

# **APPLICATION FOR GRANT AID/GUARANTEE AGAINST LOSS OR CAPITAL ITEM**



Please return this form and all supporting documentation to [worcsarts@btinternet.com](mailto:worcsarts@btinternet.com)

Or by post to:  
Worcester Arts Council  
c/o Perdiswell Young People's Leisure Club  
Perdiswell Park, Droitwich Road  
Worcester, WR3 7SN  
[worcsarts@btinternet.com](mailto:worcsarts@btinternet.com)

Please read accompanying guidance notes before completing.

Please note that any member of Worcester Arts Council is eligible to apply for grant aid or guarantee against loss or capital funding, **providing they have been a member for at least three months before an application is made.**

Awards are normally made **four times a year** at an Executive Committee Meeting specifically for that purpose. For the date of the next such meeting, please check the website (<http://www.worcesterartscouncil.co.uk>). The deadline for receiving applications is fourteen days before the date of the meeting. If you miss the deadline, your application will not be considered at that meeting but at the next meeting after that.

## **Section A. About the Member**

Name of WAC Member.....

Contact Name.....

Tel. No..... Mobile No.....

Email address.....

Address for Correspondence.....

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Description of Individual/Group and activities.....

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## **Section B. About the Project or Capital Item**

Description of Project or Capital item for which funding is requested

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Are there any aspects of this project that are new to your group?.....

If so what?.....

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Where will the project take place?.....

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When will the project take place?.....

Please describe who will benefit from the project as active participants, support staff, audience or in any other way **(please give your best estimate of numbers where possible)**

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Will the project involve payment to any of the participants involved?.....

If so in what way (please give your best estimate of numbers where possible?).....

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How will the support of Worcester Arts Council be acknowledged if given?.....

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**Section C. Budget**

<b><u>Expenditure</u></b>		<b><u>Income</u></b>	
Fees: .....		Box Office/Entrance Fees: .....	
Materials/Production costs: .....		Programme Sales: .....	
Admin/Marketing: .....		Bar/Catering Income: .....	
Other (please specify): .....		Other Grants (please specify): .....	
<b>Total Expenditure:</b>	<b>£.....</b>	Other (please specify): .....	
		<b>Total Income:</b>	<b>£.....</b>

Amount requested from Worcester Arts Council £.....

**Section D. Declaration**

To the best of my knowledge the information included in this form is correct.

Signed..... Date.....

Name.....

Position in Organisation.....

**Please enclose latest accounts including income and expenditure account and balance sheet if available -or an accurate post event budget if retrospective.**

**Grants WILL NOT be considered and guarantees against loss WILL NOT be paid if these details are not provided.**

**To receive payment for the grant, you need to complete a “Grant Evaluation Form” after the event of the item has been purchased, and any relevant documents.**