**Sutton STEAMs Ahead - Smells and Feelings - Application Form**

**Please read the Sutton STEAMs Ahead Creative Brief guidance notes and relevant Creative Brief before completing this application form.**

Please note we will not accept additional supporting documentation that is not explicitly requested in the application form.

**Section 1: Eligibility Checklist**

It is important that you work through this checklist before you start completing the Sutton STEAMs Ahead Fund application form. This checklist has been designed to help you decide if the *Sutton STEAMs Ahead - Smells and Feelings* brief is right for you, before you submit an application.

| You must be able to answer ‘**yes**’ to all questions in part one in order to apply. |
| --- |
| **Question** | **Please answer Yes/No** |
| Are you a community group/ member of a community who can demonstrate how they will fulfil the relevant brief? |  |
| Do you have a UK bank account?  |  |
| Do you work in or have established links with Sutton? |  |
| Does your project demonstrate an awareness of the [London Borough of Sutton’s Environmental Strategy](https://www.sutton.gov.uk/documents/20124/454993/Environment_Strategy_2020.pdf/44a51ff0-5903-6896-0fb5-057d43054b77)? |  |

**Section 2: Your details**

| **Question** | **Please complete this section:** |
| --- | --- |
| Name of organisation |  |
| Full Address |  |
| Contact Number |  |
| Email Address |  |
| Instagram (if available) |  |
| Facebook (if available) |  |
| Twitter (if available) |  |
| Any other social media links?  |  |
| Organisation (if applicable) |  |
| Position in Organisation (if applicable)  |  |
| Charity Number (if applicable) |  |
| Company Number (if applicable) |  |

**Section 3: Application and Project Details**

| A **link to your organisation’s** website, or written description of the work the organisation does. If you would prefer not to share online links please provide a PDF document with visual examples of your work - no more than 10mb.  | Please email the document or recording to us with your completed application form |
| --- | --- |
| A **supporting statement** ( 500-1000 max. words or 5 mins film or voice recording), which should include includes: 1. An outline of your interest in working on this particular commission
2. Details of one community project previously worked on which you feel has the most relevance to this commission
3. Details of your interest in, or connection to, the London Borough of Sutton
4. Details on how the project would be facilitated, particularly with relation to workshop planning and delivery
 | Please email the document or recording to us with your completed application form |

**Section 4: Confirmation**

| **Question** | **Format** |
| --- | --- |
| I have read and understood the Sutton STEAMS Ahead Fund Guidance Notes prior to completing this application. | *(please tick here)* |
| I am happy for the information submitted in this form to be processed by London Borough of Sutton for the purposes of assessing my suitability for funding from the Sutton STEAMs Ahead Fund. | *(please tick here)* |
| I confirm that if successful, I will provide progress reports to Sutton Council including pictures, updates, and feedback from the project development sessions  | *(please tick here)* |
| Signed by (person completing application) | *(print name and/or sign)* |
| Date | *Date:* |

**Please send completed submissions to** **suttonsteamsahead@sutton.gov.uk****, please mark your submission “*Application: Smells and Feelings Project Brief”.***