# **City of Bradford Metropolitan District CouncilLARGE ARTS, CULTURE & HERITAGE GRANTS**

# **APPLICATION FORM**

Please return this form to [culturegrants@bradford.gov.uk](mailto:culturegrants@bradford.gov.uk). The deadline for applications is specified in the Guidance Notes.

## ABOUT YOU

|  |  |  |  |
| --- | --- | --- | --- |
| Name of applicant | Applicant type | Contact email | Contact phone |
|  | Choose an item. |  |  |

## ABOUT YOUR ORGANISATION

If you are an organisation - or if you are the lead organisation for a partnership - please tell us:

|  |  |
| --- | --- |
| Organisation legal name |  |
| Organisation address |  |
| Postcode |  |
| Website if applicable |  |
| Are you based in the Bradford district? | Choose an item. |
| Do you have a bank or building society account in name of the organisation, as shown in your governing document? | Choose an item. |
| What is the legal status of your organisation? | Choose an item. |
| Company registration number if applicable |  |
| Charity registration number if applicable |  |
| VAT registration number if applicable |  |
| Year organisation formed |  |
| Organisation turnover in last full financial year |  |

## ABOUT YOU, IF YOU ARE APPLYING AS AN INDIVIDUAL

If you are an individual - please tell us:

|  |  |
| --- | --- |
| Your address |  |
| Your postcode |  |
| Website if applicable |  |
| Are you based in the Bradford District? | Choose an item. |
| Are you aged over 18? | Choose an item. |
| Do you have a bank or building society account in your name? |  |

## ABOUT YOUR PROJECT

|  |  |
| --- | --- |
| What is the name of your project? |  |
| Please give a short description of your project (maximum 600 characters/100 words) |  |
| What is the start date of your activity? |  |
| What is the end date of your activity? |  |
| What is the main form of cultural activity in your project? | Choose an item. |
| Other – please specify |  |
| How much funding are you applying for? |  |
| Please tell us if your activity is mainly intended to benefit any particular group of people? For instance, people of a particular location, age, gender, ethnicity or faith. |  |
| If your activity takes place in a specific place, please tell us its postcode: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which ward(s) will your activity take place in? Mark those that apply with an x | | | | | |
|  | Baildon |  | Great Horton |  | Royds |
|  | Bingley |  | Heaton |  | Shipley |
|  | Bingley Rural |  | Idle and Thackley |  | Thornton & Allerton |
|  | Bolton and Undercliffe |  | Ilkley |  | Toller |
|  | Bowling and Barkerend |  | Keighley Central |  | Tong |
|  | Bradford Moor |  | Keighley East |  | Wharfedale |
|  | City |  | Keighley West |  | Wibsey |
|  | Clayton & Fairweather Green |  | Little Horton |  | Windhill & Wrose |
|  | Craven |  | Manningham |  | Worth Valley |
|  | Eccleshill |  | Queensbury |  | Wyke |

### How many people will benefit from your activity?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Artists/creatives | Participants | Volunteers | Live audience | Broadcast/online audience |
|  |  |  |  |  |

### What and how many things will you create?

|  |  |
| --- | --- |
| New cultural activities, products or commissions? |  |
| Days employment for artists and creatives? |  |
| Performances or exhibition days? |  |
| Education, training or participation sessions? |  |

## MORE ABOUT YOUR PROJECT

Please answer each question following the prompts. You can write anything between 500 and a maximum of 1,000 words for each answer. If you would prefer you can answer these questions via a video or an audio recording. Any recording should run no longer than 15 minutes.

|  |
| --- |
| **Q1 Tell us about your project (500 – 1,000 words)** |
| *Please tell us about what do you want to do? Why you want to do it? What is the main creative idea? Who is involved in creating your project and what is their relevant experience?* |
|  |
| **Q2 How will your project benefit the people of Bradford District? (500 – 1,000 words)** |
| *Please tell us about who your project is for? Where will it take place? What you hope people will get out of it? How will you reach the people you want to? How will your project be inclusive and reflect the diversity of the district?* |
|  |
| **Q3 How will you deliver the project successfully? (500 – 1,000 words)** |
| *Please tell us more about you or your organisation and why you are well suited to do this project? What is your plan to deliver the project and how much time you have allowed to achieve it? How have you worked out the cost of your project? If you have earned income targets, what are they and how are they set? Please explain the match funding you have secured or what your plan is to get this? Are you working with partners? If so, who are they and what will they be doing? Are there any risks to your project and how will you tackle them? Do you have relevant insurances, risk assessments and safety and safeguarding processes in place?* |
|  |
| **Q4 How will you know if your project is a success? (500 – 1,000 words)** |
| *Please tell us what success will look like when it is delivered? What are your targets and how will you measure if you have met them? What will you do with the learning from the project? Do you have plans for the future after this project?* |
|  |
| **Q5. Please tell us how the project supports the environment, e.g using recycled materials, using low or zero emissions, souring local artists etc. (max 500 words)** |
|  |
| **Q6. Please Tell us how your project meets the aims of our Cultural Strategy, Culture is Our Plan? (max 500 words)** |
| *Please highlight which of the ambitions is reflected most in your project. You will need to identify at least 2 of the 10 ambitions. Please see the website for more information:* [*www.cultureisourplan.co.uk*](http://www.cultureisourplan.co.uk) *(500 – 1000 words).* |
|  |

## INCLUSION MONITORING

Please help us monitor our ambition that 50% of Bradford’s creative workforce, audiences and cultural

leadership will be drawn from people currently underrepresented in the Cultural and Creative Industries sector. The information we collect will be kept confidential and secure in accordance with the Data Protection Act and we will not use this information to assess your application.

Organisations only:

|  |  |
| --- | --- |
| How many people do you employ in your workforce? |  |
| How many people are there on your board of directors or trustees? |  |

If you are applying as an organisation, please complete the first 2 columns.

If you are applying as an individual, please complete the final column only.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Age: how many people are aged:** | **Workforce** | **Board** | **You as an individual** |
| 18 - 24 |  |  |  |
| 25 - 34 |  |  |  |
| 35 - 44 |  |  |  |
| 45 - 54 |  |  |  |
| 55 - 64 |  |  |  |
| 65 - 74 |  |  |  |
| 75 - 84 |  |  |  |
| 85+ |  |  |  |
| Prefer not to say |  |  |  |
| Not known |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Long term health and disability\***  Does your health or disability prevent you from doing things you want to, need to or have to? | **Workforce** | **Board** | **You as an individual** |
| Yes, limited a lot |  |  |  |
| Yes, limited a little |  |  |  |
| No |  |  |  |
| Prefer not to say |  |  |  |
| Not known |  |  |  |

\*Disability or health issues are those which have lasted, or are expected to last, at least 12 months, and include problems relating to old age.

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Gender identity. How many people are?** | **Workforce** | **Board** | **You as an individual** |
| Male |  |  |  |
| Female |  |  |  |
| Other |  |  |  |
| Prefer not to say |  |  |  |
| Not known |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Race, ethnic or cultural origin. How many people are:** | | **Workforce** | **Board** | **You as an individual** |
|  | White English/Welsh/Scottish/Northern Irish/British |  |  |  |
| White Irish |  |  |  |
| White Gypsy or Irish Traveller |  |  |  |
| Other white background |  |  |  |
|  | White and Black Caribbean |  |  |  |
| White and Black African |  |  |  |
| White and Asian |  |  |  |
| Any other mixed/multiple ethnic background |  |  |  |
|  | Asian/Asian British Indian |  |  |  |
| Asian/Asian British Pakistani |  |  |  |
| Asian/Asian British Bangladeshi |  |  |  |
| Asian/Asian British Chinese |  |  |  |
| Any other Asian/ Asian British background |  |  |  |
|  | Black African |  |  |  |
| Black Caribbean |  |  |  |
| Any other Black/African/Caribbean background |  |  |  |
|  | Prefer not to say |  |  |  |
| Not known |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Sexual orientation. How many people are:** | **Workforce** | **Board** | **You as an individual** |
| Bi-sexual |  |  |  |
| Gay man |  |  |  |
| Gay woman or lesbian |  |  |  |
| Heterosexual or Straight |  |  |  |
| Other |  |  |  |
| Prefer not to say |  |  |  |
| Not known |  |  |  |

## ARTS, CULTURE AND HERITAGE GRANT CHECKLIST FOR ORGANISATIONS

**If you are an organisation, please complete the following policy checklist.**

To safeguard the Bradford Council investment and ensure that all our funded projects are well managed and provide good quality services, organisations must achieve the following Baseline Standards. Does your organisation have?

|  |  |
| --- | --- |
| **Legal Structure:** An appropriate legal structure, set out in a constitution or memorandum & articles of association, which clearly outlines the aims and rules governing the organisation. | Choose an item. |
| **Annual Accounts:** Annual financial reports for your last full year of trading that are produced and externally reviewed, and which show your income, expenditure, assets and liabilities. Depending on your organisation size and legal status this might be audited accounts or independently examined accounts. | Choose an item. |
| **Financial Management:** Regular, monthly or quarterly management accounts for the organisation and any associated projects. Have in place procedures, which enable the organisation, board or trustees to undertake their legal obligation to monitor income and expenditure on a regular basis. | Choose an item. |
| **Equal Opportunities:** Adoption and implementation of an equal opportunities policy which reflects current legislation, Equalities Act 2010 and the Human Rights Act 1998 and provide appropriate training for trustees, staff and volunteers. | Choose an item. |
| **Employment:** Comply with all employment law, including legislation on Stakeholder Pensions (if appropriate). All staff and volunteers have appropriate job descriptions and contracts etc. | Choose an item. |
| **Insurance:** Appropriate insurance certification to cover your Organisation - for example, public liability, employer’s liability, professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance is obtained. | Choose an item. |
| **Confidentiality:** Comply with General Data Protection Regulation (GDPR) 2018 and have a written policy. | Choose an item. |
| **Monitoring & Evaluation:** A commitment to collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating the organisations performance. | Choose an item. |
| **Management Committee:** If you have a management committee or board, the members are aware of and can carry out their legal responsibilities. | Choose an item. |
| **Child Protection:** Meet the statutory requirements for the safeguarding of Children and vulnerable adults (if appropriate). | Choose an item. |
| **Sustainable Development:** a commitment and action plan to improve the environmental performance of the organisation. | Choose an item. |

## DECLARATION

|  |  |
| --- | --- |
| I agree to CBMDC terms and conditions | Choose an item. |
| I confirm I am authorised to make this application | Choose an item. |
| I confirm the information supplied is true and correct | Choose an item. |
| Signature |  |
| Name |  |
| Date |  |

## ATTACHMENTS

Please remember to also include the following:

* Budget - showing income and expenditure and balanced outcome for the activity
* Project Plan – if you want to share more detail than you have been able to in answer to Q3
* CV (if you are an individual)
* Governance documents such as articles of association (if you are an organisation)
* Web links to examples of creative work
* Permission to apply email (If you are a CBMDC operated or independent regularly funded organisation you will need written permission from CBMDC Culture Department to apply to this fund).