

Application Form - High Peak Small Capital Fund for Arts, Culture and Heritage

**** This is an example application form and should be used for reference purposes ONLY. To apply for this grant please complete our online form ****

Introduction

Completing this application form does not guarantee the awarding of a grant.

Return completed application forms to joanne.blunt@highpeak.gov.uk for consideration. Applications received after the deadline will not be considered.

Where an application is approved, organisations will be subject to due diligence checks and signature of a grant funding agreement.

Full guidance notes, including eligibility criteria, requirements of the funding, grant award values etc can be found here.

If you require more information at this stage on the terms and conditions of the grant or assistance in completing the application form – please contact joanne.blunt@highpeak.gov.uk

Please note: We cannot provide funds for works already completed.

Data Protection

To find out how we use your information, please see our [privacy notice](#).

Your proposal will be shared to staff and elected members of High Peak Borough Council who are part of the assessment procedure for this grant programme.

Fundraiser Support

If you are successful in applying for this grant, we are able to allocate a professional arts fundraiser to you to support your organisation for a minimum of one working day (which can be broken down into smaller sessions over a longer period of time if you wish). You can use this support to put together a separate fundraising bid, bid for match funding for the project you are currently applying for, create a fundraising strategy for the future, or review your business/forward plan and/or governance and policies.

Guidance

Full guidance notes, including eligibility criteria, requirements of the funding, grant award values etc can be found here.

Applications will NOT be judged on quality of writing. We encourage you to write in a style that best suits you, which includes bullet points and other informal writing styles, so long as the information conveyed in the application is able to be understood by someone not familiar with your project and organisation.

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Section 1 – Eligibility

If the answer to any of the questions below is **no** then your application is ineligible and will not be considered.

1. **Have you read and understood the guidance notes?** Yes/No
2. **Are you representing a legally recognised arts, culture and/or heritage focused organisation (or applying for an activity which is focussed on arts, culture and/or heritage)?** Yes/No
See our guidance notes for more information.
3. **Is your organisation based in the High Peak?** Yes/No
Within a geographical area covered by High Peak Borough Council.
4. **Is your organisation currently financially solvent?** Yes/No
5. **Have you checked that all of the spending in your proposal is eligible spending?** Yes/No
See guidance notes for more information on eligible expenditure.

Section 2 - Your Organisation

6. Organisation Name (Full, Legal Name):

7. Is The Organisation Known By Any Other Name (If Yes, Please Specify):

8. The Organisation's Registered Address:

Postcode:

9. Your Full Name:

10. Your Position Within The Organisation:

11. Email Address:

12. Phone Number:

13. Organisation Legal Status (Please Select One):

Limited Company (By Shares)	
Company Limited By Guarantee	
Registered Charity	
Charitable Incorporated Organisation (CIO)	
Co-Operative	
Community Benefit Society	
Community Interest Company	
Constituted Voluntary or Community Organisation	
Statutory Body (Including, Town, Parish, Or Community Councils)	

14. Companies House Number (If Applicable):

15. Charity Registration Number (if Applicable):

16. VAT Registration Number: (If Applicable):

Section 3 - UK Subsidy

Due to UK Subsidy Control regulations, we need to ask about any subsidies you have received in the past three years. Examples of subsidy include grants from trusts and foundations, loans at below market rate, or a loan guarantee at below market rate. If the total amount of subsidy given to your organisation over the past three years exceeds £315,000, or you have any questions, please contact joanne.blunt@highpeak.gov.uk.

17. Has Your Organisation Received Any UK Subsidy Or State Aid Since Jan 2021? **Yes/No**

18. If Yes, Does The Total Amount Of Subsidy Received Since January 2021 Exceed £315,000? **Yes/No**

If your grant application is successful, we will ask you to declare any and all subsidies received in this time period.

Section 4 - Your Project

19. Project Summary

Please give a brief overview of what the funding will be used for (max 50 words).

20. Please State The Amount Of Money You Are Applying For From The Fund.

21. What Is The Total Cost Of The Project?

Please note: Funding from other sources is not required.

22. If You Are Using Funds From Other Sources For This Project (I.E. Your Answers For Questions 20 And 21 Are Different), Please Tell Us Where You Are Sourcing The Additional Funds, And If They Are Confirmed, Or Expected.

Please Note: Funding from other sources are not required. However, if you are expecting to receive funds from another source, this funding must be confirmed before the funds will be released from this grant programme. See guidance for more details.

23. Has Any Part Of This Project (Apart From Gathering Quotes) Started At The Time Of Submitting This Application? Yes/No

24. If Yes, Please Provide Details Of All Activity Underway.

Please note: activity started prior to any grant offer/award will be ineligible for funding. This means that we cannot fund activity that has already happened.

25. Would You Be Interested In Receiving Support From An Arts Fundraising Specialist If You Are Successful In Applying For This Grant? Yes/No

See guidance for more details.

26. If Yes, Please Briefly Describe How You Would Use The Fundraiser's Time.
Please note: You can change your plans at a later date should your needs change.

Section 6 – Your Targets

28. Why Do You Want To Carry Out This Project, And Why Now?

Word Limit: 150 words

29. Please Estimate How Many People Will Benefit From Your Project In One Year Following The Project's Completion, And Tell Us How You Calculated Your Answer.

For Example: Your project may enable 100 young people to take part in cultural activities, and enable 50 people living with dementia to access weekly support meetings.

30. What Do You Aim To Achieve As A Result Of This Project? Please Provide A Minimum Of 3 SMART Targets And Tell Us How You Will Achieve These Targets. You Can Find Out More About SMART Targets [Here](#).

Applications will be strengthened by demonstrating clear, realistic targets that can be measured after completion of the project. Whilst we support ambition and innovation, achievable targets with a clear plan of how they will be achieved will demonstrate strong planning skills and give confidence in your ability to deliver the project.

Some Examples of SMART Targets Could Include:

- 1 new job created by the end of 2026.
- Increased visitors to our annual event increased by 20% for the 2025 event, compared to the previous year.
- Increased monthly room hire income by 20% within 6 months of completion of the project.
- Increase number of wheelchair users to at least 5 per month by December 2025.
- Reduce yearly electricity costs by 30% within 2 years of completion of the project.

Section 7 – Risk

31. What Are The Risks Associated With Your Project And Delivering Your Targets, And How Would You Minimise The Effect Of These Risks?

Your application will be strengthened by identifying risks to the projects and putting appropriate mitigations in place.

Some Examples:

- “We hold our annual Christmas event throughout December every year which is our main source of income. There is a risk that any delays in the project would interfere with our business model as we would not be able to access the space during the capital works. We will work with contractors to come up with a schedule that protects the month of December from building work. We will also work with our local community to find possible alternative venues for the event.”
- “The purchased equipment will need to be installed by a specialised technician and their schedule is often booked far in advance. If we cannot install the equipment before our event in June, the event could not go ahead. To mitigate this risk, we will book installation as far as we can in advance, and we will ask similar organisations for alternative technicians should our preferred option not be available.”
- “We require an additional £3,000 to fund the project. If we do not fundraise this amount before March 2025, we will not be able to go ahead with the project. To mitigate this risk, we will work with the fundraiser provided by this grant programme, and we have allocated a trustee to lead the fundraising effort.”

Section 8 - Declarations

I confirm that I am authorised to sign on behalf of the organisation and confirm that the information contained in this application form is correct to the best of my knowledge.

I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf, have an interest in the awarding of contracts to the suppliers who have quoted for any work.

I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect.

I accept that the grant is consistent with most recent UK government law regarding subsidy control.

I understand that if High Peak Borough Council approve the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme set out in the Grant Funding Agreement.

I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation.

The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business/organisation.

I confirm that the information provided in this application is a true and accurate description of the intended use of the grant.

32. Print Your Name And Today's Date In The Box Below To Confirm That You Have Read, Understood, And Agree To All Of The Above.