



STEVENAGE ARTS GUILD

FUNDING APPLICATION FORM

Before completion please read the descriptions of the four funding streams which are detailed on the back of this form. This funding is only available to Stevenage organisations which are properly constituted and whose activities benefit the residents within Stevenage Borough.

Name of organisation

Date of application

Financial year starting April 200()

For which funding stream are you applying?

A Guarantee against Loss ()

B Advance funding to support an event ()

C Special funding ()

D Emergency funding ()

For A and B (D when appropriate)

Date and place of the event

Is this your first application to the Guild for funding in the current financial year (1st April – 31st March)

Yes () You must attach a copy of your most recent approved annual accounts

No ()

Signed

Position in organisation

Address

Phone

E-mail

Describe the event and the need for funding

For A, B or D give details of the programme
for B or C describe how the organisation will
benefit
For D explain how the situation arose.

Financial Details

If you already have a budget prepared for your own purposes you may attach a copy of it here as an alternative to completing this section. You must show sufficient details for the Grants Committee to be able to identify all the main items of income and expenditure

Expenditure

Provide a breakdown of costs and overall total

Income Show income sources including ticket prices and an estimate of ticket sales where this is appropriate. For C include the contribution to be made from society funds. Show total income.

Excess of expenditure over income

A Guarantee against loss requested £

B Advance requested £ Date needed

C Special funding requested £

D Emergency funding £

THIS FORM SHOULD BE RETURNED TO:

Stevenage Arts Guild
Mrs M Neville, 51 York Road, Stevenage, Hertfordshire, SG1 4ET
Telephone : 01438 221639
Or e-mail : chair@stevenageartsguild.org.uk

For Grant committee use

Date

Application approved

Application approved subject to

Application rejected because

Funding Streams**A Guarantee against loss**

This can be provided only for events taking place within the borough of Stevenage. Application should be made at least 2 months before the event will take place. The usual limit for guarantees against loss is £500 per event although organisations may present arguments for unusual circumstances to request an increase in this figure. Organisations will be notified if their application is rejected. Following the event a claim should be made using the form provided not more than 90 days after the event.

B Advance funding to support an event

There may be occasions when an organisation needs money 'upfront' to enable an event (within the Borough) to take place. Applications may be made as far in advance as necessary and normally not less than 2 months before the event. The grant will be paid at the date requested but this should not be before it needs to be paid out. For example an organisation might wish to ensure 9 months in advance that funding will be available but not need to make any payments until the day of the event.

C Special funding

Application may be made to help with special needs of organisations where the resources of the organisation are insufficient to meet a major capital expenditure for example the purchase of a musical instrument or a PA system. Such expenditure should be for the long-term benefit of the organisations a whole rather than for individual members for example the Guild committee will not consider applications for purchase of performance clothing. The organisation will be expected to make some contribution from its own funds but the Guild will consider applications which include interest free loans to be paid back over an agreed period.

D Emergency funding

While it is expected that member organisations will manage their finances efficiently and operate to a planned budget it is recognised that there may be occasions when unforeseen losses occur. Should such losses jeopardise the future operation of the organisation the Guild would consider providing financial support in retrospect. The Committee of the organisation concerned would need to meet with Officers of the Guild and put in place agreed plans to prevent recurrence.