



## Arts Development Small Grants Scheme

### Application form

About you	
Name of organisation/ applicant	
Contact name	
Telephone number	
Email	
Address and postcode	
Website (if applicable)	

About your project	
Project title	
Start date	
End date	

Brief description of your project (no more than 100 words)

**What are your aims?** (please provide a description of what your project aims to do)

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**Who's involved in the project?** (please include artists/ arts organisations involved)

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**How will your project benefit communities in County Durham?**

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**Where and when will your project take place?** (include village or town and details of venues/ locations if possible)

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**Is your project targeted at any specific groups?**

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<b>How will your project respond to our priorities?</b> (please refer to the guidelines for our priorities for creative projects and the council's priorities)

<b>How many people do you think will be involved in your project?</b>	
<b>Audience</b>	
<b>Participants</b>	

<b>About your project budget</b>			
Please show your project budget below. The total income and expenditure should balance. You must show how much funding you require from the Arts Development Small Grants Scheme.			
<b>Income source</b> (please state whether confirmed or expected)	£	<b>Expenditure</b> (please give details)	£
<b>Small grant requested: (Max £500)</b>			
<b>TOTAL INCOME:</b>		<b>TOTAL EXPENDITURE:</b>	

<b>Please tell about parts of the project that will continue after the project has finished</b>

**Declaration**

I confirm that the information contained in this application for grant funding is true and that I have been authorised to submit it by the group or organisation

**Groups and organisations**

We can provide copies of the following documents if our application is successful:

- Written constitution or governing document
- Annual accounts or equivalent 12 month projected income and expenditure signed by the chair, treasurer and secretary (all of whom must be unrelated).

If successful I will complete a Durham County Council supplier order form to enable payment.

We have enclosed copies of artist/s CVs or website reference.

www.\_\_\_\_\_

**Professional artists**

I can provide the following business evidence if successful:

- Three months worth of bank statements

If successful I will complete a Durham County Council supplier order form to enable payment.

I have enclosed a copy of my CV or website reference

www.\_\_\_\_\_

Signed

Date

Please tick this box if you **do not** wish to receive information about arts opportunities from Durham County Council

**Have you ...?**

Please take time to ensure that you have completed the form in full and that all additional information requested has been provided:

- CV (professional artists)
- Provided a website address or CV of the artist/s you are planning to work with on this project.

### Submitting your application

You can return your application by post or by email.

#### Please post to:

#### Arts Assistant

Arts Team  
Adults, Wellbeing & Health  
Durham County Council  
The Rivergreen Centre  
Durham  
DH1 5TS

Or email to: [artsgrants@durham.gov.uk](mailto:artsgrants@durham.gov.uk)

#### Return by:

- Deadline 1 – 12 noon on 30 September 2010
- Deadline 2 – 12 noon on 31 January 2011

An acknowledgement of your application will be sent to you. To save resources we will send the acknowledgement by email if you can give us an email address.

**All information will be held in accordance with the Data Protection Act.**

### Support with shaping your application

Please contact Arts Assistant, Arts Development Team, on 0191 370 8803 or email [artsgrants@durham.gov.uk](mailto:artsgrants@durham.gov.uk)

**Please ask us if you would like this document summarised in another language or format.**

العربية (Arabic) (中文 (繁體字)) (Chinese) اردو (Urdu)  
polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)  
বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)  
Français (French) Türkçe (Turkish) Melayu (Malay)

0191 370 8803  
[artsgrants@durham.gov.uk](mailto:artsgrants@durham.gov.uk)



Braille



Audio



Large Print