

REF No:



## Application for a Financial Assistance Cultural Grant 2021.

**For official use only**

Application approved by GCS

Y/N

Quotes Y/N.....

Grant Awarded £.....

Approved.....

Please return completed application (in blue or black ink) to:

Cultural Grants Committee  
 Gibraltar Cultural Services  
 John Mackintosh Hall  
 308 Main Street  
 Gibraltar

Or submit via PDF to [registrations@culture.gov.gi](mailto:registrations@culture.gov.gi)

(Please tick the category under which you wish to apply for financial assistance)

<b>International Competitions or Event (Section 3)</b> <input type="checkbox"/>	<b>Cultural Development (Section 4)</b> <input type="checkbox"/>	<b>Purchase of Equipment (Section 5)</b> <input type="checkbox"/>
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**Date of application:**

**Total Value of Grant Applied for: £**

<b>1. Contact Details</b>	
<ul style="list-style-type: none"> <li>Name and position held in Cultural Organisation (if applicable)</li> <li>Address</li> <li>Telephone and Mobile number</li> <li>Email</li> </ul>	
<b>2. Cultural Organisation Details</b>	
<ul style="list-style-type: none"> <li>Name of Cultural organisation/ Governing Body</li> <li>Cultural Organisation Registration No:</li> <li>What year was your entity founded?</li> <li>Number of members</li> <li>Subscription paid by your members</li> </ul>	

<ul style="list-style-type: none"> <li>Registered Charity Number (if applicable)</li> <li>Have you received/applied for Government Cultural Grants before: <b>YES/NO</b></li> <li>Previous Government Funding (When did you apply; How much did you apply for; How much was awarded to you)</li> </ul>	
<b>3. International Competition or Event</b>	
<p><b>Details of Event</b></p> <ul style="list-style-type: none"> <li>Date of event</li> <li>Official Organising Body</li> <li>How many teams/individuals are competing. Detail: Names, Address, Age, Nationality, ID Card No, Capacity in which the person is travelling i.e. Competitor, Choreographer, Artist etc... (provide list separately)</li> <li>Is the Team the national representative or a club?</li> <li>No of teams competing in event</li> <li>No of officials accompanying team</li> <li>Venue of event</li> <li>Benefits of participating in this event</li> <li>Breakdown of costs</li> </ul> <p><b>Note:</b> If a Grant is awarded, <a href="http://www.visitgibraltar.gi">www.visitgibraltar.gi</a> must be displayed on all clothing/uniforms and #visitgibraltar promoted on all publicity. Photographic evidence to be provided.</p> <p><b>Should the event be cancelled, all monies awarded as a cultural grant will be reimbursed to GCS immediately.</b></p> <p>(Please add additional sheets as required)</p>	

<p><b>4. Cultural Development</b></p>	
<p><b>Full details of project</b> (A separate form must be completed for each project)</p> <ul style="list-style-type: none"> <li>• Description of project</li> <li>• Dates of proposed project</li> <li>• Type of project</li> <li>• Benefits of project</li> <li>• Details of who will be taking part in project</li> <li>• Venue for project</li> <li>• Breakdown of costs</li> </ul> <p><b>Note</b> Should the project be cancelled, all monies awarded as a cultural grant will be reimbursed to GCS, immediately.</p> <p>(Please add additional sheets as required)</p>	
<p><b>5. Purchase of Equipment</b></p>	
<p><b>Full details of proposed project</b></p> <ul style="list-style-type: none"> <li>• Description of equipment</li> <li>• Proposed time scale for the purchase</li> <li>• How will this proposed purchase effect the development of your cultural entity?</li> <li>• Breakdown of costs (including quotes)</li> </ul> <p><b>Note</b> All grants requested for the purchase of equipment must be accompanied by a full description of item(s) and three quotes.</p> <p><b>Should the purchase be cancelled, all monies awarded as a cultural grant will be reimbursed to GCS immediately.</b></p> <p>(Please add additional sheets as required)</p>	

<p>6. Details of how you propose to fund the total amount of event / project / purchase(s)</p>	
<p>7. Details of direct sponsorship towards the event/project(s)/purchase</p>	
<p>8. Provide any other relevant information in support of this application</p> <p>(Please add additional sheets as required)</p>	
<p>9. Bank details</p>	<p>Bank:</p> <p>Account Name:</p> <p>Account Number:</p> <p>Sort Code:</p>

10. I/we hereby confirm that all the information provided in this form is correct.  
 Agree     Disagree

11. I/we confirm that I accept all the terms and conditions relating to this application.  
 Agree     Disagree

12. I/we hereby consent to being contacted in the future by Gibraltar Cultural Services in relation to cultural matters or cultural events which may be of interest to the Organisation.  
 Agree     Disagree

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

Position within Cultural Governing Body \_\_\_\_\_

## CULTURAL GRANT APPLICATION

### Conditions Attached to Financial Assistance Application

- a. Only requests received on an official form will be considered.
- b. All sections of this application for financial assistance must be completed in full and accompanied by the requested supporting information.
- c. Official International Competitions must be accredited and on the official calendar of the International Governing Body (Federation)
- d. Cultural Organisations/Entities must be registered in the Cultural Associations Register in order for a grant to be awarded.
- e. Details of events/projects must be completed accurately and supported by information from the relevant International Organisation.
- f. All event / project promotion and contributions to the media must acknowledge the support of the Government of Gibraltar, and where participation is at an international level the promotion of **www.visitgibraltar.gi** and **#visitgibraltar** is a **MUST**. Photographic evidence is to be provided.
- f. Applications must be accompanied by a formal statement of accounts for the preceding year, from your Cultural Governing Body or Multi- Cultural organisation.
- g. Following the event/project/purchase Applicants **MUST** submit a confirmation on Form B, together with receipts of the actual expenditure incurred. Failure to produce such evidence may affect future applications.
- h. The % of approved total costs that may be awarded in the form of a Grant, is assessed and awarded on an individual, case by case basis and is subject to the terms and conditions herein.
- i. For further information on what constitutes approvable funding please see the Cultural Grants Standard Conditions and Criteria as enclosed **Appendix A**.

## Checklist

- a. Please ensure you have filled in all the applicable sections as requested
- b. Please include a formal audited statement of accounts
- c. Please include a written proposal following all the headings provided
- d. Please include any information that will support your application
- e. Please ensure you attach three quotes if you are applying for purchase of equipment

***Data Protection: The information provided on this form will be used by Gibraltar Cultural services conforming to the Data Protection Act.***

## APPENDIX A

### Cultural Grants – Standard Conditions

1. Grants must be used for the purpose for which it has been awarded.
2. Grants may be awarded, in some cases, for part of the application only.
3. The amount of the grant stated in the offer letter is the maximum payable.
4. An Association/Entity must be registered in the Cultural Associations Register in order for a grant to be awarded.
5. The Association/Entity/Applicant must use the logo **#VISITGIBRALTAR** on any promotional material both printed and online, kit, uniforms, etc. that is used for the event. Photographic evidence must be submitted. Failure to do so may result in the Grant being cancelled.
6. A breakdown of costs incurred, accompanied by receipts, to cover the whole of the Grant awarded, must be submitted to Gibraltar Cultural Services as soon as the costs have been paid and within the same financial year i.e. before the end of March. The Applicant will need to complete and submit Cultural Grants Confirmation **Form B**.
7. By accepting the offer, the Association/Entity/Applicant is agreeing to allow access to any of the financial records relating to the grant.
8. In the event that the Association/Entity/Applicant is not able to comply with the conditions of the grant or the activity for which the grant was awarded does not take place, the Association/Entity/Applicant must make immediate arrangements to reimburse the grant.
9. The Association/Entity is responsible of being fully aware of issues relating to the protection of children and vulnerable adults. The Association/Entity that organises events for young people and vulnerable adults, will ensure that their Safeguarding policy is up to date and a Welfare Officer is available at all times.
10. The Association/Entity/Applicant is required to obtain licenses, permits and insurances as required.
11. The Association/Entity/Applicant is responsible for obtaining its own financial and legal advice. This includes obtaining advice on their tax status as a result of receiving a Cultural Grant.
12. The Association/Entity/Applicant is responsible for the management of its own affairs.
13. Her Majesty's Government and/or Gibraltar Cultural Services will not be held liable for any debts that the Association/Entity/Applicant may incur and it will not be held responsible for any proceedings that may be instituted against it.