

Cultural Grants – Application Form

Cultural Grants are awarded by the Ministry of Culture.

Applications for grants are processed by Gibraltar Cultural Services.

Applications will be submitted to the Cultural Grants Committee, who will assess your application using this form, the written proposal, and supporting evidence.

This form

This form gives us information about you, what you are applying for and your Project Business Plan. Please fill in all questions in the Application Form. If any question in the form does not apply to you, mark them as 'Not Applicable'.

The checklist in section E tells you what to send in with your application.

Send in your application form to: 'Applications for Cultural Grants', Gibraltar Cultural Services, 308 Main Street, Gibraltar.

The application form contains the following information:

Section A – Personal Details

Section B – Cultural Entities (Organisations/Associations)

Section C – Activity you are applying for/Project Business Plan

Section D – Budget of the entity (relating to the previous year)

Section E – Checklist

Section F - Declaration

Section B – Cultural Entities

4. Tick the category that most clearly describes your organisation:

- Individual
 Arts organisation – amateur or voluntary
 Arts organisation – business or professional
 Community or voluntary organisation
 Educational establishment
 Trust/Foundation
 Other (Please describe type of cultural entity in no more than 10 words)

5. What year was the entity formed? _____

6. Number of members: _____

7. Subscription paid by members: _____

8. Are you registered as a Cultural Organization (if so, please provide Reg No) _____

9. Are you a registered charity (if so, please provide Ref. No.) _____

10 (a) What was your entity's / company's income in the last financial year?

£ _____ Actual

(b) If you are a new organisation, please estimate your income for the first year.

£ _____ Estimate

11. At the time of applying how many members does your committee, board or governing body have?

Total number

Section C – Activity you are applying for

8. What are you are applying for (specific use of grant)?

9. Please give us a description of the activity you want us to support, including:

- When and where the activity will take place
- If the activity will benefit a place or places
- How many people will benefit from this activity (e.g. artists, audience, others taking part)
- The age ranges of the people who will benefit from the activity
(Use separate sheets of paper if you need to include more information)

13(a) If grant is requested for participation in a competition abroad please supply a list with each person attending, giving:

Name, Address, Age, Nationality, ID Card No , Capacity in which person is travelling (i.e. competitor, choreographer, trainer etc)

If grant is awarded www.visitgibraltar.gi must be displayed on clothing/uniform/kit.

13(b) If grant is requested for purchasing of equipment please supply description and quotes.

14 Total amount of grant applied for £ _____

15 Have you received/applied for Government Funding before? **YES/NO**

If answer is YES please fill in Section 16.

If answer is NO please go straight to Section 17.

16 Previous Government Funding:

When did you last apply for Government Funding? _____

How much did you apply for? _____

How much was awarded? _____

Have you submitted a breakdown and receipts for the above funding? _____

**Please note if receipts have NOT been submitted,
this application will not be considered by the Board.**

17 Project Business Plan

Applicants are required to provide a business plan with their relevant headings .You may attach a separate sheet with your own layout if required.

**Income (expected or received)
for the event/activity/project that the grant will fund**

£ _____

£ _____

£ _____

£ _____

(A) Total Income £ _____

Expenditure

£ _____

£ _____

£ _____

£ _____

£ _____

£ _____

(B) Total Expenditure £ _____

BALANCE (A - B) =

GRANT REQUIRED £ _____

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Section D – Budget for previous year

18 Applicants are required to provide a break down of the income and expenditure of their entity, during the previous financial year, under the headings provided below:

Income

Earned Income	£ _____
Cultural Grants	£ _____
Private Income	£ _____
Other Income	£ _____
(A) Total Income	£ _____

Expenditure

Artistic Expenditure	£ _____
Marketing	£ _____
Assets – Equipment / Instruments etc.	£ _____
Assets – Refurbishing buildings for art use	£ _____
Other expenditure	£ _____
Monies donated to charity (Please provide name of recipients in separate sheet)	£ _____
(B) Total Expenditure	£ _____
Balance (A – B) = profit/loss	£ _____

Please note:

You must submit a formal audited statement of accounts for the preceding year from your organisation/entity, if your application is to be considered by the Cultural Grants Committee

Section E – Checklist

The Cultural Grants Committee will only assess fully completed application forms .

Please check the following to make sure that application is complete.

- Have you filled in all the sections as requested?
- Have you included a formal audited statement of accounts?
- Have you included your written proposal following the headings provided?
- Have you included a CV (if you are applying as an individual)?
- Have you attached quotes if you are applying for purchase of equipment?

Please make sure you keep a copy of your application form for your records.

You must ensure that this form is signed and dated when submitting your application.

Section F – Declaration

You are assured that we follow the Data Protection Act.

By signing this application form, you agree to the following:

We will use your cultural grant application including personal information for the following purposes:

- To decide whether to award the grant
- To hold in our database and use for statistical purposes
- If we offer you a grant, we will publish information about you relating to the activity we have funded and the amount of the grant
- The information may appear in our press releases, publications and websites.

I confirm that, as far as I know, the information in this application is true and correct.

Signature_____

Name (in Capital Letters)_____

Date_____

Please send your application to: Cultural Grants Committee
c/o Gibraltar Cultural Services Ltd
John Mackintosh Hall
308 Main Street
Gibraltar