

# Application Form

Education, Leisure and Housing Services

Arts, Museums and Heritage



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## Scapa 100 Culture Fund

Please read the guidance for applicants carefully before completing this application form. If you have any queries about any of the questions, please contact Antony Mottershead, Arts Officer. Contact details can be found at the end of this form.

**Please note: This form is only for applications to the Scapa 100 Culture Fund to support projects and events in June 2019 in response to the centenary of the Scuttling of the German High Seas Fleet in Scapa Flow. Application forms for the regular Culture Fund will be made available when announced.**

This form is available electronically if preferred, and can be returned by email, however, it must also be returned in hard copy as we require an original signature.

Please complete all the questions and include the required documentation. There is a checklist at the end of the form to aid you.

### Section 1 – Organisation details

Organisation Name.	
Organisation Address.	
Organisation Email.	
Organisation Telephone.	
Organisation Website.	
Contact Person.	
Contact details if different from above.	
Do you have any special communication needs?	

**Type of organisation (please tick all that apply and include company/charity number if applicable)**

Company limited by guarantee	
Company limited by shares	
Registered Charity	
Trust	
Unincorporated club or association	
Public Body	
Other (please specify)	

**Please enclose a copy of your constitution with your application form**

Is your organisation registered for VAT? Please tick the relevant box and include your VAT number if applicable	Yes	No
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**Please use the box below to detail the aims and objectives of your organisation.**

**Section 2 – Project details**

Name of the project	
Dates of the project	
Where will the project take place?	

In the box below, please give us a brief description of your project/event including:

- Who the project is aimed at (e.g. local people or visitors)?
- What types of activities are to be included?

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Does your organisation have experience of delivering projects of a similar nature or scale previously? Please describe your experience briefly in the box below.

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What are your projected attendance figures for this event?	
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## Section 4 - Financial information

Income			
What is the total cost of your project?			
How much are you applying to Scapa 100 Culture Fund for?			
Will your project still go ahead if your application is unsuccessful, or you are awarded less than the amount applied for? (Yes/No?)			
Who else have you applied to for assistance?	Amount confirmed	Not yet confirmed	When will it be confirmed?
Other Income	Cash	In-kind	
Ticket Sales			
Sponsorship			
Own Resources			
In-kind Support			
Other (please describe)			

Please detail your projected expenditure below, in the applicable boxes. **Please leave blank any boxes not relevant to your application, and please ensure that your total expenditure matches your total income.**

Expenditure	Cash	In-kind
Administration (including expenses, e.g. stationary).		
Running costs (if applicable, including heating, lighting, etc.).		
Staff costs, artistic/professional fees.		
Venue/equipment hire.		
Travel/accommodation/subsistence.		
Advertising.		
Design/printing.		
Other costs (please describe).		
Total expenditure.		

**Please enclose with your application a copy of your most recent audited or certified accounts**

If your application is successful, you must inform us as soon as possible if other grant applications or sources of funding you rely on are not successful.

**Section 5 – Other information**

Please provide us with a brief explanation of how you plan to market your project or organisation’s activities in the box below.

Please provide us with a brief explanation of how your project or organisation’s activities address equalities and break down barriers to inclusion. The Council’s Equality and Diversity Strategy can be found at:

<http://www.orkneycommunities.co.uk/COMMUNITYPLANNING/index.asp?pageid=591868>

**If your organisation has any of the following, please include a copy with this application**

- Child protection policy.
- Protection of vulnerable adults policy.
- Data protection policy.
- Equalities policy.
- Health and safety policy.
- Public Liability Insurance certificate.

I declare that the information provided in this application form is accurate, to the best of my knowledge

Signature	Print Name	Date

## Checklist

Have you included the following with your application?

	✓
Constitution e.g. Memorandum and Articles of Association / Trust Deed	
Draft or confirmed programme	
Most recent audited or certified accounts	
Child protection policy	
Protection of vulnerable adults policy	
Data protection policy	
Equalities policy	
Health and safety policy	
Public Liability Insurance certificate	

All applications must be received no later than **17:00 on Friday 18 January 2019**.

(Please note: a signed copy of the application must be received by Friday 25 January 2019).

Please send your completed form and other details to:

**Antony Mottershead (Arts Officer)**

By email: [antony.mottershead@orkney.gov.uk](mailto:antony.mottershead@orkney.gov.uk)

Or by post to:

**Antony Mottershead (Arts Officer)**

Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.