

Aylesbury Vale Arts Council

Grant Application Form

Please read the accompanying guidance notes carefully before completing your application, failure to follow the guidance notes could result in your application being returned to you. If you have any questions please contact the Administrator at Aylesburyvaleartscouncil@mail.com

Name of individual or contact person for organisation	
Name of Organisation (where applicable)	
Address	
Telephone Number	
Mobile Telephone Number	
Email Address	

Name of project/events		
Brief outline of project/event(s)		
Date(s) of project/events		
Total cost of project (inc VAT)		
Amount requested from AVAC		
Type of funding requested	Grant	Guarantee Against Loss
Funding received from AVAC in the last 3 years		

Application Deadline

Please indicate below the status of your application:

Submission deadline (Please tick)	1 st January	1 st May	1 st October
Event Type (Please tick)	Individual event/project	Multiple events throughout the year	

Description of project/events

Where application is for a season or annual programme – please summarise below with dates and an outline programme, even if details are not yet finalised for all events.
For individual applications – please give a detailed summary of the event.

About your organisation/project

If your organisation/project involves children/young people under the age of 18 or vulnerable adults:

Do you have a Child Protection Policy in place? (Please tick)

Yes	No	Not applicable
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Have you undertaken Criminal Bureau Checks for all staff/volunteers working with these groups? (Please tick)

Yes	No
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How many people will benefit directly from this project/events? (Please tick)

Participants: (Group/society members or artists)

Less than 49	50-99	100-149
150 – 199	200-249	250+

Audience/Public:

Less than 49	50-99	100-149
150 – 199	200-249	250+

What ages are the people you hope to benefit from your project/events? (Please estimate how many people of each age will benefit and put numbers in corresponding spaces)

Participants:

0-10	11-18	19-29
30-39	40-59	60+

Audience/Public:

0-10	11-18	19-29
30-39	40-59	60+

What percentage of people who benefit from this project live within Aylesbury Vale?

<input type="text"/>	%
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How would you describe the people who benefit from your project/events? (Please tick all that are applicable)

Participants:

People living in rural areas	Low income
People living in urban areas	Disabled people
Young People	Older People
Other (please specify):	

Audience/Public:

People living in rural areas	Low income
People living in urban areas	Disabled people
Young People	Older People
Other (please specify):	

Equal Opportunities - How will you ensure that your project/events are accessible to everyone? E.g. Publicity material, venue/location.

Please estimate how many people of each ethnic origin will benefit from your project.

Participants:

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group

Audience/Public:

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group

Budget

If applying for an annual programme please complete Income and Expenditure sections for each event within the programme.

Income

Funding from:

Name	Value	Type of Funding (Delete as appropriate)	Status of Funding (Delete as appropriate)
1.	£	Grant/G.A.L.	Secured/Pending
2.	£	Grant/G.A.L.	Secured/Pending
3.	£	Grant/G.A.L.	Secured/Pending

Estimated Sales:

Sales Item	Unit value	Estimated No. Sold	Estimated Value	Cumulative Value
Tickets	£		£	£
Programme	£		£	£
Advertising Space	£		£	£
	£		£	£
	£		£	£
Total:				£

Other sources of income (Please specify type of income i.e. sponsorship, help in kind, donations and the monetary value):

Type of Income	Value
	£
	£
	£

What contribution are you (individual or organisation) making to the project/events? (i.e. contribution from existing funds, administration costs)

Contribution	Estimated Value
	£
	£
	£

Overall income:

£

What is the current level of your balances?

Balance	Date
£	

Why are the balances held? (E.g. General running costs, Equipment replacement, New project – give details, Other – please explain)

It is essential that a copy of the last audited accounts are attached to this application.

Accounts attached (Please delete as appropriate): Yes / No

If not, please state reason and indicate the date by which they will be sent:

If the support you require from AVAC is not financial, please give details of the support you need:

Expenditure

Total Professional fees: (Where professional fees are multiple or combined, please complete the supplementary breakdown sheet provided)

Company/Performer	Cost
	£
	£
	£

Administrative fees:

Administration Task	Cost
	£
	£
	£

Administration costs:

Stationery	£
Postage	£
Telephone	£
Photocopying	£

Insurance costs:

Type	Cost
	£
	£
	£

Resource costs:

Resource	Details	Cost
Labour		£
Materials		£
Rehearsal/performance venue hire		£
Equipment		£
Transport		£
Travel		£
Copyright/Licence/Royalties		£
Course Fee		£
Residential Fee		£

Promotional Costs:

Promotion	Details	Cost
Print – Posters/Leaflets		£
Programmes		£
Advertising – Newspaper		£
Advertising - Radio		£
Website		£
		£

Other Expenditure (Please specify):

Expenditure	Details	Cost
		£
		£

Overall Expenditure:

£

Declaration

I certify that to the best of my knowledge, the information contained within this application is accurate and complete, that the budget indicated represents a fair estimate of the costs involved and that any monies that may be granted by AVAC will only be used for their stated purpose. I confirm that any monies awarded will be repaid in the event that the organisation/project is found to be in breach of any of the assurances given above.

Signed: _____

Print Name: _____

Date: _____

Office use only:
Date received: _____

Please email this form along with additional documents to aylesburyvaleartscouncil@mail.com