

# Application Form to (Re)Register as a Cultural Organisation

**This form is to be completed by all Cultural Organisations by 12<sup>th</sup> February 2021.**

Please complete all sections on pages 1-4 or enter N/A if not relevant.

Completed forms (and supporting documents) to be returned to [registrations@culture.gov.gi](mailto:registrations@culture.gov.gi) or by post to: Cultural Organisation Registrations, Gibraltar Cultural Services, John Mackintosh Hall, 308 Main Street.

## Section 1: Information about the Organisation

1. Name of Cultural Organisation.....

2. Cultural Organisation Registration Number (if known) .....

3. Cultural Category (tick one category which applies)

Arts   
  Dance   
  Drama   
  Music   
  Photography   
  Events   
  Other

4. Please specify the main events and activities carried out by your Organisation during a typical year:

5. Primary Contact Details for the Organisation \*

Name	Email	Telephone No	Website Address

**Website:**

WWW.

\* Note: Please be aware that the Primary Contact Details provided above will be listed on the Cultural Organisation Directory on our website <http://www.culture.gi/organisations> (subject to your consent being provided at the end of this form)

6. President of the Organisation

Name	Address	Email	Telephone No

7. Secretary of the Organisation

Name	Address	Email	Telephone No

8. Welfare Officer of the Organisation \*

Name	Address	Email	Telephone No

\* Note. The Welfare Officer should ideally be someone other than the President or Secretary)





Section 2: Declarations (please tick as appropriate)

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

Agree       Disagree

16. I/we confirm that any future changes in the Organisations structure or contact details will be communicated to Gibraltar Cultural Services Ltd via email to [registrations@culture.gov.gi](mailto:registrations@culture.gov.gi)

Agree       Disagree

17. I/we confirm that the Organisation is committed to meet all Ministry of Culture and GCS criteria for working with children, young people, vulnerable adults when using HMGOG premises

Agree       Disagree

18. 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

19. I/we hereby consent to the Organisations Primary Contact Details (provide in this form) being displayed on the website of Gibraltar Cultural Services <http://www.culture.gi/organisations>

Agree       Disagree

Section 3: Checklist (please tick as appropriate)

20. Cultural organisations applying to (re)register with Gibraltar Cultural Services must support their official applications by doing the following:

	Yes	No
Have all sections of the form and declarations been completed? .....	<input type="checkbox"/>	<input type="checkbox"/>
Enclose a copy of the Organisations Constitution, Aims & Objectives .....	<input type="checkbox"/>	<input type="checkbox"/>
Enclose a copy of the Organizations Safeguarding policy .....	<input type="checkbox"/>	<input type="checkbox"/>
Enclose supporting evidence if the Organisation is a member of International Federation .....	<input type="checkbox"/>	<input type="checkbox"/>
Completion of the Royal Gibraltar Police Vetting of Committee members*	<input type="checkbox"/>	<input type="checkbox"/>

\*Note: There is a requirement that vetting of all Committee Members or anyone involved in delivery (e.g. leading a workshop or class) must be carried out by the Organization upon members joining the committee, and again every 4 years thereafter. The results of the vetting must be provided to Gibraltar Cultural Services for confirmation, however this information will not be stored or held on file by GCS.

Section 4: Signing

21. Please confirm the name of the person completing this form, and your position within the Organisation, then sign and date to complete the registration form.

NAME	SIGNATURE	DATE	Position withing Cultural Organisation

Note: The person(s) completing this form must be a senior officer of the Organisation.