

PROJECT

engaging artists in the built environment

Stage 2 Application Form

This application form is to be used for Stage 2 applications only. Please refer to the guidelines for further information. You should not complete this unless you have been advised to do so by the Scheme Manager.

- Read the application form carefully and complete each section, where applicable, in black ink or black type.
- If you are unsure how best to complete certain sections, or what to include as additional information, please speak to the Scheme Manager. Contact details are at the end of this form.
- If a question does not apply to you please write 'not applicable' or N/A.
- If you want to fill in the application form electronically, you can get a copy from www.project-awards.org.uk
- If you require any other format, please contact us.
- Please return the completed application form to the address shown at the end of this form.
- Please note we cannot accept faxed, emailed application forms or applications on disc.
- Your application will be acknowledged on receipt and we may be in touch to discuss any aspects of it.

Section A: About you

01 Your name

02 Name of your organisation

03 Full address

Full postcode

Phone number

Email address

Website address

Textphone

Fax number

04 If you are applying on behalf of another organisation, give the following details for the main contact person

Name of the main contact person

Position

Full address

Full postcode

Phone number

Email address

Textphone

Fax number

05 Please describe any particular communication needs that you or your main contact person has (eg communication by textphone, materials in large print).

You do not have to give us the following information but we would be very grateful if you would answer question 6. This will help us analyse the comparative success rates of the applications we receive.

06 Would you say that the activity you are planning is directed at, or particularly relevant to, any of the following groups of people? Please tick any relevant boxes.

Disabled people

Asian or British Asian
(includes Bangladeshi, Indian, Pakistani or any other Asian background)

Black or British Black
(includes Caribbean, African)

Chinese

Irish

Any other ethnic group
If you have ticked 'Any other ethnic group', please give details.

07 Tick one of the boxes to describe your sector.

Local Authority

Voluntary or community group

Design professional

Education

Healthcare

Housing

Culture/arts

Private Sector

Other (please specify)

Section C: Budget

Income for your project

Applicant's contribution		£
	Subtotal	£
Local authority funding		£
		£
	Subtotal	£
Other public funds		£
		£
	Subtotal	£
Private sector		£
		£
	Subtotal	£
Sales (if a publication)		£
		£
	Subtotal	£
Value of support in kind (please specify type and source)		£
		£
	Subtotal	£
Amount requested from PROJECT		£
Total income		£

Budget Notes

(please add any additional information here)

Expenditure for your project

Artists' fees and expenses (indicating proposed number of days and daily rate)		£
		£
	Subtotal	£
Organisational and professional development eg for client/design teams		£
		£
	Subtotal	£
If a publishing project, production costs, including royalties to the artist(s)		£
		£
	Subtotal	£
Marketing and promotion		£
		£
	Subtotal	£
Documentation, monitoring and evaluation		£
		£
	Subtotal	£
Total capital expenditure for the proposed scheme		£
		£
	Subtotal	£
Value of support in kind (please specify type and source)		£
		£
	Subtotal	£
Other expenditure		£
		£
	Subtotal	£
Total expenditure		£

Section D: Declaration

Checklist

Before you sign and date your application, please check the following:

- Have you filled in every relevant question on the application form?
- Have you included a written proposal?
- Have you kept a copy of this application for your records?

Data protection

The information you provide will be processed by or for us. We will hold the information you give us on computer and use it for statistical purposes. We will provide copies of the information to individuals or organisations who are helping us assess, monitor grants and evaluate the projects.

Tick this box if you want us to keep you informed of our work.

I confirm that the applicant organisation is financially stable and I have no reason to believe that the organisation will not be viable over the life of the project.

I confirm that the organisation named on this application has given me the authority to sign this application on their behalf.

I confirm that, as far as I know, the information in this application is true and correct and undertake to inform Public Art South West immediately of any changes which are made to the details supplied on this application.

Signature

Name (use CAPITAL LETTERS)

Position

Date

Please return this form, with full supporting material to:

PROJECT engaging artists in the built environment

Public Art South West
PO Box 189
Exeter EX4 3XL

T 01392 229266

F 01392 229229

info@project-awards.org.uk

www.project-awards.org.uk

Please note: whilst every care will be taken of slides and additional material submitted, we cannot take responsibility for any loss or damage incurred.