**Application for Community Arts Project Funding**

Applications must be made on this Application Form for Community Arts Project (CAP) Funding, and submitted electronically to [**tasoxford@gmail.com**](mailto:tasoxford@gmail.com).

Applications need to be submitted by 31 March for consideration by the CAP committee and TASO Trustees. Decisions on applications will be sent to applicants as soon as possible after that date.

Applications should be for small projects; a maximum grant of £2000 is available.

In exceptional circumstances and if due diligence has been carried out TASO will consider applications outside the above decision date.

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| **Name and address of organisation/group:** |  |
| **Description of your organisation/group** |  |
| **Website of organisation/group** |  |
| **Names of two individuals on the governing body**  **Or two people supporting the work of the group (if it is a joint project in partnership with another organisation)** |  |
| **Name of applicant/ main contact:** |  |
| **Position within organisation:** |  |
| **Email address & telephone number of main contact:** |  |

**The Project**

**Please describe your project under the following sections:**

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| **1 Purpose and aims of the application, and how the funding will be used.** |
| **2 Details of target participants, age groups, and numbers** |
| **3 Project timing. When will it take place? How many days will it cover? Start and end dates** |
| **4 Details of benefits to the participants.** |
| **5 How will you measure and monitor outcomes?** |
| **6 How is your organisation supporting this project?** |
| **7 Details of any other organisations/groups supporting this project other than financial (for funding see 12 below)** |
| **8 Previous projects you have undertaken, (to give us an idea of the work you do).**  **How did your previous projects benefit those concerned?** |
| **9 Does your organisation have policies in place for the following?**  **The safety of children**  **The safety of vulnerable adults**  **Working with volunteers**  **Health and safety** |
| **10 Do you have constraints on publicity? We request that TASO's name and logo be inserted in any publicity about the project (TASO will provide the logo)**  **How will you acknowledge TASO support if you are granted funds?** |
| **11 Breakdown of all relevant costs in this project, to include artist/other participant fees (with hourly/daily charge and total cost) and materials. (Funding will not include overhead or running costs of the organistion or large pieces of equipment)** |
| **12 Funding requested.**  **From what other sources are you receiving grants and how will those be spent?**  **Are you approaching other organisations for funding?**  **Are you in receipt of or do you plan to ask for any match funding?** |
| **13 How did you hear about our grants & have you received support from us before?** |
| **14 How many paid and unpaid staff/volunteers does your organisation/group have?** |
| **15 Bank Details**  **Bank name**  **Bank Address**  **Bank sort code**  **Bank account name**  **Bank account number**  **Names of Signatories** |
| **16 What type of organisation/group are you? We welcome applications from informal groups which may not be a legal entity. Please tick as appropriate**  **Registered Charity**  **Company Limited by Guarantee**  **Unincorporated Club**  **Community Interest Company**  **Charitable Incorporated Organisation**  **Other** |
| **17 Referee with knowledge of your organisation/group**  **(name, address, email address, phone number)** |
| **18 Signature of the main contact.**  **Date** |

All projects should be for the benefit of people living in the Oxford area. If agreed the project must use the funds by the end of June, though in agreed circumstances this period may be extended.