

Grant Application Forms 2012

Application Deadlines

To be considered, applications **MUST** be received in accordance with the deadline dates below:

Application Deadlines

Monday 09th January 2012
Monday 16th April 2012
Monday 09th July 2012
Monday 08th October 2012

Dates of Trust Decisions

Wednesday 25th January 2012
Tuesday 08th May 2012
Tuesday 17th July 2012
Thursday 01st November 2012

Grant Application Cover Sheet
To be completed and submitted with every grant application

Name of Applicant / Main Contact:	
Name of Organisation (if applicable):	
Address:	
Telephone Number:	
Email address (if checked regularly):	
Grant Category applied for: (please tick as appropriate)	Project <input type="checkbox"/> Underwriting <input type="checkbox"/> Individual <input type="checkbox"/> Capital <input type="checkbox"/>
Amount Sought:	£ _____
If successful, to whom should the cheque be made payable?	
<p>I/We* confirm that this application presents accurate details of my/our* future plans. I/We* have read the conditions of the R C Sherriff Trust and agree to abide by them and the decision of the Board of Trustees.</p> <p>Signed: _____ Dated: _____</p> <p>PRINT NAME: _____</p> <p>Position within organisation (if appropriate): _____</p> <p>Address and telephone number (if different from above):</p> <p style="text-align: right; font-size: small;">*Delete as appropriate</p>	

Project / Individual / Underwriting Grant

To be completed in black ink or type and returned to the Director with the Cover Sheet

A. To be completed by Organisations only

What year was your organisation founded?

Is it formally constituted?

Your registered charity number (if applicable):

How many members does your organisation have?

How many members are resident in Elmbridge?

Aims and objectives of the organisation:

B. To be completed by ALL Applicants

Name of the performance / event:

Please describe the above project/event which the grant will be used to support, including dates of when it will take place:

Which art form(s) does the project involve? (tick as appropriate):

Crafts <input type="checkbox"/>	Combined arts <input type="checkbox"/>	Dance <input type="checkbox"/>	Drama/Theatre <input type="checkbox"/>
Film <input type="checkbox"/>	Literature <input type="checkbox"/>	Music <input type="checkbox"/>	Photography <input type="checkbox"/>
Puppetry <input type="checkbox"/>	Street arts <input type="checkbox"/>		Visual Arts <input type="checkbox"/>
	(including carnival and circus)		(including sculpture)

Please state which of the Trust's aims this project supports (found at the top of the Guidelines):

Please describe how the project will benefit you / your work / your artistic development, or that of the organisation you represent, and how it will benefit the residents of Elmbridge:

Attach additional sheets if necessary

C. <u>Budget for Project Grant</u>	
<u>To be completed by all Applicants for Project and Individual Grants</u>	
Please adapt this budget to suit your application	
INCOME	
Grants from Local Authorities, Arts Council, other Trusts & Foundations etc (please specify sources and amounts)	£
Sponsorship by businesses or individuals (please specify sources and amounts, including estimated value of any sponsorship in kind)	£
Estimated box office income (if applicable) Estimated bar/catering income (if applicable) Estimated sales income from books, art works etc (if applicable) <i>Please attach a breakdown of these estimates eg number of tickets at the relevant prices per night, number of pictures sold at average price etc</i>	£ £ £
Other areas of income (please specify sources and amounts)	£
TOTAL INCOME	£

EXPENDITURE	
Artists fees / cost of equipment (if applicable)	£
Venue hire (if applicable)	£
Transport hire (if applicable)	£
Materials (please specify)	£
Administration	£
Marketing costs	£
Telephone / stationery / postage	£
Other (please specify)	£
TOTAL EXPENDITURE	£
Amount you are seeking from the Trust	£

Please attach additional sheets with a fuller explanation of the figures under each of the above headings, e.g. how many artists and technicians at what fee per performance etc.

Thank you

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D. <u>Budget for Underwriting Grants</u>	
<u>To be completed by all Applicants for Underwriting Grants</u>	
Please adapt this budget to suit your application	
INCOME	
Grants from Local Authorities, Arts Council, other Trusts & Foundations etc (please specify sources and amounts)	£
Sponsorship by businesses or individuals (please specify sources and amounts, including estimated value of any sponsorship in kind)	£
Maximum achievable box office income (A) Minimum estimated box office income (B) Estimated bar / catering (if applicable) <i>Please attach a breakdown of these estimates eg number of tickets available per night at what prices, predicted sales – 50% etc</i> Other areas of income (please specify sources and amounts)	£ £ £ £
Total Maximum Income (include box office figure A)	£
**Total Minimum Estimated Income (include box office figure B)	£

EXPENDITURE	
Artists fees / cost of equipment (if applicable)	£
Venue hire (if applicable)	£
Transport hire (if applicable)	£
Materials (please specify)	£
Administration	£
Marketing costs	£
Telephone / stationery / postage	£
Other (please specify)	£
*TOTAL EXPENDITURE (C)	£
Maximum amount you are seeking from the Trust (Total Expenditure (C)* minus Total Minimum Estimated Income (B)**)	£

Please attach additional sheets with a breakdown of the above figures e.g. how many artists and technicians at what fee per performance etc.

Thank you

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