

Bournemouth Borough Council, Arts Development Small Grants Fund
Application Form (submit your application by 12pm on Monday 5th March 2018).

If you would like this Application Form in another format or require assistance in applying for this fund, please contact the Economic and Cultural Development Department on arts.bournemouth@bournemouth.gov.uk, 01202 454746.

If you would like a copy of this document in Word format to enable you to complete this electronically, please contact the Economic and Cultural Development Department on arts.bournemouth@bournemouth.gov.uk, 01202 454746.

Please note that all applicants will be asked to complete an Equalities Questionnaire which will be posted to them with a self-addressed envelope to ensure anonymity.

1. Your information

Applicant name (the person with whom we will correspond):	
Job title:	
Email address:	
Website address:	
Telephone number:	
Postal address:	
Organisation name (if applicable):	
What is the main activity of your organisation (if applicable):	

2. Information about your project

Project name:	
Project location (include postcodes if you have them):	
When will your project take place (include start and finish dates):	
Please describe your project – what will you do with the grant?	

<p>Who is your target audience for this project? Do you have any evidence of community support?</p>	
<p>How does your project meet the Strategic Objectives you have chosen in the Strategic Objectives document?</p>	
<p>What will be the sustainability or legacy of your project – can it carry on in any way after the project has finished?</p>	
<p>If your project involves working with children and young people and/or vulnerable adults, how will you ensure they are safe?</p>	
<p>How will you market this project?</p>	

<p>If successful, you will be required to evaluate your project. Please outline how you will do this. How will you measure success?</p>	

3. Referees

Please provide the names and contact details of two referees.

Name:	
Address and postcode:	
Telephone number:	
Email address:	
Name:	
Address and postcode:	
Telephone number:	
Email address:	

4. Finance

<p>How much are you asking us for? Please note that the maximum you can apply for is £2,000.</p>	
<p>How are you funding the remainder of your project? Please note that the amount you receive from Bournemouth Council must be at least equally matched from other sources. Match-funding can be all or part in-kind.</p>	

6. Declaration

I declare on behalf of the organisation or myself that the information in this application is correct. I understand that my information may be shared with other grant giving and other relevant bodies. If you are emailing this application, please type your name in the boxes below and add the date in the relevant box.

Signed:	
Date:	

You can submit this application by email to arts.bournemouth@bournemouth.gov.uk

Or post to: Arts Development Small Grants Fund
 Bournemouth Borough Council
 Economic & Cultural Development
 Town Hall Annexe
 St Stephens Road
 Bournemouth
 BH2 6EA

Please include your completed Strategic Objectives form with your application.

Deadline for applications: 12pm, Monday 5th March 2018.

7. Checklist

Have you answered all the relevant questions, including the separate Strategic Objectives form?	
Have you provided us with a clear budget outline, including income, expenditure and match funding information?	
Have you checked that your application meets our funding guidelines?	

Thank you for applying to Bournemouth Borough Council's Arts Development Small Grants Fund. All successful and unsuccessful applicants will be informed of the outcome of their application by Friday 16th March 2018.