**Croydon London Borough of Culture 2023**

 **Reference number (office use)**

**Ignite Fund – Large Grants**

**APPLICATION FORM**

Please read the **guidance document** carefully before you complete this application form and return it to culture@croydon.gov.uk before the end of day on **29th July 2022.** We won’t be able to consider late submissions.

Project title:

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| **SECTION A: Your details** |
| *Applications for Ignite Fund Large Grants must come from a constituted organisation with a governing document and a bank account. You must have been operating for at least 12 months and be able to submit accounts if you are successful.*

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| **Organisation**  |  |
| **Status e.g. Charity, CIC** |  |
| **How long have you been established?** |  |
| **Contact person** |  |
| **Telephone** |  |
| **Address incl. Post Code** |  |
| **Email**  |  |

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***3. Do you or any partners on the project have any links to members of the***

***Borough of Culture steering group?*** *A list of members is included in the*

*guidance notes.**(If Yes, please give details)*

***2. Tell us about the governance of your organisation and your trustees /***

***senior management. How would you describe them in relation to our***

***objectives on diversity and representation.*** *(Max 150 words)*

**1. Tell us about the people and communities who you usually support /**

**work with / involve.** (Max 200 words)

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| SECTION B: The Project  |
| **1a. Please give a short description of your idea** We may use this description publicly if your application is successful. (Max 50 words)**1b. Please give us a more detailed description of your project** (Max 400 words)(We don’t need every detail at this stage but tell us as much as you can about your project, particularly thinking about how it contributes to the themes for Croydon’s London Borough of Culture programme) |
| **2. Tell us about the people and communities who will benefit from this specific project** (Max 200 words) |

1. **How will your activity support our key system change objective of ‘a fairer society’?**
* *How will your project support our wider aims on greater representation, reaching priority groups and ensuring all socio-economic groups are able to access LBoC events.*

*(Max 200 words)*

1. **Will your activity also support any of our other key system change objectives, and if so how? The other objectives are:**
* Young People are more supported
* *More active communities and citizens*
* *A greener cultural sector*
* *Healthier communities*

(Max 200 words.)

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| **5. When will your event take place?** All Ignite Fund Round 1 funded projects will require a public facing event / outcome that will be part of LBoC’s main flagship programme between 1st April 2023 and 31st March 2024. Do you have a specific date or a period of time in mind for yours? If so, how flexible is this timing? |

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| **6. Where will your event take place?** Do you have a specific location or a particular area of Croydon in mind? Are you open to the possibility of it taking place in a different location? We may be able to help you find a suitable venue if you don’t already have one. |

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| **7. How will you work with others to deliver the event or activity?** Tell us about any partnerships that you already have in place, both within and outside Croydon. Tell us about any artists or creative practitioners that will be involved

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| **Collaborating artist or organisation**  |  |
| **Where are they based?** |  |
| **What is their role in the project and how would you describe their work. *(****Max 100 words)* |  |
| **Confirmed or unconfirmed?** |  |

 *Add additional tables for each partner artist / organisation you are working with*  |

 **8. How will you ensure that your event is as accessible as possible to people**

 **with different needs?**

 For example, choosing venues which are accessible to people who use

 wheelchairs, providing British Sign Language interpretation for d/Deaf people –

 (Max 200 words)

**9. *What legacy will your project leave behind?*** *(Max 200 words)*

**10*. Please tell us about how you plan on marketing and promoting your event to the communities involved and to the wider public.***

*Please give details on any marketing / ticketing initiatives you plan on using that will ensure you reach your target audience/communities. There will be additional central resources to help market the BoC programme as a whole. (Max 200 words)*

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| **11*.*** ***How will your event draw audiences from beyond Croydon and help in the rebranding of the borough as a destination for culture?****Please give details of how your artist profile and marketing & engagement strategy will draw audiences from beyond Croydon to the borough. (Max 150 words)* |

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| **SECTION C: Budget** |
| 1. **Expenditure**

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| ***Costs of delivering the project*** |  |
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| **Total Project Expenditure** | **£** |

1. **Income**

 You can apply for a grant **of £25,000 to £50,000**. We expect the average grant to  be £30,000. These larger grants will be issues in two ‘tranches’. The first tranche, from a  guaranteed pot of £125k, will involve 3 – 5 grants and will be announced by the end of  August, this money will not be from ACE funding. There will be a second tranche  of additional funding which will be announced by the end of September; subject to  additional funding from ACE. (**please note you will not be able to get match  funding from ACE for your project if you are granted money from this second  tranche**).  Are you relying on ACE grants for match funding for your project? **YES / NO**

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| **Income (where the money is coming from).**  |  |
| Ignite Fund – Larger Grant application | £ |
|  |  |
| Other funding confirmed or to be applied for e.g. ACE, NHLF, Awards for All etc. (please specify) | Applied for Y/N | Confirmed Y/N |  |
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| Additional fundraising target (please specify potential sources) |  |
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| Sales Revenue |  |
| **Total Project Income** | **£** |

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| **SECTION D: Terms & Conditions** |
| By completing and signing this application form you will be accepting your project will be subject to the following terms and conditions:1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by the Council in writing.
2. On confirmation of the award you will receive an email confirming the final award amount, and you will be told if an extra documents are needed. There will be a bank form for you to fill in and send back to us. Payment schedules will be agreed for each project and payments will only be made once the bank form and any other required documents are sent back.
3. In exceptional circumstances, the grant can be withdrawn or withheld at the Council’s discretion.
4. Any part of the grant that is not used for the project must be refunded back to the Council.
5. Repayment of the grant can be required at the sole discretion of the Council if:
* The Council finds that any false information has been supplied to the Council;
* The work undertaken is not the work for which the grant was approved (if the Council has not been informed of, and approved, these changes in accordance with point 1);
* The grant has not been spent by 31 March 2024 unless otherwise agreed by the Council;
* Your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;
* There is any other breach of any of the conditions in this form.
1. The grant is made on a 'one-off’ basis and does not carry any commitment to future funding.
2. The project leader needs to return a completed monitoring form and financial breakdown of how the grant was used no later than 3 months after the end date of the project. Failure to do so will make the organisation ineligible for future grants. A template monitoring form will be forwarded to successful applications on confirmation of the grant.
3. The grant will be acknowledged in all printed materials for the project, and anywhere else appropriate in accordance with guidelines for the London Borough of Culture programme.
4. Logos for the London Borough of Culture programme provided by the Council will be attached to all relevant materials.
5. The Council and GLA may use your name and the project name in any publicity material.
6. The Project shall comply with any legal obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.
7. Receiving a grant from Croydon Council’s London Borough of Culture programme does not constitute the granting of planning permission, or any other permission, and in no way prejudices future decisions of Croydon Council or the Local Planning Authority. You must obtain all relevant permissions.
8. Croydon Council reserves the right to share the information you have provided with relevant parties (e.g. ACE, NHLF, GLAA, Charity Commission) where appropriate.
9. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Croydon Council shall not be obliged to pay any additional amount.
10. Croydon Council requires all organisations receiving an award to hold the following documentation: Formal constitution; Bank account in the name of the company; Accounts. By signing this form you confirm you hold the relevant documents for the project the Council are pledging against, and your organisation agrees to provide these to Croydon Council if it is deemed necessary.
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***DECLARATION***

I, the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Croydon Council of any changes in the organisation’s contact details or circumstances that would affect this application or the use of any grant relating to it.

**This declaration can be typed and sent in electronically**

Signed on behalf of the organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in block capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in the Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**IMPORTANT INFORMATION FOR APPLICANTS**

Funded organisations must ensure that:

1. A bank account in the name of the organisation s in operation into which payment can be made. We cannot pay into personal bank accounts;
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. All projects are completed by 31 March 2024
5. A completed monitoring form with appropriate information is provided at the end of the project.

If you have any concerns or questions about the above requirements or anything else related to this application form please email culture@croydon.gov.uk