

# Application for a Grant 2017

## YOUR DETAILS

1. Name of applicant

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2. Name of group/organisation (where applicable)

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3. How long has the group been established and detail the type of activity it provides

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4. Address of applicant  
(please give full postal address including postcode)

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5. Email Contact

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6. Telephone contact

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7. Website address (if applicable)

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8. How did you here about the Arts Grant scheme?

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9. How much funding is requested?

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10. **Have you received funding from Hillingdon Arts Grants before ?**

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11. **If yes - please please advise when, how much and what for?**

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## **PROJECT DETAILS**

PLEASE COMPLETE ALL QUESTIONS.

12. **Which of the following does this activity involve?**

*Tick all that apply.*

- Crafts
- Combined arts
- Designer/maker
- Film/video/photography
- Literature
- Live arts (includes dance
- Music
- New media
- Opera
- Poetry
- Theatre and drama
- Visual Arts
- Other (please specify

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13. **Where will this activity take place? (please include postcode)**

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14. Activity start date  
(please also give details of performance times)

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15. Activity end date

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16. Describe the aims of the project, why it is important and what will take place.  
Specify your chosen venue if it is an event.

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17. Describe how your project will benefit the residents of Hillingdon.

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18. What are the age ranges of the people PARTICIPATING in your activity? Give  
approx number against each age group.

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19. What are the age ranges of the AUDIENCE?

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20. What is the expected number of audience attending the activity?

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## Management of planned activity

21. How will you market and promote your project?

***Tick all that apply.***

- Flyers
- Posters
- Banners
- Advertisement
- Leaflets
- Press releases
- Social networking sites
- Other e-marketing e.g.event websites
- Promotional emails
- Other

22. Please indicate which of the following organisations are involved

***Mark only one oval.***

- Education Establishments
- Community Groups
- Businesses
- Art Organisations
- Local Authorities

## Expenditure for planned activity

**Please give full detail on the expected expenditure. You need to indicate which element of the expenditure is to be funded by London Borough of Hillingdon.**

23. Fees for Artists

**(Please indicate cost for each and hourly/daily rate)**

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24. Equipment (hire)

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25. Materials

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26. Marketing

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27. Administration/Overheads

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28. Special effects or any other specific one-off costs  
for the planned activity

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29. Venue

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30. Other

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31. TOTAL expenditure for planned activity

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32. Detail here which expenditure (from list above)  
you wish Hillingdon to fund

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### Income from planned activity

**This section must be completed. Best estimates are to be used where the audience/ticket sales are unable to rely on comparison with previous or similar activities. If not applicable please indicate (n/a).**

33. Grants from Trusts or Foundations  
**(Please indicate from whom funds have  
been received)**

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34. Donations/sponsorship  
**(Please indicate from whom funds have  
been received)**

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35. Earned income - e.g. ticket sales or sales of work  
**(Please show how this has been calculated)**

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**36. Please detail individual ticket prices for the proposed event/performance /activity**

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**37. In kind support**

(Please detail)

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**38. Membership fee or other subscriptions**

(Please detail)

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**39. Total anticipated income**

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## **Declaration**

The information that you provide will be handled by London Borough of Hillingdon in accordance with the DATA Protection Act 1998. Officers will use this information only for the purposes of assessing your grant application or related purposes.

Please remember to append your group/society/personal statement of accounts to this application. We cannot accept the application without this documentation.

**40. I confirm that the organisation named in his application has given me the authority to sign this application on their behalf. I confirm that the activity in the application falls within the powers of the organisations constitution or memorandum and Articles of Association. I confirm that,as far as I know, the information in this application is true and correct. If the organisation are successful in receiving a grant from Hillingdon Council, we will submit a written report after 6 months with full details of how the funding was spent and how this has benefited residents. (Please indicate your name and position)**

Signed.....

**41. Date of application:.....**

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Please send this form, when completed, together with your latest accounts, to Arts Grants  
2017, 4 West 08, Civic Centre, High St. Uxbridge UB8 1UW

For advice regarding this form contact the HAA,

For information regarding progress of your application, please Email  
[artsgrants@hillingdon.gov.uk](mailto:artsgrants@hillingdon.gov.uk)

