

Book Grants – Application Form

The Cultural Grants Committee 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 the budget required.. Please fill in all questions in the Application Form. If any question in the form does not apply to you, please write 'Not Applicable' or 'N/A'.

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

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

The application form contains the following information:

- Section A – Personal Details
- Section B – Details of Book
- Section C – Estimate of Costs
- Section D – Budget
- Section E – Declaration
- Section F - Checklist

Section A – Personal Details

1. Name of Organization/Individual/s:

2. Full address and contact details:

Telephone _____ Fax _____

Mobile _____

E-mail address _____

Website _____

3. Tick one of the boxes below to describe your status:

- Individual/s
 Group/School
 Organisation/Association

4. What year was the entity formed? _____

5. Number of members _____

6. Subscription paid by members _____

7. Are you a registered charity? _____

Section B – Details of Book

8. Do you consider your book to be of cultural/historical interest?

9. Give a brief description of your book and why you think it should be considered for a Grant.

(Please attach separate sheet)

OR if the book is already written, please submit the manuscript either in hard copy or electronic format.

Section C – Estimate of Costs

10. (a) Printing of Book - Please provide 3 quotes

Please ensure that you provide the printer with the correct format.
Ministry will not be responsible for any extra printing charges over and above the quote.

(b) Printing of Invitations/Posters – Please provide 3 quotes

(c) Book Launch

(i) Cost of Venue _____

(ii) Cost of reception _____

(d) Any other related costs _____

11. Portion of costs, if any, to be contributed by individual/entity/sponsor _____

12. Total Grant applied for £ _____

Section D – Budget

This information is optional. If you do not wish to provide it 0 points will be awarded for this section.

13. Applicants are required to break down the income and expenditure under the headings provided below:

Income

Annual Taxable Income	£ _____
Cultural Grants	£ _____
Private Income	£ _____
Other Income	£ _____
(A) Total Income	£ _____

Expenditure

Rent/Mortgage	£ _____
Service Charges	£ _____
Life Insurance	£ _____
Health Insurance	£ _____
House Insurance	£ _____
Loans	£ _____
Other	£ _____
(B) Total Expenditure	£ _____

Balance (A – B)	£ _____
------------------------	----------------

Applicants must submit supporting documentary evidence.

Section E – Declaration

Please ensure that the form is signed and dated when submitting your application

As a Government Agency, we follow the Data Protection Act.

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

1. We will use your cultural grant application including personal information (excluding Section D) for the following purposes:
 - Decide whether to give you a grant
 - To hold in our website, 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
 - If the grant is awarded, the information may appear in our press releases, publications and websites.

2.

Tick this box if you have read and understood our information sheets and guidance notes.

Tick this box if you consider that we should treat the written proposal as confidential

Tick this box if you consider that we should treat your financial information as confidential

Tick this box if you do not want us to pass on your contact details to other event organisers

Section F- 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
(in cases of Associations/Clubs etc)
- Have you included your written proposal following the headings provided
- Have you included a CV (if you are applying as an individual)
- Have you included Income/Expenditure supporting documents
- Have you included 3 Quotes as stated in Section C..

Please ensure form is signed and dated when submitting your application and please keep a copy for your records .

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

Signature

Name (Use Capital Letters)

Date _____

Please send your application to:

Application for Book Grants
Gibraltar Cultural Services
308 Main Street
Gibraltar