



**Proposed Project Title:**

## Chamber Culture Fund Application Form 2017

**Please refer to Chamber Culture Fund Guidance before completing this application form.**

The Hull and Humber Chamber of Commerce invites applications for a series of monetary awards. The number and value of awards will depend on the funds available and the quality of the applications. The maximum single award is **£4,000**. The purpose of the awards is to help exceptional arts projects taking place in the Hull and Humber region, and to mentor and support artists as they develop their practice.

The awards are open to artists and organisations based and working in any arts discipline within the Hull and Humber region – including but not limited to literature, music, visual art, the performing arts, digital media and performance, or any combination of these.

### 1. Applicant Details

Main Contact Name:	
Name of Organisation (if applicable):	
Address:	Telephone/Mobile:
	Email:
Website:	

Please indicate if you are applying as an individual artist or on behalf of an organisation (delete as appropriate)

- I am applying for funds as an individual
- I am applying for funds on behalf of a group/organisation

The Awards are for discrete projects to be delivered by 31 October 2018. Please give your project's start and finish dates below:

Project/Funding start date		Project/Funding finish date	
----------------------------	--	-----------------------------	--

## 2. Proposed Arts Project

Please provide a detailed description of your proposed project and what it will deliver. Please refer to the Chamber Culture Fund Guidance and in particular to the assessment criteria:

**Please use a continuation sheet if necessary – max 2 sides of A4**

### Supporting information

You may attach any supporting evidence that you feel may help the panel to make an assessment of your work. This can include: CV, images of previous work (**max 20**), testimonials, annual reports, books, audio files and publications.

Please list any supporting information you have enclosed with your application:

If you have applied for other grant funding or sponsorship for your project from any other funder, please provide details of the source, the amount applied for, and or decision so far:

### 3. Project Budget

What is the total project cost?	
What is the total match funding target?	
How much money are you applying to the Chamber Culture Fund for? ( <b>Max award £4,000</b> )	

#### Budget breakdown summary

- A. **Project costs:** Please provide a breakdown of costs under separate headings for example - equipment hire, printing, materials, fees, venue hire etc. Funding cannot be used for capital purchases but can be used to purchase small items of equipment specific to the proposed project. Please attach a quote for any items to be purchased over the value of £100. Do not include organisational overheads, only direct project costs. Fees to individuals should be based on current best practice as suggested by Arts Council England or other appropriate bodies.

Applicants must ensure value for money so it is recommended that you obtain more than one quote for items over £500.

Budget Heading	Detail of Expenditure	Cost £
	<b>Total A</b>	

B. **Project income:** Please set out target income from all sources, including other grants, sponsorship and earned income:

Income Source	Detail of Income	Amount £
Grants		
Sponsorship		
Earned income		
'In Kind' contributions		
Other Income		
Chamber of Culture	Amount Applied for	
	<b>Total B</b>	

**Amounts at Totals A and B should match! If they do not, please explain how you will deal with any surplus or deficit in the funding:**

#### 4. Required Documents

Please complete this section if your art activity involves active participants

<b>Active Participants</b>		<b>Yes / No</b>
Please confirm if you have a health and safety policy (Copies must be provided upon request)		
If appropriate to the planned activity, please confirm that you have a child protection policy and/or vulnerable adult policy? (Copies must be provided upon request)		
If appropriate, please provide details of where the activity will take place, how you have assessed or how you will assess any health and safety risks to participants and how you plan to minimise the impact of any risk (please attach a separate sheet labelled health & safety appendix where necessary)		
Please confirm that all people who will be working with children and / or vulnerable adults are DBS checked		
Organisations Only: Please confirm that you have an equality and diversity policy/procedure? (Copies must be provided upon request)		
Can you confirm that you have in place suitable and sufficient insurance in respect of beneficiaries / active participants and as legally required (Copies must be provided upon request)		
<b>Insurances</b>	<b>Yes / No</b>	<b>Value of Cover:</b>
Employers Liability		
Public Liability		

Please describe how this project will ensure that equality and diversity is considered when recruiting beneficiaries or engaging an active audience in the proposed project?

## 5. Bank Details

If successful we will pay funds directly into a nominated bank account, please give details below:

Account Name			
Sort Code		Account Number	
Bank Name and Address			
Account Signatories (organisations only)			

## DECLARATION

If you are applying for funds as an individual artist please ensure you sign below.

If you are applying for funds as an organisation please ensure that the person completing this form **and** a member of the group's management committee sign below.

Please check that all sections of the form have been completed, read the following statement and sign below.

***We confirm that the information in this form is correct. If a Chamber Culture Fund grant is awarded, it will only be used for the purpose given and according to any conditions specified. We understand that we will need to provide any additional relevant documentation upon request. We understand that we will be liable to repay the grant in full, if it is found that any of the information supplied is incorrect or if any grant monies that may be awarded are not used as indicated in this application form.***

***We understand that if a grant is awarded, we will be expected to provide information on the progress of the art project including monitoring forms and evidence of the final work and expenditure according to the deadlines detailed in the grant contract awarded to successful applicants.***

Sign	Print Name
Position	Date
Sign	Print Name
Position	Date

## Checklist

Your application will not be considered if you have not done the following:

Have you completed all the questions?	
Have you included quotations for any purchase items over £100 to support your budget?	
If your project involves active participants, have you included a separate health and safety risk assessment for the activities?	

If your art project actively involves participants, please check that the following are available should they be requested:

Health & Safety Policy		Child Protection / Vulnerable Adults policy	
Equality & Diversity Policy		DBS Checks	
Public Liability Insurance Certificate		Employers Liability Insurance Certificate	

**The deadline for applications is Monday 2 October 2017. If you are shortlisted you will need to be available to deliver a presentation to the panel on Tuesday 17<sup>th</sup> October 2017.**

**Applicants will be informed of the outcome no later than Friday 27<sup>th</sup> October 2017.**