**Basic Details  
  
Tell us the total amount you are applying to us for, including any personal access costs (£):**

**How much of this request is for your / your collaborators' personal access costs? (£):**

**Have you used a recognised industry standard to work out how to pay artists and professionals involved in your project (including you)?**

Yes – If so, which one?

No, I have calculated fees in a different way

**If there are other people included in the delivery of my project, as workers or volunteers, I am aware of my responsibilities:** ⬜

**In your own words, tell us what your project is**

A 50-word summary: You can use up to 300 characters to answer this

A more detailed description of your project: You can use up to 800 characters to answer this

**What type of activity does your project mainly focus on?** (tickbox list)

- Developing new creative or cultural work mainly on my own, or within my organisation (E.g., new visual artwork, a theatre piece, a piece of research, etc) ⬜  
- Developing new creative or cultural work mainly with other people (E.g., co-creation with participants) ⬜  
- Developing my own skills, or the skills within my organisation (E.g., skills development, talent development, mentoring) ⬜  
- Showing, performing or exhibiting something to/with people in your or their communities (E.g., a show, an exhibition, a tour, a programme of activities) ⬜

- Working in a way that is focused on a specific place (a village, town, city or region) or community in England (E.g., developing or delivering a cultural strategy for a specific place) ⬜  
- Developing our organisation (E.g., trying out new business models, business planning, testing out a new approach) ⬜  
- Working internationally (E.g., international exchange, network development, or touring) ⬜  
- Working at significant scale or scope, with a national impact (E.g., national touring, an event for a national anniversary or commemoration) ⬜  
- Working innovatively and/or collaboratively (E.g., working across sectors, with new partners, learning from inter/national best practice, etc) ⬜  
  
- Something else (200 characters to explain what)

**Audiences and Participants**

**Estimate how many people will experience your project**

**How have you worked out these figures?** (800 characters)  
  
**How many of the people taking part in/contributing to your project are employed on a freelance basis?**

**How will people experience your project?**  
- Static Live event(s); ⬜  
- Multiple location live events/touring; ⬜  
- Streaming or Broadcasting; ⬜  
- Static Digital experiences ⬜

**Activity Table**

| **Type (see above)** | **Venue name** | **Name of activity** | **Local authority** | **Start date** | **End date** | **Number** | **Expected/ confirmed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

- Longer-term public engagement in England: ⬜  
Who are you hoping will benefit from your project in the longer term, and how will they experience it? (800 characters)  
  
**Feasibility and Risk**  
  
**Tell us the start and end dates for your project**

| **Start date** | **End date** | **Activity** | **Task lead** |
| --- | --- | --- | --- |
|  |  |  |  |

**Finance  
  
Income and expenditure table (new category for expenditure: environmental responsibility)**

| **Income heading** | **Description** | **Expected or confirmed** | **Expected confirmed date** | **Amount** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Tell us more about the match funding for your project?** (1500 characters)

| **Expenditure** | **Description** | **Amount** |
| --- | --- | --- |
|  |  |  |

**How have you worked out the costs of:   
-** Artistic spending   
- Making your work accessible   
- Developing your organisation   
- Marketing and developing audiences   
- Overheads   
- Assets   
- Environmental responsibility   
- Expenditure listed as ‘other’

(1500 characters per answer)

**How much of your total project budget is being spent on International costs (such as visas, carnets, freight, travel, accommodation and per diems)?**

**What experience do you have of managing a project budget of this size?**

Choose one option that applies from the following list:   
- I have managed a project budget of this size or larger before ⬜  
- I have managed a smaller project budget before ⬜  
- I have not managed a project budget before, but I can draw on the experience of other people involved in this project ⬜  
- This is the first time I’ve managed a project budget, it’s a good opportunity to learn ⬜   
  
If you select ‘I have not managed a project budget before, but I can draw on the experience of other people involved in this project’ the following question will appear:

**Who included in this application will support you?** You can use up to 1500 characters to answer this.

If you select ‘This is the first time I’ve managed a project budget, it’s a good opportunity to learn’, the following question will appear:

**What do you plan to do to manage the budget for this project?** You can use up to 1500 characters to answer this.

**Partners and Collaborators**

**Who will be working with you to deliver your project?**

| **Name** | **Main contact** | **Email address** | **Role in project** | **Confirmed or expected** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Here you should include any partners helping you deliver the work, as well as any artists, or creative or cultural practitioners you are working with.

**What experience do you have of managing a project?**

Choose one option that applies from the following list:   
- I have managed projects like this before ⬜  
- I have managed some tasks of projects like this before ⬜  
- I have not managed a project like this before, but I can draw on the experience of other people involved in this project ⬜  
- This is the first time I’ve managed a project like this, it’s a good opportunity to learn ⬜  
  
If you select ‘I have not managed a project like this before, but I can draw on the experience of other people involved in this project’, the following question will appear:

**Who included in this application will support you?** You can use up to 1500 characters to answer this.

If you select ‘This is the first time I’ve managed a project like this, it’s a good opportunity to learn, the following question will appear:

**What do you plan to do to manage your project?** You can use up to 1500 characters to answer this.

**Risks and Challenges**

**What are the main risks and challenges to your project meeting its aims? What will you do to manage these risks?**

(1500 characters)

**Let’s Create Outcomes**  
  
**How will your project contribute to the delivery of at least one of our Outcomes, including which, if any, of the Outcome components?**

* Creative People: Everyone can develop and express creativity throughout their life
* Cultural Communities: Villages, towns and cities thrive through a collaborative approach to culture
* A Creative and Cultural Country: England’s cultural sector is innovative, collaborative and international

Applications for £30,000 and under can use up to 1500 characters to answer each Outcome question. Applications for over £30,000 can use up to 3000 characters to answer each Outcome question.

**Let’s Create Investment Principles**  
- Applications for £100,000 and under: You need to complete the section on Inclusivity and Relevance   
- Touring applications for Over £30,000: You need to complete the sections on Inclusivity and Relevance and Environmental Responsibility   
- Applications for Over £100,000: You need to complete all four Investment Principle sections.

- Applications from National Portfolio Organisations: You need to complete all four Investment Principle sections

**Inclusivity and Relevance**   
All applicants need to answer the questions in the Inclusivity and Relevance section.   
Applications for £30,000 and under can use up to 1500 characters to answer each of the 3 components (4500 total for Inclusivity and Relevance).   
Applications for over £30,000 can use up to 2000 characters to answer this question. (6000 total for Inclusivity and Relevance)

**Communities:**

- Tell us who you want to reach with this project, how you have identified them, and how they have been involved in the planning and/or creative process   
- Tell us about the steps will you take to make sure your project is open and accessible to people within the communities you plan to work with

**Workforce:**   
If you’re engaging a team of people to work on your project:   
- How will you ensure they reflect the communities you wish to serve?  
- How will you ensure access to opportunities are open and accessible?  
  
**Creative Case:**   
Tell us how your project addresses the Creative Case for Diversity   
  
**Environmental Responsibility**  
Applications for £30,000 and under can use up to 1500 characters to answer each of the 3 components (4500 total for Environmental Responsibility).   
Applications for over £30,000 can use up to 2000 characters to answer this question. (6000 total for Environmental Responsibility)  
  
**Using data:**Has your project been informed by your own or other environmental data? If so, tell us about this here  
  
**Plan, action and change:**

If you plan to measure the environmental impact of your project, tell us about the data you will collect and how it will be used  
  
**Advocacy, Education and Influence:**

If you plan to develop you or your organisation’s skills and knowledge on environmental responsibility, tell us about it here  
 **Ambition and Quality**  
  
Applications for £30,000 and under can use up to 1500 characters to answer each of the 3 components (4500 total for Ambition and Quality).   
Applications for over £30,000 can use up to 2000 characters to answer this question. (6000 total for Ambition and Quality)  
  
**Understanding what others think:**  
If you are taking steps to understand what people (peers and/or the public) think about your work and how you make it, tell us about it here  
  
**Developing your work:**  
If this project aims to develop your skills (and those you work with) and contribute to your longer-term ambitions for strengthening the quality of your work, tell us about it here  
  
**Measuring your progress:**

If you are setting out what good looks like for your project and know how you’ll track how well you’re doing and how well it’s been received, tell us about it here

**Dynamism**

Applications for £30,000 and under can use up to 1500 characters to answer each of the 3 components (4500 total for Dynamism).   
Applications for over £30,000 can use up to 2000 characters to answer this question. (6000 total for Dynamism)

**The way you work:**

If you are testing your organisation’s model or your individual practice to ensure you can account for change, or adjust when things do not go as planned, tell us about it here  
  
**Developing people:**

If you plan to develop you/your organisation’s skills and knowledge, tell us about it here  
  
**Technology and data:**

If you are using technology and/or data and evidence to deliver and develop your project and assess its impact, tell us about it here

**Attachments**   
  
You might want to include a document or web link to give us a sense of your work, or the work of any artists or creatives you are working with. You can do this in the other attachments section. This could be an image, a music file, a sample of your writing, a video, a link to an online portfolio, or a review of your work. You can upload a maximum of one document or web link. A document can be a maximum of five pages, and we can only look at a single web page. The formats we accept are:   
• PDF   
• JPEG (image file)   
• Microsoft Word   
• Microsoft PowerPoint   
• Web link (remember that we will only view a single web page)

**Monitoring information**

**Created by Christina Poulton**

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**I deliver workshops on** [**Writing Funding Bids**](https://www.eventbrite.co.uk/e/writing-funding-bids-tickets-211043796677) **and** [**Getting to Grips with the new ACE Project Grants**](https://www.eventbrite.co.uk/e/getting-to-grips-with-the-new-ace-project-grants-tickets-211272771547)