**Festival and Events Fund 2025 / 2026**

**Support for Local Arts Cultural and Heritage Organisations**

**Application Form for CAPITAL AND REVENUE Funding**

* Please ensure that you refer to the Guidelines to Applicants and the funding Criteria when completing this form.
* Please complete the form electronically and submit as a word document if at all possible. If you are unable to add an electronic signature and prefer to scan a wet signature, please submit a PDF scan of the signed final page as a separate / additional document.
* **Final Application deadline 2nd June 2025**

**1. About your Group or Organisation**

|  |  |
| --- | --- |
| **Project Name** | *Insert answer here* |
| **Organisation** | *Insert answer here* |
| **Organisation type** | **For-profit business**  **Not for profit business / CIC**  **Charity**  **Other (please specify below)**  *Insert answer here* |
| **Company Registration / Charity Number (or equivalent) and VAT registration details. If none apply put N/A.** | *Insert answer here* |
| **Contact name** | *Insert answer here* |
| **Position in the organisation** | *Insert answer here* |
| **Contact Email** | *Insert answer here* |

**1. About your Group or Organisation (continued)**

|  |  |
| --- | --- |
| **Contact Telephone** | *Insert answer here* |
| **Applicant Address** | *Insert answer here* |
| **Applicant Postcode** | *Insert answer here* |
| **Your Organisation – Please briefly describe your organisation including what you do and how long you have been established** | *Insert answer here*  Max 300 words |

**2. Project details**

|  |  |
| --- | --- |
| **2.1 Is this application for Capital or Revenue costs?** | Capital  Revenue |
| **2.2 Please state where the event will take place giving the address and postcode.** | *Insert answer here* |
| **2.3 Project Description - What would you like us to fund and why?** | *Insert answer here*  Max words 300 |
| **2.4 Describe how the activity you are proposing represents ‘clear added value’ to your organisation and is distinct from your ‘business as usual’** | *Insert answer here*  Max words 200 |
| **2.5** **Will your project increase participations and engagement numbers?**  **If so, please could you provide baseline figures and projected increase, as well as your plans to achieve this.**  **If this doesn’t apply to your project please put N/A in the box below.** | *Insert answer here*  Max words 200 |
| **2.6** **Will your proposed activity lead to increased volunteering opportunities as a result of this support?**  **If so, please could you provide baseline figures and projected increase, as well as your plans to achieve this.**  **If this doesn’t apply to your project please put N/A in the box below.** | *Insert answer here*  Max words 200 |
| **2.7 How will low carbon and sustainability be built into the design and delivery of your project?** | *Insert answer here*  Max words 100 |
| **2.8** **How will inclusivity and equality be built into the design and delivery of your project?** | *Insert answer here*  Max words 100 |
| **2.9 Project dates** | **Project start date:** Click or tap to enter a date.  **Project completion date:** Click or tap to enter a date. |

**2.10 Project timetable**

Please provide details of project milestones, such as;

Permissions in place, purchase of property or equipment, works completed.

Please add more lines if required.

|  |  |
| --- | --- |
| **Project milestone** | **Date** |
| *Insert answer here* | *Insert answer here* |
| *Insert answer here* | *Insert answer here* |
| *Insert answer here* | *Insert answer here* |
| *Insert answer here* | *Insert answer here* |

|  |  |
| --- | --- |
| **2.11 Does your project require any permissions or licences before it can start?** | Yes No |
| **2.12 If your project**  **requires permissions**  **before it can start,**  **please provide**  **details.** | *Insert answer here* |

**3. Financing your Project**

|  |  |
| --- | --- |
| **3.1 What is the total cost of your project?** | £ |
| **3.2 How much funding are you applying for from the Festivals and Events Fund?** | £ |
| **3.3 If this project requires additional funding from other funders, put the amount you require here (or put N/A)** | £ |

|  |  |
| --- | --- |
| **3.4 Project Expenditure** | **Value** |
| **Item Description** | **Total including VAT** |
| *Insert answer here* | £ |
| *Insert answer here* | £ |
| *Insert answer here* | £ |
| *Insert answer here* | £ |
| *Insert answer here* | £ |
| *Insert answer here* | £ |
| *Insert answer here* | £ |
| **Total** | **£** |

|  |  |
| --- | --- |
| **If your organisation is eligible to do so, are you intending**  **to claim back VAT on any of the items above? Y/N** | *Insert answer here* |

**3.5 Projected Income**

Totalprojected expenditure and total projected income should be the same

|  |  |  |
| --- | --- | --- |
| **Source of Income** | **Confirmed Amount** | **Unconfirmed Amount** |
| Events and Festivals Fund |  | £ |
| List any other grants or funders below | £ | £ |
| *Insert answer here* | £ | £ |
| *Insert answer here* | £ | £ |
| *Insert answer here* | £ | £ |
| *Insert answer here* | £ | £ |
| **Total** | **Total** | **£** |

|  |
| --- |
| **3.6 If you have listed unconfirmed funding above, please state when you hope to have confirmed it** |
| *Insert answer here* |

| **4. Supporting Documentation Checklist**  **Please indicate if the following documents have been submitted with your application** | **Y/N** |
| --- | --- |
| All required quotations  *For items up to £2000, you have obtained a written quotation or a verbal quotation confirmed in writing. For items between £2,001 - £50,000 you have obtained 2 written quotations. If your project involves a purchase of over £50,000 You have obtained 3 written quotes. The written quotes and estimates must display the relevant company names and addresses and be less than six months old.* | *Insert answer here* |
| A copy of a recent Bank Statement for all accounts held in the name of your group. (within the past 3 months) | *Insert answer here* |
| A copy of your most recent Annual Accounts or Audited Accounts. | *Insert answer here* |
| Your Equal Opportunities Policy or Statement (where not explicit in Constitution). | *Insert answer here* |
| A copy of Constitution, terms of reference or proof of formalised structure | *Insert answer here* |
| A copy of your last Annual Report and/or AGM minutes | *Insert answer here* |
| Your Child Protection Policy, where appropriate. | *Insert answer here* |
| Your Safeguarding Vulnerable adults policy or statement, where appropriate | *Insert answer here* |
| Public/ employee liability or professional indemnity insurance where appropriate | *Insert answer here* |

**In signing this declaration I agree that:**

1. I have full authority on behalf of the group/organisation to make this application.
2. I have read and understood the ‘Festival and Events Fund 2025 2026 Introduction and Funding Criteria’ and the ‘Guidance to Applicants’
3. The information contained in this application is correct at the time of submission.
4. The group/organisation will have appropriate insurance cover for the project.

| **Signed \*** | *Insert answer here* |
| --- | --- |
| **Print name** | *Insert answer here* |
| **Position in group** | *Insert answer here* |
| **Date** | Click or tap to enter a date. |

Please make sure that you have enclosed all required supporting documentation and then return your completed form to the Arts and Culture Officer at

[**artsandculture@westmorlandandfurness.gov.uk**](mailto:artsandculture@westmorlandandfurness.gov.uk)

**Please also email the address above if you have any questions you want to ask us before submitting your application or if you want to arrange an informal discussion.**