

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

**This form is to be completed by all Cultural Organisations**

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

Completed forms (and supporting documents) are 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/Group

2. Cultural Organisation Registration Number (if already registered) .....

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:

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5. Primary Contact Details for the Organisation \*

Name	Email	Telephone No	Website Address

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

6. President / Leader of the Organisation / Group

Name	Address	Email	Telephone No

7. Secretary

Name	Address	Email	Telephone No

8. Welfare Officer / Designated Named Person

Name	Address	Email	Telephone No

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

9. Please provide a list of all Committee Members: (continue on separate sheet if necessary)

Name	Address	Email	Telephone No

10. Information relating to the paying Members of the Organisation:

Number of individual Junior Members (under age 16).....

Annual Membership fee payable by each Junior Member (£).....

Number of individual Senior Members (over age 16) .....

Annual Membership fee payable by each Senior Member (£).....

11: Please confirm the address(es) of any premises used by the Organisation.

Address Premises No.1	Address Premises No.2	Address Premises No.3

12. Please provide details relating to membership of or affiliations to any relevant Governing Body(ies) or Federation(s) (if applicable)

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13. Please provide a list of all coaches and officials involved within the organisation (if not already listed)

Name	Address	Email	Telephone No	Role in Organisation

14. Please provide any other relevant information which may be of importance to note. E.g Awards, competitions attended etc.

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Section 2: Declarations (please tick as appropriate)

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

Tick

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

Tick

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, and at all times.

Tick

18. I/We hereby consent to being contacted in the future by GCS 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 Organisation's Primary Contact Details (provided on this form) being displayed on GCS website <http://www.culture.gi/organisations>

Agree       Disagree

### Section 3: Checklist (please tick)

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

- |  | Tick                     |
|--|--------------------------|
| 1. Have all sections of the form and declarations been completed?<br>.....   | <input type="checkbox"/> |
| 2. Enclose a copy of the Organisation's Constitution, Aims & Objectives<br>.....   | <input type="checkbox"/> |
| 3. Enclose a copy of the Organisation's Safeguarding Policy<br>(and copy of the Child Protection Policy, if applicable)<br>..... | <input type="checkbox"/> |
| 4. Enclose supporting evidence if the Organisation is a member of an International Federation<br>.....                           | <input type="checkbox"/> |
| 5. Completion of the Royal Gibraltar Police Vetting of Committee members*  | <input type="checkbox"/> |

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

If the individual has been in Gibraltar for less than 5 years, vetting (Good Conduct Certificate / DBS Check) will be required from other countries resided or worked in, for a total of 10 years.

For more information on the requirements for 2 & 3 above, please refer to:

Appendix 1: Organisation's Constitution, Aims and Objectives Guidelines

Appendix 2: Safeguarding Policy and Child Protection Policy Guidelines

### 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 within Cultural Organisation

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