

**Creative Funding**

**Application Form for Organisations**

**Submitting your application**

Submission deadlines are listed on the website [Creative Funding Awards | Aberdeen City Council](https://www.aberdeencity.gov.uk/services/leisure-culture-and-parks/creative-funding-awards) .

Completed applications should be submitted via email to creativefunding@aberdeencity.gov.uk.

**Application Guidance**

All applicantsare advised toread and follow the Application Guidelines. These are available to download at the above website or can be requested by contacting us on any of the details provided. In addition to these guidelines, we also provide advice sessions. Please visit the website or contact us to find out more.

**Contact Details**

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| Organisation |  | Phone |  |
| Lead Contact |  | Email |  |
| Address |  | Website |  |
| Organisational Status |  | Number of years operating |  |

**Application Summary**

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| Project/Activity Name |   |
| Level of Creative Funding Requested |  £ |

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| Project Estimates (must be completed) |
| Total number of participants |  | Total audience numbers |  |
| Total number of volunteers |  | Total number of volunteer hours |  |

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| 1. **Please provide a written summary of your proposal describing the activity you are seeking support for.** *(Up to 200 words).*Please note the full proposal can be described in Question 3(a) of the application form.

 **Video/Voice: Your proposal Question 1 and Question 3(a) and 3(b) can alternatively be submitted by** **sending in a video or voice recording (up to 6 mins in length). Please note, if submitting by video/voice** **please use an unlisted YouTube link as we may not be able to accept files as attachments or downloads**  **from a file sharing site.** *Any questions please contact* *creativefunding@aberdeencity.gov.uk**.* |
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| 1. **Please tell us about your organisation.** *(Up to 300 words).*

 Please provide a short summary about your organisation below, outlining your key areas of work, your core aims and your track record for delivering high-quality creative and cultural activity. Highlight how this experience will support you to manage and execute your proposed project. Also, tell us who your community partners are and add any support material *(Question 11 in application form)*. You may also include CVs of key personnel. |
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| **3(a).** Please tick ü the area the proposal delivers on:   Delivering Activity ü/ û *(delete as appropriate)*  Developing ideas and projects ü/ û   Professional Development ü/ û   Other ü/ û  |
| **3(a). continued**  **Please provide a written description of your proposal explaining the activity or idea you are seeking support for. In this question include what difference an award would make to your organisation, community and partners.** *(Up to 500 words).*When responding to this question please write clearly and concisely about your idea including information about any partners and communities involved.  **Video/Voice: Your proposal Question 1 and Question 3(a) and 3(b) can alternatively be submitted by** **sending in a video or voice recording (up to 6 mins in length). Please note, if submitting by video/voice** **please use an unlisted YouTube link as we may not be able to accept files as attachments or**  **downloads from a file sharing site.** *Any questions please contact* *creativefunding@aberdeencity.gov.uk**.*  |
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| **3(b). What is your intended legacy beyond the delivery of the project?** *(Up to 300 words).* Please highlight what you think the lasting benefits will be if your project is supported? |
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| **4(a). Who is your target participant and/or audience group(s) for this project?** *(Up to 300 words).*  Please tell us who you are targeting to take part in your activity, and why? This question is an opportunity for you to explain how you consult with your participants, and/or the different ways you aim to engage individuals and groups in your activity. For example, if your proposal is for a project with young people, in what ways is your application youth-led? Any letters of support from your stakeholders/ community partners and a basic marketing plan or any consultation undertaken can be added as support material. *(Question 11).* |
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| **4(b). Aberdeen City Council is committed to progressing equality and diversity.** *(Up to 300 words).* Please include in your application information describing how you will make sure your proposed activity is open and encourages diversity, and how it removes potential barriers, allowing for equal opportunity. [Equality and Diversity PDF](https://www.aberdeencity.gov.uk/sites/default/files/2018-01/Diversity%20and%20Equality%20Policy.pdf)  |
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| **5(a). Please explain how you will manage the activity and project, including how you plan to deliver the**  **proposal** and how you intend to evaluate the project. *(Up to 300 words).*  |
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| **5(b).** Please consider and write about any risks associated with the project and how you intend to mitigate  against the risks. Please also include how you intend to adapt the proposed project in line with possible changing guidelines in relation to public health and Covid -19.  For example, explain how your proposal will adapt if Covid guidelines change, could your proposal move online or be filmed. Consider the resources required and how they will be reflected in the budget.  A basic risk assessment can be included in the support material.  *(Up to 300 words).* |
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| **5(c). Please describe a timeline of the activity you propose to undertake; this could include the research**  **period and delivery of the project.** *(Up to 300 words).* |
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| **6. The Culture Aberdeen strategy has 5 ambitions please select** ü **which ambition(s) your activity delivers on.** *\*Your proposal can deliver on one or more of these ambitions.* Culture Aberdeen Ambition 1: Releasing our Creativity ü/ û *(delete as appropriate)*  Ambition 2: Becoming Scotland’s Creative Lab ü/ û   Ambition 3: Making all the City A Stage ü/ û   Ambition 4: Connecting us to the World ü/ û  Ambition 5: Shaping Our Future ü/ û  |

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| **7. Describe how your proposed activity delivers on this ambition/these ambitions and the impact it will** **have on Aberdeen.** *(Up to 300 words).* |
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| **8(a). Creative Area**  (You may insert a tick for more than one ü) | **8(b). Type of Activity**  (Please insert the estimated **number** of each ü) |
| Visual Arts |  | Craft |  | Performance(s) |  | Training |  |
| Music |  | Film |  | Exhibition(s) |  | Festival(s) |  |
| Theatre |  | Public Art |  | Workshop(s) |  | Publication(s) |  |
| Dance |  | Literature |  | Other (Please specify) |  |
| Other (Please specify) |  |
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| **9(a). Where will the activity take place**  (You may insert a tick for more than one ü) [Map of ward areas](http://www.lgbc-scotland.gov.uk/maps/4thelectoral/aberdeen/aberdeenindex.asp) | **9(b). Time of Year**  (You may insert a tick for more than one ü) |
| Airyhall/Broomhill/Garthdee |  | Kingswells/Sheddocksley |  | April |  | October |  |
| Bridge of Don |  | Lower Deeside |  | May |  | November |  |
| Dyce/Bucksburn/Danestone |  | Midstocket/Rosemount |  | June |  | December |  |
| George Street/Harbour |  | Northfield |  | July |  | January 2022 |  |
| Hazlehead/Ashley/Queens Cross |  | Tillydrone/Seaton/Old Aberdeen |  | August |  | February 2022 |  |
| Hilton/Stockethill |  | Torry/Ferryhill |  | September |  | March 2022 |  |
| Kincorth/Loriston |  | City Centre |  |  |
| Other Key dates: |
| Online (Please specify address) |  |  |
| Other |  |  |

**10. Budget**

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| Please provide details on projected income and expenditure for the project. Please include last audited accounts or management accounts *(as appropriate).* \*See budget sheet. |
| **Income** | **Amount** | **Confirmed?** | **Expenditure** | **Amount** |
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| **Total Income** |  |  | **Total Expenditure** |  |

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| **Estimated value of any ‘in-kind’ contribution** | **£** |
| **Current unrestricted reserves** | **£** |

**11. Support Material**

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| Your support material must include a current business plan or constitution (as appropriate depending on your type of organisation).The quality of your proposed activity is one of the criteria the independent panel will assess when reviewing your application. To aid this process, we require 5 items of support material which demonstrate the organisation’s ability to deliver a quality project (reflecting your area of work or planned level of activity). This can include information about your organisation, personnel CV’s, a marketing plan, partnership agreements, any stakeholder/ participant consultation, publications, reports, letters of support or evaluation of previous projects. Where possible, these documents should be provided in PDF format so they can be circulated to the independent panel.Each piece of support material should not exceed 5mb in size and can be shared by email or a file sharing service to creativefunding@aberdeencity.gov.uk.PhotographsPhotographs should be good quality and carefully selected to reflect the activity proposed in the application form. Please ensure images are clearly labelled and include relevant information as appropriate. Where possible, please save multiple images as one PDF document with clear titles and dates of the activity they relate to. Please make sure where possible the final file does not exceed 5mb in size. If sharing a link to online images, check the link is to pages specifically related to the organisation and not to personal accounts.Video and Audio FilesPlease check that any links to online video or audio files are working, if sending files as attachments please make sure they do not exceed 5mb in size.

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| Please include the following support material as part of your application to Creative Funding. | Please insert tick below ü |
| Current Business Plan/constitution (as appropriate) |  |
| Last audited accounts (as appropriate) |  |
| Support material -Info about your Organisation, Staff CV’s, a marketing plan, any consultation, stakeholders/partners information or evaluation of previous projects. |  |
| Child Protection Policy (or willing to adopt ACC’s Policy) [Child Protection Policy](https://www.aberdeencity.gov.uk/sites/default/files/2018-07/Child%20Protection%20Corporate%20Policy%20and%20Procedure.pdf) |  |
| Completed Monitoring Form (download from Aberdeen City Council Creative Funding webpage) |  |
| Confirmation of any partnership agreements (if appropriate)  |  |
| Signed application form |  |

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| Support Material 1: | Current Business Plan/Constitution (as appropriate) |
| Support Material 2: |  |
| Support Material 3: |  |
| Support Material 4: |  |
| Support Material 5: |  |

**12. Declaration and Use of Your Information**

Aberdeen City Council collects and records information about you for the purpose of managing the application process of Creative Funding. You can find more information here.

<https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-creative-funding-organisations>

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| To confirm that all information included in this application is accurate and that you have read and followed the application guidelines, please sign and date below. If submitting by email an electronic signature or the typed name of the appropriate applicant should be inserted. |
| Name:  Signature (Electronic or typed name): Date: |

Cultural Policy and Partnership team

creativefunding@aberdeencity.gov.uk