Guernsey
Arts
Commission

Funding Application Form

Applying for Arts Funding

READ ALL INFORMATION CAREFULLY

Before filling out this application form please read the 'Guidance Notes for Arts Funding 2017' carefully, taking particular notice of the requirements for your proposal and the time required for processing your application.

There are three required sections to your application for arts funding from the Guernsey Arts Commission:

1. You must include an Event Proposal about the project that you are asking the Guernsey Arts Commission to support. **We cannot process your application without it.** This proposal (no longer than 350 words) will not only offer you the opportunity to explain your project in further detail but it should also show how your project can develop, benefit and promote the arts in Guernsey. Please see the Guidance Notes for what you should include in your proposal.

2. A Completed Application Form outlining personal information, details on your event/project and your budget. **All pages** must be completed and if any of the questions are NOT relevant to you please write 'N/A' - please do not simply leave them blank.

3. An Event Evaluation Form from the previous event/project you were awarded funding for by the GAC (only applicable if you have applied to the GAC before)

There is a checklist following the declaration on the final page of this form which will remind you of all the information you will need to provide the Guernsey Arts Commission in order for the Funding Sub-Committee to assess your application.

Please return all completed applications to:
Guernsey Arts Commission
Funding Sub-Committee
Guernsey Information Centre
North Esplanade
St Peter Port
Guernsey
GY1 2LQ

Please note all applicants will be **informed by letter** of the outcome within the agreed time frame, as outlined in the Guidance Notes.

GAC Funding Sub-Committee Members:
Alan West (Chairman)
Laura Anderson
Adam Stephens
Trish Grover
Fran Bourget
Russ Fossey

Contact us:
Should you have any queries regarding the completion of this form or your proposal then please contact the office by email: info@arts.gg or telephone: (01481) 709747.

Please Note:
Please note that **we do not give financial support to activities that take place less than three months after the date of the assessment meeting** at which your application will be decided. Based on feedback, this means all applicants have a clear lead-in time for both you and us in terms of ways we can support, develop and promote your event. We endeavour to inform applicants of the decision within a week of the meeting with contracts following shortly thereafter.

If applicants are successful there are mandatory conditions set out by the Guernsey Arts Commission which if not adhered to, will affect the payment of the grant/underwrite/sponsorship match. These conditions are laid out in a Contract between applicants and the Guernsey Arts Commission which must be **signed** and acknowledged before any payment can be processed.

Your Contact Information

Are you applying as an individual or as an organisation?

For organisations, one person will need to have the responsibility of managing the application and potential grant. Payments will only be made into the organisations or named contact's bank account.

Name: (individual or organisation name)

Full Address:

Postcode:

Phone Number:

Mobile:

Email Address:

Web Address:

If you are applying as an organisation please give details for the main contact person in SECTION A
If you are applying as an individual please go to SECTION B

SECTION A:

Name:

Position:

Phone number:

Mobile number:

Email address:

Please describe the nature of your organisation:
(e.g. youth group, charitable organisation, educational organisation, etc)

Which of the following best describes your org.'s status?

- ☐ Company Limited by Guarantee
- ☐ Company Limited by Shares
- ☐ Community Interest Company
- ☐ Partnership
- ☐ Trust or Foundation
- ☐ Other (please specify below)

If you are a registered charity, please put your charity number here:

SECTION B:

If you are applying as an individual artist, actor, performer, musician etc, we ask that a CV showing previous experience, together with visuals/audio/film to accompany this (where possible), is included with your application. Please attach as a separate sheet to the back of this application form.

Your Event/Project

What is the name of your event/project?

You are required to provide a proposal outlining your event/project (350 words max). Please see the Guidance Notes for what to include in your proposal. Please use a separate sheet and attach it to this application form.
PLEASE NOTE: We cannot assess your application without your proposal.

Dates of event/project: Start date End Date:

(**Please note:** We do not give financial support to activities that take place less than three months after the date of the assessment meeting at which your application will be decided.)

Venue(s) for event/project:

Has contact been made with this venue and has the space been confirmed? Yes

How many people do you estimate will be involved in your event/project?

Participants
Audience
Artist(e)s

Who is your target audience?

How are you making your event accessible to a wider audience?

Promotion of your event/project:
A condition of funding is that support from the Guernsey Arts Commission is acknowledged in ALL printed material and in any internet presence you may have.

On-Island:

Off-Island:

How does your event/project promote Guernsey's culture/other cultures?

Will your event/project involve working with children or vulnerable adults?

Yes ☐ No ☐

If yes, go to SECTION C . If no, go to SECTION D

SECTION C

The GAC requests that all organisations/individuals that they fund who work with children or vulnerable adults must hold their own Child Protection Policy and their staff (including temporary) must be Enhanced Guernsey Police Checked (NB. Police checks obtained in the UK are not valid in Guernsey).
Therefore please indicate which of the below best describes you/ your organisation:

Hold own up-to-date Child Protection Policy ☐

Staff are suitably Police Checked (by your organisation in the last 3 years) ☐

In the process of putting a Child Protection Policy in place ☐

Staff are in the process of being Enhanced Police Checked ☐

Need assistance from the GAC to put these measures in place ☐

Please attach any evidence of your child protection policy or other relevant information to your application. It is mandatory for all organisations and individuals that we fund to have a Child Protection Policy in place. For more information please see the Guidance Notes.

SECTION D

What type of award are you requesting?

Grant ☐
Underwrite ☐
Sponsorship Match ☐
Unsure ☐

Please note the descriptions of awards are in the Guidance Notes.

Have you/your organisation applied for funding from the Guernsey Arts Commission in previous years ?
If yes, please outline details below all previous applications made since 2008 indicating whether they were successful or not:

Event/project name	Year	Support awarded	Type of Support (grant, underwrite or sponsorship match)
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	

You MUST attach the Event Evaluation Form from the most recent event supported by the GAC, along with any outstanding event evaluation forms from previous events. Failure to have completed an Event Evaluation Form for past funded events will effect your application.

Your Budget

Please complete in full giving a complete breakdown for expenditure and income, and ensure you attach full accounts to the application form. For your application to be considered you must provide a detailed, itemised budget.

Expected Expenditure

Source	Amount
Performer/artist(s) costs (to include travel, accommodation etc) Details:	£
Marketing/promotion costs: Details:	£
Overheads (e.g. administration costs) Details:	£
Material costs (e.g. hire of equipment etc.) Details:	£
Venue hire: Details:	£
Other (e.g. hospitality) Details:	£
TOTAL EXPENDITURE	£

Projected Income

Source	Amount/Type
Earned income (e.g. ticket sales) Details:	£
Funds raised - non-sponsorship (e.g. via fund raising events) Details:	£
Private Income (e.g. sponsors, trusts): Details:	£
Support in kind (list non-cash contributions): Details:	
TOTAL EXPECTED INCOME	£
BALANCE DEFICIT	£
AMOUNT REQUESTED FROM THE GAC (must be completed by applicant)	**£**

Declaration:

Thank you for completing this application form.
By signing this form you agree that all the information you have given in this form and all supporting information is complete correct and true.

Signed: _____

Name (printed): _____ **Date:** | | | |

Please see the Guidance Notes for details of how we will handle all completed applications and the awarding of grants, should your application be successful.

Data Protection:

(Applications cannot be assessed without your signed agreement to the below Data Protection terms and conditions).

I/We acknowledge and agree that:

1. (a) information provided to the Commission by me/us will be stored on the Commission's computer system and entered manually;

   (b) for the purposes of the Data Protection (Bailiwick of Guernsey) Law, 2001 (the "Data Protection Law") and other relevant data protection legislation which may be applicable, the Commission is required to specify the purposes for which it will hold personal data. The Commission will only use such information for the purposes set out below (collectively, the "Purposes"), being to:

   (i) process my/our personal data (including sensitive personal data) as required by or in connection with my/our application to the Commission including as the case may be, processing personal data in connection with credit and or money laundering checks on me/us;

   (ii) communicate with me/us as necessary in connection with my/our affairs and generally in connection with my our application to the Commission;

   (iii) provide personal data to such third parties as the Commission may consider necessary in connection with my/our affairs and generally in connection with my/our application to the Commission or as the Data Protection Law may require, including to third parties outside the Bailiwick of Guernsey or the European Economic Area;

   (iv) report upon or transfer personal data to the States of Guernsey (which provides the Commission's funding in part), including by means of electronic communications;

   (v) process my/our personal data for the Commission's internal administration.

   (vi) utilise statistics provided to the Commission concerning events, costs, funding and accounts contained in the application to the Commission for the purposes of preparation of accounts and public reports.

2. In providing the Commission with information, I/we hereby represent and warrant to the Commission that I/we have obtained the consent of any data subjects other than myself/ourselves to the Commission holding and using their personal data for the purposes other than the purpose set out in paragraph (v) above (including the explicit consent of the data subjects for the processing of any sensitive personal data for the purpose set out in paragraph 1(b)(i) above) and that I/we will use my/our best endeavours to obtain the consent of the data subjects to the Commission holding and using personal data for the processing of any personal data for the purpose set out in paragraph 1(b)(v) above.

3. For the purposes of this application form, "data subject", "personal data" and "sensitive personal data" shall have the meanings attributed to them in the Data Protection Law.

Signed: _____ **Date:** | | | |

Checklist:

Completed all parts of this application form ☐

Included any past Event Evaluation Forms ☐

Included latest audited accounts and a statement of reserves ☐

Included a CV and accompanying visuals of past work produced (if applicable) ☐

Included a proposal for each event/project ☐

Included evidence of Child Protection Policy ☐

Included any useful supporting information ☐

PLEASE NOTE: Ensure this form is returned by the specified deadline dates as outlined in the Guidance Notes. We are sorry but late applications cannot be assessed until the next allocated funding meeting (which may be up to 3 months later).