text"/>
	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)?

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	52
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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

[illegible]

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

ARTS & CULTURE FUND

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

Tel: 01263 516284

Email: supporting.communities@north-norfolk.gov.uk