



Essex County Council

## Arts and Cultural Fund

*Please read the Guidance Notes before completing this application form.*

*Please ensure you checked the eligibility of your project via email to [culture@essex.gov.uk](mailto:culture@essex.gov.uk) before applying.*

### Section One:

***If applying as an organisation please complete below Section One.  
If applying as an individual artist please go to and complete Section Two.***

#### **Your Details - Organisation:**

**Name of organisation:** *Please give the full title avoiding acronyms*

**Contact name and position:**

**Contact address:** *This will be used for all correspondence and should include the full postcode*

Telephone	
Email:	
Website:	
Social Media Channels (Facebook/Twitter/Instagram/Linkedin)	

**Type of organisation, please tick the relevant box.**

<input type="checkbox"/> Registered charity	Charity number:	
<input type="checkbox"/> Company	Company number:	
<input type="checkbox"/> Community Group/Society		
<input type="checkbox"/> Constituted Community Group/Society		
<input type="checkbox"/> Other (please specify)		
<input type="checkbox"/> Accreditation		

	(e.g: Arts Council England Accreditation, Visitor Attraction Quality Assurance Scheme, Arts Mark, Museums Essex)
	If applicable, please provide accreditation details:

If you are a branch related to a larger organisation, please tell us which one:

--

**Operational Management:** You should include details of the skills and experience of the main people involved in the programme/project as well as other partners and their involvement. 250 words maximum.

--

**How long has the organisation been in existence?**

Years:	
Months:	

**How many staff do you employ?**

Full and part time employees: (represented as a full time equivalent)	
Casual staff:	
Volunteers:	

**If your organisation specifically represents a particular group or groups of people, please tell us which:**

--

**Have you received financial support from Essex local authorities (County, District, Borough, Town or Parish) in the last two years?**

If yes, give brief details

--

**Please give a brief overview of your organisation and the work it delivers - 250 words maximum.**

--

**Please state your organisations strategic aims - 250 words maximum.**

**Please give an example of any particular recent organisational highlights - 250 words maximum.**

**Section Two: Your Details – Artist/Individual:**

**Contact Name:**

**Contact address:** *This will be used for all correspondence and should include the full postcode*

Telephone	
Email:	
Website:	
Social Media Channels (Facebook/Twitter/Instagram/Linkedin)	

**Please give a brief overview of your practice and the work you deliver.**  
Maximum 250 words.

**Please give an example of any recent highlights of your work which may support your application - Maximum 250 words.**

**Section Three:**

**2.1 How much funding are you requesting?**

**2.5 Summary of your project:**

Please summarise the specific activities / programmes of work that this grant will allow your organisation to deliver. **(Maximum 1500 words).**

**Safety issues:**

What are the safety issues relating to your project? If you intend to work with children or vulnerable adults, how will they be kept safe? Please tick those boxes where you have the following in place.

Public Liability Insurance	<input type="checkbox"/>	Risk Assessment	<input type="checkbox"/>
Children and Vulnerable Adults protection policy and procedures	<input type="checkbox"/>	Disclosure & Barring Service (replacement for CRBs) checks for anyone working with children and vulnerable adults	<input type="checkbox"/>
Equality and Diversity policy and procedures	<input type="checkbox"/>	Temporary Event Notice	<input type="checkbox"/>
Premises Licence	<input type="checkbox"/>	Road Closure application	<input type="checkbox"/>

**Please state any anticipated Outputs and Outcomes from your proposed programme of work. 250 words maximum.**

**Please state the expected audience and participation numbers from your proposed programme of work. 250 words maximum.**

**Please state the geographic reach for your proposed programme of work. 250 words maximum.**

**Explain how you will evaluate your programme/project and what measures will be used to determine its planned outcomes and success? 250 words maximum.**

**Have you spoken to someone within Essex County Council or your local District or Borough Council about your application? If yes, please state their name(s) and job title(s)**

#### **Section Four:**

**Please demonstrate how you intend to meet Essex County Council's Everyone's Essex: The Plan for Essex 2021-2025:**

*It is not expected that you will be able to contribute to all key priorities. However, we would expect you to be able to demonstrate activities for at least one. Further information on Essex's Plan can be found at: <https://www.essex.gov.uk/plans-and-strategies>  
250 words maximum for each priority.*

**Strong, Inclusive & Sustainable Economy**

**Good jobs / Levelling Up the Economy / Infrastructure / Future Growth and Investment / Green Growth**

**High Quality Environment:**

**Net Zero / Transport and Built Environment / Minimise Waste / Levelling Up the Environment / Green Communities**

**Health, Wellbeing, & Independence For All Ages**

**Levelling Up Health / Healthy Lifestyles / Promoting Independence / Place-based Working / Carers**

**A Good Place For Children & Families to Grow**

**Education Outcomes / Levelling Up Outcomes for Families / Family Resilience and Stability / Safety / Outcomes for Vulnerable Children**

**Section Five - Equality and Diversity**

ECC are committed to positively advancing equality, fostering good relations between different groups and tackling discrimination.

When submitting applications organisations and projects are asked to demonstrate how they will help advance the following Public Sector Equality Duty (Equality Act 2010) aims:

- **Eliminating discrimination, harassment and victimisation**, *i.e. projects that aim to tackle prejudice and stigma*
- **Advancing equality of opportunity**, *i.e. projects that aim to give relevant groups or communities the opportunity to participate in activities that tackle disadvantage*
- **Fostering good relations**, *i.e. projects that bring relevant groups and communities together to share commonalities and promote community cohesion and inclusion*

The relevant groups and communities under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Sex
- Sexual orientation
- Religion or belief – this includes lack of belief
- Marriage and civil partnership

For further information on the Public Sector Equality Duty please use the following link:  
<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/>

Please state how your programme of work will consider the above. 250 words maximum.

## **Section Six: Project finance**

### **Please provide a programme/project budget:**

Please provide a project budget, detailing the specific programmes of work that our funding will support in Essex.

This should be on one separate sheet of paper.

Please detail:

- project income (earned, local authority/other public funding, private)
- in-kind support
- expenditure (overheads, marketing, capital, artist fees, salaries)
- any other items

### **\*Organisations Only\* Supporting Information**

The requested supporting information is an important aspect of your application. Please do not submit your application until all the supporting information is available.

Please supply the following either via email / dropbox / wetransfer

1. Constitution and/or Articles of Association
2. A business plan including education/outreach and marketing policies
3. Management and Staffing structures
4. Equal Opportunities policy
5. Equality and Diversity policy
6. Child Protection and Vulnerable Adults policy and procedures where appropriate e.g., Disclosure and Barring Checks
7. Health and Safety policy
8. Copy of current £5 million Public Liability insurance certificate. We will not award funding to organisations which do not have satisfactory insurance in place.
9. An organisational budget/cash flow for the current year
10. Details of activities for which funding is sought in the context of the organisation's wider activity for the year
11. The previous years' Annual Report and management/audited accounts.

\*Organisations who do not have these may still apply but funding will be approved only if the organisation is not considered to represent a significant risk\*

### **Section Seven: Declaration**

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf. I also confirm that, to the best of my knowledge, the information in this application is true and correct.

Name:

Job Title:

Date:

### **Section Eight: Application Checklist**

If you have any queries or need more help about any aspect of the application process, please contact [culture@essex.gov.uk](mailto:culture@essex.gov.uk)

Applications can be accepted via email only. Please email your application and any relevant supporting information to: [culture@essex.gov.uk](mailto:culture@essex.gov.uk)

Once submitted you will receive emailed confirmation and a reference number. You must ensure you have received a reference number for your submission from us to ensure it has been received successfully.

We are happy to receive supporting information from organisations via dropbox or wetransfer.

Before submitting your application, please check that you have done the following:

- Have checked the edibility of your project?
- Have you answered all the relevant questions on the form?
- Do you have all the required supporting documents?
- Have you kept a copy of the application form for your own records?



- You have received confirmation and a reference number from us

**Freedom of Information and Data Protection:**

ECC Cultural Development will only use your data for the purposes it was provided. All information supplied will be held by the service and will remain secure and confidential. Your details will not be passed on to any third parties or used for marketing purposes and will be processed in accordance with the Data Protection Act 2018. For more details, please refer to Essex County Councils privacy notice [www.essex.gov.uk/privcay-community](http://www.essex.gov.uk/privcay-community)

Essex County Council handles information in accordance with the Freedom of Information Act 2000 and the Data Protection Act 2018 and is the data controller for the purposes of the Data Protection Act 2018. any personal data contained in your application and attachments shall be processed and only be used for the purpose in connection with your application for a Large Cultural Grant.

We will not give information about you to anyone outside Essex County Council unless the law allows us to. We may give information about you to other organisations:

To check the accuracy of information you give to us

To prevent or detect crime

To protect public funds

For use in research or statistics

ECC are committed to keeping your information secure and confidential and to sharing your information only as described above. Information which identifies you will only be available to those with a need to know in order to provide services to you.

Data will be kept for up to six months after the closing date, after which it will be destroyed. However, if you application is successful data could be kept up to a maximum of seven years.

**Accessibility:**

The information in this form can be translated and/or made available in alternative formats, on request.