|  |  |  |
| --- | --- | --- |
| **Adur & Worthing Trust Commit to Culture Small Commissions- Grant Application**  ***Please complete this electronic application form – complete ALL sections. The text in italics is guidance to help you complete the form – please type over it. The right-hand column is for committee use only and if a section is not a scoring criterion, these boxes will say so.***  ***Applications (and any supporting documents) must be submitted electronically by Friday 27th February 2017 to*** [***clare.halstead@adur-worthing.gov.uk***](mailto:clare.halstead@adur-worthing.gov.uk)  ***If you have any questions about the application form please contact*** [***k.simporis1@ntlworld.com***](mailto:k.simporis1@ntlworld.com) ***07980570220*** | | |
| **About You** | | |
| Name of Artist / Organisation |  | |
| Contact Name |  | |
| Address |  | |
| Telephone / Mobile |  | |
| Email Address |  | |
|  | | |
| **Summary of your Project** (not more than 250 words) | | |
| *[Describe your project – its name, what it is about, what discipline it will be e.g. visual arts, performance , literary or a mix. Stimulate and tease us!]* | | AWT use only  NOT SCORED IN EVALUATION |
| **How will your Project meet our criteria?** | | |
| 1. How will you share your project with the public? | | |
| *[Tell us where your project will be displayed/take place. How will your audience interact with your project? Think about access and equality issues too.]* | | AWT use only |
| 1. How does the project link with Adur & Worthing’s regeneration? | | |
| *[Describe how your project will boost visitors to the area, encourage and stimulate the local economy, improve the environment of the area, etc…]* | | AWT use only |
| 1. What other Adur & Worthing artists / others will you be working with? | | |
| *[Tell us their names, their field of arts, what experience they have, etc…]* | | AWT use only |
| 1. What’s different / new about your project? | | |
| *[How does your project differ from others? What makes it unique?]* | | AWT use only |
| 1. How will your project help promote Adur & Worthing as a creative area? | |  |
| *[Describe exactly what your project will do to show off our town’s creativity.]* | | AWT use only |
| What is the total cost of your Project? | |  |
| *[Include costs for materials, equipment hire, venue hire, rehearsal costs, any licences or road closure costs, installation and dismantling costs, as well as an element for the artist’s time.]* | | AWT use only |
| How is the project going to be funded? | |  |
| *[If the £500 grant is the only source of funds, please say so. If not, please give details of other funding – where it will come from, what stage your bids for funding are at, whether this grant will be used to lever in more funding, etc… If you have any supporting evidence or documentation, then please attach it to this application.]* | | AWT use only |
| What are the timescales for your Project? | |  |
| *[When will the project start? When will it be finished? When will it be ready for display/installation/performance? Give us some “milestone” dates. We will be expecting the project to be available to the public by the end of 2017.]* | | WAT use only |
| What are the main risks for your Project? | |  |
| *[Think about what might go wrong – and how you can prevent/mitigate these risks. Include financial, physical, reputational risks. A full risk assessment and risk register is not required at this stage.]* | | WAT use only |
| What archive material will be provided for the project? | |  |
| *[Describe the material that will be captured and submitted to support the project and provide an archive to go with the actual project. This could be film, photos, blog, or vlog entries, press coverage, etc…]* | | AWT use only |
| What other projects have you completed or worked on? | |  |
| *[We want to encourage all artists in this process, not just those with a track record…but, if you can provide evidence of other works you have produced, including any funding or commissions you have received, this will be useful for context.]* | | AWT use only  NOT SCORED IN EVALUATION |