****

**SMALL CREATIVE PROJECT GRANTS**

**APPLICATION FORM**

Create North East Lincolnshire is broadening the work of Grimsby Creates across North East Lincolnshire and will channel our creative energy for the benefit of everyone in North East Lincolnshire by:

* Empowering and uniting our creative community.
* Celebrating and sharing our creative skills and talents.
* Linking creativity, heritage and community for social and environmental benefit.
* Creating opportunities and supporting development and growth in creative careers and businesses.

The project grants are funded through the Place Partnership Funding and UK Shared Prosperity Fund which aims to:

* Share stories in order to celebrate our past and help shape our future as they have the power to change perceptions, encourage visitors and attract investment.
* Bring different activities together in varied formats (physical, digital, live, streamed etc) for people at all stages of their lives to design, develop and participate in high quality creative activities for everyone’s benefit in North East Lincolnshire.
* Raise aspirations of children and young people to realise the creative potential of the borough with participation and engagement activities in trusted community spaces.
* Ensure everyone has access to creative activities regardless of where they live, income, their background or their previous experience of creativity.
* Explore opportunities for working together where activity may have mutual benefits within existing projects or organisations.
* Be at the forefront of celebrating our green future, creatively collaborating with the green energy sector to use culture & creativity as a starting point to talk about climate change. We will use creativity to show people, both within the area and beyond, the impact that our borough has had and continues to have on the rest of the world.

As part of Create North East Lincolnshire, North East Lincolnshire Council are inviting you to apply for a small creative project grant to deliver creative activity within the borough.

Please return this form to [createnortheastlincolnshire@nelincs.gov.uk](mailto:createnortheastlincolnshire@nelincs.gov.uk).

## ABOUT YOU

|  |  |  |  |
| --- | --- | --- | --- |
| Name of applicant | Applicant type | Contact email | Contact phone |
|  | Choose an item. |  |  |
| What is your creative practice? | | | |
|  | | | |

## ABOUT YOU, IF YOU ARE APPLYING AS AN INDIVIDUAL

If you are an individual - please tell us:

|  |  |
| --- | --- |
| Your address |  |
| Your postcode |  |
| Website and/or social handles if applicable |  |
| Are you based in or is your creative activity based in North East Lincolnshire? | Choose an item. |
| If you do not live or currently work in North East Lincolnshire, please explain why you are applying to this opportunity: |  |
| Do you have a bank or building society account in your name? |  |

## ABOUT YOUR ORGANISATION

If you are an organisation - or if you are the lead organisation for a partnership - please tell us:

|  |  |
| --- | --- |
| Organisation legal name |  |
| Organisation address |  |
| Postcode |  |
| Website and/or social handles if applicable |  |
| Are you based in or is your creative activity based in North East Lincolnshire? | Choose an item. |
| If you do not live or currently work in North East Lincolnshire, please explain why you are applying to this opportunity: |  |
| Do you have a bank or building society account in name of the organisation, as shown in your governing document? | Choose an item. |
| What is the legal status of your organisation? | Choose an item. |
| Company registration number if applicable |  |
| Charity registration number if applicable |  |
| VAT registration number if applicable |  |
| Year organisation formed |  |
| Organisation turnover in last full financial year |  |

## ABOUT YOUR PROJECT

|  |  |  |  |
| --- | --- | --- | --- |
| What is the name of your project? | |  | |
| Please give a short description of your project (maximum 50 words) | |  | |
| What is the start date of your activity? | |  | |
| What is the end date of your activity? | |  | |
| What is the main form of creative activity in your project? | | Choose an item. | |
| Other – please specify | |  | |
| Please tell us if your activity is mainly intended to benefit any particular group of people? For instance, people of a particular location, age, gender, ethnicity or faith. | |  | |
| Does your project involve working specifically with children, young people under the age of 18 or vulnerable adults?  (If ‘yes’ we may need to talk to you about safeguarding arrangements) | | Choose an item. | |
| If yes, please describe your safeguarding arrangements including policies, procedures or guidance you have in place. If you have them, please provide documents as attachments. | |  | |
| Where will your activity take place? Mark those that apply with an X, you can choose more than one. | | | |
|  | Grimsby |  | Cleethorpes |
|  | Immingham |  | The Wolds |
| If your activity takes place in a specific place, please tell us its postcode: | |  | |
| Who are you planning to work with? Please list individuals or organisations who will be part of your project, these may or may not be creative. | |  | |
| Will your creative activity be accessible to the general public free of charge? | | Choose an item. | |

**How many people will benefit from your activity?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Artists/creatives | Participants | Volunteers | Live audience | Broadcast/online audience |
|  |  |  |  |  |

**What and how many things will you create?**

|  |  |
| --- | --- |
| New cultural activities, products or commissions? |  |
| Hours employment for artists and creatives? |  |
| Performances or exhibition days? |  |
| Education, training or participation sessions? |  |

**MORE ABOUT YOUR PROJECT**

Please answer the following questions using the prompts for each question. Please use up to a maximum of 300 words for each answer. **If you would prefer you can answer these questions via a video or an audio recording**. Any recording should run no longer than 10 minutes in total.

|  |  |
| --- | --- |
| **Q1. Tell us about your project** | |
| * Please tell us about what you want to do? * Why you want to do it? * What is the main creative idea? * Who is involved in creating your project and what is their relevant experience? * If your project is heritage related please include whether this is a building, community or natural history project. | |
| **A1.** *300 words maximum* | |
| **Q2. How will your project benefit the people of North East Lincolnshire?** | |
| * Please tell us about who your project is for and how you will engage them? * Where will it take place? * What you hope people will get out of it? * How will you share your work with audiences? * How will you reach the people you want to? * How will your project be inclusive and reflect the diversity of the borough? * If your project has any aspects of heritage involved in the project please tell us more about this element of the project. | |
| **A2.** *300 words maximum* | |
| **Q3. How will you deliver the project successfully?** | |
| * Please tell us more about you and why you are well suited to deliver this project? * What is your plan to deliver the project and how much time have you allowed to achieve it? * How have you worked out the cost of your project? * Please let us know what relevant insurances, risk assessments and safety and safeguarding processes you have in place? | |
| **A3.** *300 words maximum* | |
| **Q4 How will you know if your project is a success?** | |
| * Please tell us what success will look like when it is delivered? * What are your targets and how will you measure if you have met them? * What will you do with the learning from the project? * Do you have plans for the future after this project and what is the legacy of the project? | |
| **A4.** *300 words maximum* | |
| **Q5 Please tell us how the project supports the environment?** | |
| * What materials are used by considering the reduce, reuse and recycle principles? * How sustainable is the project? * Does the project consider climate impact? * E.g.,Aiming for low or zero emissions or changing aspects of your practice, sourcing local artists or companies or capturing and responding to environmental data etc. | |
| **A5.** *300 words maximum* | |
| **Q6. Please tell us how your project meets the aims of our Creativity Strategy?**  Please highlight which of the stories is reflected most in your project. You will need to identify at least 1 of the 9 stories from the list below. Please see the website for more information: [North East Lincolnshire Creativity Strategy (nelincs.gov.uk)](https://www.nelincs.gov.uk/assets/uploads/2022/08/NEL-Creativity-Strategy.pdf)  Please mark those that apply with an X, you must choose one, and you can choose more than one. | |
| The role Grimsby, Immingham, Cleethorpes and the Wolds play in the world |  |
| The sea |  |
| The coast |  |
| Green spaces, the Wolds, ecology and biodiversity |  |
| Sustainable energy and environmental responsibility |  |
| Welcoming visitors |  |
| Food and drink |  |
| Local people, industry, trades, innovations and achievements |  |
| Historic buildings, public spaces and landscapes |  |

**COSTS**

Please complete the budget table below. The maximum you can apply for is £1,500, your project may cost more than this with other sources of funding detailed below.

|  |  |
| --- | --- |
| **How much does your proposal cost?**  Please complete the budget table below with full details. | £ |
| **How much funding are you requesting?**  Between £500 and £1,500.  If you are applying for less than 100% funding, please explain any other sources of funding and whether they are confirmed. | £ |

**BUDGET**

|  |  |  |
| --- | --- | --- |
| **Budget heading including description** *please add more lines if required* | **Confirmed or Expected costs** | **Expenditure** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| **Total** |  | £ |

**DECLARATION**

General Data Protection Regulation (GDPR)

The information supplied on this form will be used to process your application and will be retained as a record. This will allow your personal details to be available if you contact NELC in the future for information or other services. All personal information will be processed in accordance with the GDPR and you have the right to see records relating to yourself and to ask that they be amended where they are inaccurate.

For more information about how we process your personal data, and your rights including what information we hold about you please see our [privacy notice](https://www.nelincs.gov.uk/your-council/information-governance/privacy-notice/).

|  |  |
| --- | --- |
| I agree to NELC terms and conditions (grant agreement) | Choose an item. |
| I agree that NELC reserve the right to undertake further checks to confirm eligibility for the grant and will contact me directly should this be required or if there are any matters that need to be discussed regarding this application. | Choose an item. |
| I have read the GDPR statement and privacy notice and consent to NELC processing, within its own organisation, to Arts Council England and in accordance with the Data Protection Legislation any information that I have provided to them in order to process my grant successfully. | Choose an item. |
| I accept that North East Lincolnshire Council (NELC) do not assume any responsibility for any liability arising from my actions and/or choice of supplier nor from any aspect of any work that myself or my supplier agrees to undertake following support provided by the programme. | Choose an item. |
| I consent to share the findings of my/our project | Choose an item. |
| I confirm I am authorised to make this application | Choose an item. |
| I confirm the information supplied is true and correct | Choose an item. |
| Signature |  |
| Name |  |
| Date |  |

**ATTACHMENTS**

Please remember to also include the following:

|  |  |
| --- | --- |
| Inclusion monitoring form | Choose an item. |
| CV (optional, if you are an individual) | Choose an item. |
| Governance documents such as articles of association (if you are an organisation) | Choose an item. |
| Safeguarding documents (if you are working with young people under 18 or vulnerable adults) | Choose an item. |
| Up to 5 files (.jpg/.jpeg/.pdf) that support the activity for which you are seeking support. Unless attaching a single PDF, .jpg/.jpegs should contain single images of visuals or photos and not be larger than 10MB (optional) | Choose an item. |
| Up to two files (.jpg/.jpeg/.pdf) of previous creative work. Alternatively, you may provide up to two links to videos or websites (optional) | Choose an item. |

**SUBMISSION/NEXT STEPS**

Once completed, the Application Form should be signed and returned to [createnortheastlincolnshire@nelincs.gov.uk](mailto:createnortheastlincolnshire@nelincs.gov.uk). After you have submitted your completed Application Form, we will confirm receipt of your application and advise of any incomplete or missing documentation.

When we have all the information required, your application will be reviewed and considered for approval, following which we will confirm whether the Small Project Grant has been awarded. Please ensure that you do not commit to incurring any expenditure in advance of receiving confirmation that an award has been made. Any expenditure incurred prior to an award being made is not eligible for financial support.

**Please note that the decision is final and there is no right of appeal.**