

★1 Project information

Please give a concise description of the activity you are asking us to support.
No more than 600 characters.

This description gives us a brief summary of the key aspects of your activity, so please describe your activity simply and clearly. You should include the main details about the nature of your activity, what will happen and who it is aimed at.

*For example, a completed activity description could look like this:
Our project involves working with groups of young people aged 12-15 to support them to produce their own creative written work. Four groups of young people from four different schools will take part in workshops with a professional poet to develop their own work, which they will perform at a showcase event at the end of the project. We will also produce a video of their performances that will be hosted on the project website.*

Amount requested

Here we want you to tell us the amount you will be requesting from us, including any access costs. If you are deaf or disabled or experience learning difficulties there may be extra costs relating to your own access needs that you will need to pay to help you manage your activity. For example, payment for a sign language interpreter to help you manage your activity. To find out more about personal access costs please read the Expenditure section of the How to apply guidance.

Please tell us the total amount you are requesting from us, including any personal access costs (£):

To find out if you are eligible for personal access costs to help manage your activity please refer to the section headed 'Access' in the 'How to apply' guidance.

How much of this request is for your personal access costs (£):

Activity dates

Please enter the start and end dates for your activity.

You must allow enough time to plan your activity and for us to process your application.

We need 6 weeks to process applications for up to £15,000.

▲ 1 Activity dates

Start & end dates:

Artistic Quality

In this section we want you to tell us about you and your artistic work, some more detail about the activity you would like to do, and how this activity will help you or your organisation develop.

We also ask about any other artists you may be working with, what their role is, and why you have chosen to work with them. Please read the Artistic quality section of the How to apply guidance for information on how to complete this section.

★2 Artistic quality

Please provide a brief summary of your (or your organisation's) recent relevant artistic work, experience and achievements:

No more than 1500 characters.

★3 Artistic quality

What is your proposed artistic activity, and what do you want to achieve by doing it?

No more than 1500 characters

★4 Artistic quality

Why is this activity important for your artistic development?

No more than 1500 characters.

Who is involved

Artists

Please list the main additional artists involved in your activity using the tool below, up to a maximum of 10 artists. Do not include yourself if you are the main artist. (If you are working with any individuals who are helping to deliver or manage your activity, please tell us about them later on in the separate Partners section of the application form.)

Please read the Artistic quality section of the How to apply guidance for information on how to complete this section.

★5 Who is involved: Artists

Artist's name	Role in activity	Contribution Please outline how this artist will contribute to the activity and give a brief description of their work:	Website	Confirmed or expected

■3 Beneficiaries

Tell us how many people you estimate will engage with your activity. On the two next pages you will have the opportunity to tell us more about your intended audiences and participants.

People who will benefit from your activity

Beneficiary Type	[this activity]	[your activity in last 12 months]
Artists		
Participants		
Audience (live)		
Audience (broadcast, online, in writing)		
Total		

■4 Results of your activity

Please estimate the outcomes of your activity in the categories below. Enter '0' (zero) for any item that is not relevant.

Number of new products or commissions	
Period of employment for artists (in days)	
Number of performance or exhibition days	
Number of sessions for education, training or participation	

Divide the day into three sessions (morning, afternoon and evening). A session is any one of these.

Audience

On this screen we ask you to give us some more details about the audience(s) your activity is aimed at. By 'audience' we mean people who are going to experience your activity as viewers, listeners or readers but are not actively involved in the activity. Please only give details on this screen for audiences – we will ask you about participants on the next screen.

Tick here if your activity is specifically aimed at:

- any particular age group of audience.
- any identified ethnic groups as audiences.
- disabled people as audience.
- individuals or groups with a particular sexual orientation identity as audience.
- either male, female or 'trans*' audiences.

Participants

On this screen we ask you to give us some more details about the participants your activity is aimed at, if any. By 'participants' we mean people who are actively involved in your activity (other than the artists or others leading the activity) by devising, creating, making, presenting or performing. Please only give details on this screen for participants – we have already asked about audiences on the previous screen.

Tick here if your activity is specifically aimed at:

- any particular age group of participants.
- any identified ethnic groups as participants.
- disabled people as participants.
- individuals or groups with a particular sexual orientation identity as Participant.
- either male, female or 'trans*' Participants.

Public engagement

Please read the Public engagement section of the How to apply guidance for information on how to complete this section.

■1 Public engagement

Who will engage with this activity? Tell us about the target audiences or people taking part, and how they will engage with the activity. If the activity will not engage people immediately, e.g. some research and development activities, please tell us about who you anticipate will engage with your work in the longer term:
No more than 1500 characters.

■2 Public engagement

Please describe how you will reach your target audience or participants, in the short or long term, and give details of your proposed marketing activities where appropriate:
No more than 3000 characters.

Finance

The Finance section will ask you to complete a budget for your activity, and to answer some questions about how you will manage your budget. Please read the Finance section of the guidance carefully before you begin.

Key things to remember about budgets:

- Your budget has to balance (your income needs to be the same as your expenditure).-
 We expect you to find at least 10% of the total cost of your activity from other sources.-
 We need to be able to see how you have worked your figures out, so please break them down clearly.

- Your budget should be for the total cost of the activity you are applying to do.
 It is important to remember that the spending (expenditure) and income for your activity should match.

Please use full pounds only and no pence (for example, '£1,167').
 Please check your figures carefully. If you do not fill in this section correctly, we cannot process your application.

Income

On this page you should enter all the cash and in kind income for your activity.
 The table at the top of the page is a snapshot of the information you are entering, and will calculate your total income for you as you work. This table is not editable. The table already includes the amount you are requesting from Arts Council England so you do not need to add this.

The details about each item of income that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field, for example:

Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360

You should enter all your cash income on this page, as well as any Support in kind you will receive. Please read the Support in kind section of the How to apply guidance for information on how to complete this section.

You will need to explain what the exceptional circumstances are that have prevented you from sourcing the minimum 10% partnership funding when you tell us about your approach to raising as much money as you can

5 Finance: Income

Income heading	Description	Expected or confirmed	Amount

Expenditure

On this page you should enter all the cash expenditure for your activity.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total expenditure for you as you work. This table is not editable. The table already includes any Support in kind you added on the Income screen so you do not need to add this.

The details about each item of expenditure that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field. For example, you should show the number of days and the daily rate for any fees shown.

To add each expenditure line, click the 'Add new item' icon on the left of the screen. To add more than one line of expenditure, use the 'Save and Add another' button.

6 Finance: Expenditure

Expenditure	Description	Amount

Finance questions

Please read the Finance section of the How to apply guidance for information on how to complete this section.

Income

01 Finance questions

Please describe your approach to raising as much money as you can from other sources. Identify which other sources of funding you have applied to, and the progress of any other applications you have made (including the date you will know the outcome):
No more than 1500 characters

Expenditure

02 Finance questions

Briefly tell us about your experience in managing budgets, and describe how you will manage the budget:
No more than 1500 characters.

03 Finance questions

Please describe how any fees, rates and purchases have been calculated:
No more than 1500 characters.

Support in kind

04 Finance questions

Please use this box to explain your support in kind in more detail, if necessary:

No more than 1500 characters.

Partners

In this section of the application form we want you to tell us how you will manage your activity.

We will ask you to tell us about any other partners involved in the activity, where it will be taking place and how you will manage and evaluate the activity. We will ask you to complete a timeline of the key stages of your activity.

Please read the Management section of the How to apply guidance for information on how to complete this section.

Activity partners

Here we ask you to tell us about any other partners involved in the activity, their role in the project and the status of their involvement.

If your activity involves working with other organisations or partners to support its management and/or delivery, please list them using the tool below.

The table at the bottom of the page will populate with the information you enter about the partners involved in your activity.

▲ 2 Activity partners

Please provide a brief summary of your and your partners' recent experience in managing similar types of activity:

No more than 1500 characters.

▲ 5 Activity partners

Partner name	Main contact	Email address	Role in activity	Confirmed or expected

Location

We report to local and national government on where funded activity takes place. To help us to do this we ask you to give us information on where your activity will take place. Please tell us what category your activity falls into, then click 'Save and Next' to tell us where it happens.

Touring activity is that which mainly involves presenting the same artistic programme in a number of different locations.

Non-touring activity is activity that is happening in just one place, in a series of different places (but is not touring) or activity that is not taking place in any specific place, such as online work or a publishing project.

Both touring and non-touring activity is that which involves showing the same work in a number of locations and some non-touring work (eg a tour and some organisational development work).

Type of activity: Touring / Non-Touring

Touring

Preliminary tour schedule

Using the tool below, please enter the location(s) where your touring activity is happening.

To

add a location, click the 'Add new item' icon on the left of the screen. To add more than one location, use the 'Save and Add another' button.

Name of the venue	Start date	End date	Local authority	Booking status

Activity plan

To give us a clear understanding of how your project will be managed, we would like to know about your planning and preparation to date and to see an outline project plan for your proposed activity. Please read the Management section of the How to apply guidance for information on how to complete this section.

▲ 3 Planning to date

Please briefly identify the main stages of any planning and preparation activity completed to date. *Please note this work should not be included in your budget, as we cannot fund any part of an activity that has already taken place.*

No more than 1500 characters.

Activity Timeline

Please use the tool below to list the main stages and tasks of the activity from the start date onwards, and to show who will lead on each element of the activity. Please add each activity stage in order. You must enter at least one stage.

To add an activity stage and start to create the table, click the 'Add new item' icon on the left of the screen. To add more than one stage, use the 'Save and Add another' button. The table at the bottom of the page will populate with the information you enter about the stages of your activity.

▲6 Activity Timeline

Start date	End date	Activity or task details	Task lead

Evaluation

Please briefly tell us how you plan to monitor the progress of your activity and to evaluate your achievements throughout the activity. If we give you a grant, we will ask you to evaluate your work and fill in an activity report form at the end of your activity. Please read the Management section of the How to apply guidance for information on how to complete this section.

▲4 Evaluation

Please briefly describe your plans to evaluate this activity:
No more than 1500 characters.

Letter attachments

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files

Other attachments

The application form is designed to give us the information we need to come to a decision on your application. However, you can upload supporting documents or web links in addition to any mandatory attachments we have asked for.

For applications that are for £15,000 or below only one attachment or web link is permitted.

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.