**Grant application for up to £800**

**Deadline to apply - Wednesday 1st July 2015**

IMAGINE festival the arts 2015 is part funded by the London Borough of Sutton in addition to public funding from Arts Council England. This year’s festival will unite Art, Libraries and Heritage in Sutton.

Please ensure that you read the guidelines to discover more about this year’s festival, and to give you the best chance of a successful application.

**Complete all sections marked with \*** for your application to be accepted

1. **Your organisation details**

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| \*Organisation/group name\*Contact Name |  |
| \* Position in the organisation: |  |
| \*Address |  |
| \*Telephone: |  |
| \*Email: |  |
| \*Website (if appropriate): |  |
| \*When was your organisation established? |  |
| \*How would you best describe your organisation? Please tick appropriate group. | Limited companyRegistered charity         Not for profit/ community organisation Other, please specify:  |

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| \*Brief description of your current organisations/groups regular activities (Max. 50 words) |
|  |
| \*Location(s) where you currently hold the activity  |
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| \*Payments will be paid through BACS please provide the following: |
| \*Bank Name: |  |
| \*Sort Code: |  |
| \*Account Number: |  |
| \*Name of Account: |  |

1. **The Project**

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| \*Write about your project/activities for IMAGINE 2015 (Max. 200 words) Give brief details of the **aims** and **benefits**, and why it is important and what will take place. Please note that your project must give opportunity for the public to get involved.  |
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| \*How is the project really different to your usual activity? (Max. 200 words) |
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| \*Please identify any new partnerships your project will develop (Max. 200 words) |

Should you require additional AV support? City Sound have offered their services at a community rate for IMAGINE festival of the arts applicants.

**They can provide:**

* A small or large PA systems to suit the need of the event
* Radio mics for announcements, speeches etc. can be included.
* Technical help and even stage manage events (Inc. compering)
* I can supply band equipment (amplifiers, drum kits etc.).
* I can supply bands, entertainers of all manner of genres

If you require these services as part of your event, please contact

**city-sound@live.co.uk**

1. **Marketing**

Note: You are required to acknowledge the grant by using the Sutton Council, Imagine Festival and Lottery Grant award Logo on all publicity materials attached to the project. Please refer to the guidelines. Promotion of projects taking place in libraries should include the link [www.sutton-libraries.gov.uk](http://www.sutton-libraries.gov.uk/)

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| \*How many participants and/or visitors do you hope to reach? How have you come to this figure? (Max 200 words) |
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| \*Who is your target audience and why? Including the age, needs and area (Max 200 words) |
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| \*How will you disseminate information about your project? Please include the planned dates for promotion; local and regional links and potential reach for each platform.  (Max 200 words) |
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**4. Evaluation**

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| By applying for this grant, **you agree to complete the evaluation of your project** and return the forms to Joanna.steele@sutton.gov.uk. We will send you a copy of the audience evaluation form for each event and ensure these are printed for the project. In addition, you agree to complete the organisers’ evaluation forms provided by LBS and Arts Council England.  |

**5. Budget**

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| \*Please state the amount you are you applying for (up to £800)Please note that £100 of your allocated budget is given upon receipt of the evaluation forms |
| \*Please state your budget below and be clear about how you have come to the figures. |

**7. Terms of agreement**

**(Please note, by signing this document you agree to the terms below)**

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| EvaluationI / we agree to assist with the monitoring & evaluation of the project in conjunction with London Borough of Sutton and Arts Council England. This will include distributing evaluation forms provided by LBS, then returning these to Joanna Steele. In addition, I / we agree to provide organisers evaluation following the event.PhotographyCouncil officers will ask permission from your group and/or participants to take photographic images of the project. These images will be used to promote the festival and arts in the borough, and may feature on our website and in press coverage. At no time will these images be used for commercial gains.Health And Safety All successful participants will be asked to complete a simple Risk Assessment form provided by the London Borough of SuttonChild ProtectionAppropriate procedures must be in place if you are working with children or vulnerable adults.**We will require a child protection policy and relevant Disclosure and Barring service (DBS)** documents if appropriate to the project. Financial CommitmentThe grant payment will be released to you in the week beginning 3rd August. The following payment of £100 will be released upon receipt of evaluation in November 2015  |

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| I agree to the terms of this contract and confirm that the information provided in this application is to the best of my knowledge accurate.  |
| Name in capital letters | Signature (Signed) | Date |