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| A black and white logo  Description automatically generated**Apply anytime between 6 August and midnight 1 September 2024** |

**London Borough of Culture Legacy Fund:**

**Development of**

**Cultural and Creative practitioners**

**Grants up to £2,000**

Croydon Council receives more grant requests that it can fund. We will use the information you give us on this form to establish that your plans are eligible for this grant.

All eligible applications received by **12midnight Sunday 1 September 2024** will be entered into a lottery drawn on Monday 16 September at the Culture Croydon meeting. It will be drawn by a Council officer from outside of the culture team who does not have a professional or personal interest in the outcomes, with applications being drawn until all funds are allocated. The final application drawn may therefore be partially funded. The draw will be independently verified.

There are two draws, one of £12,000, for Deaf, disabled and neurodiverse artists only, and one for £48,000, open to all artists (including those entered but not drawn from the first fund).

Please make sure you:

* Answer all of the questions,
* Keep your answers short and relevant, but remember that we don’t know anything about your project unless you tell us (use the guidance to help),
* Be realistic about what you apply for, and what you can achieve with the money in this short time frame. We don’t want you to promise more than you can deliver.
* Complete the monitoring form.

This fund is aimed at individual artists, cultural and heritage practitioners based in Croydon who took part in one or more projects as part of Croydon’s London Borough of Culture (LBoC) programme, to develop ideas and skills building on that. If this is not you, you cannot apply for this grant.

Creatives/practitioners with access needs may apply with the support of an organisation if this will better enable them to manage the financial procedures of receiving a grant. The organisation may take a small admin fee to cover their time/expenses and/or add access support into an additional budget line (Q 7.b).

You can apply to pay for training, mentoring, R&D, project development, developing new collaborations, UK travel to conferences and events. You cannot apply for equipment. **For a full list read the guidelines.**

**Make sure you read the grant criteria and guidance notes before completing this form.** Please complete the monitoring form: [Monitoring form for LBoC Legacy Career Development grants | Get Involved Croydon](https://www.getinvolved.croydon.gov.uk/culture-arts-and-heritage/surveys/monitoring-form-for-lboc-legacy-career-development-grants-2)

We want you to have the best chance of getting a grant. The guidance notes have lots of examples of how to answer the questions in the form.

**Q1 – Your details**

**Name:**

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**Please provide your UTR/Company Number.** You need to be registered as self-employed to receive the funds, or for an organisation to accept and manage the grant on your behalf.

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**Address:**

Please provide your home address, this must be based in Croydon to meet the criteria of this grant.

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| **How long have you lived at this address/in Croydon?** |  |

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**Telephone Number:**

**Email Adress:**

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**Q2 – Tell us about your practice/work?** (for example, what things have you done where, with who, what you’re about?). Your response should be no more than 200 words.

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**Q3.a – What project were you a part of in the London Borough of Culture Programme?**

Please provide the title of the event that you were part of and what was your role in the project. Your response should be no more than 25 words.

If you were involved in multiple projects, please highlight just one for this application.

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**Q3.b –Please provide us with the Name and Contact (Email Address/Phone Number) for the lead organisation/person for the LBoC project:**

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**Q4- Do you want to be entered into the draw for Deaf/disabled/neurodiverse applicants only, in addition to the main draw?**

[ ]  **Yes** [ ]  **No**

**Q5- Tell us about the developmental opportunity you want to undertake, and if and how it relates to your work during LBoC. This is your chance to tell us what you want to do and why it is important to your creative development at this stage. Be as specific as you can at this stage. (Max 250 words)**

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**Q6 - Tell us why this is important for your professional development at this point and what you hope to get out of it. This is your chance to tell us why it will be useful (Max 350 words)**

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**Q7.a – How much money are you applying for and what will you spend it on?**

Please provide a breakdown of your costs in pounds and pence. Add lines where needed.

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| **Item or activity**  | **Cost** |
|       | £      |
|       | £      |
|       | £      |
| **Total** (please put your total here even if you have used a separate sheet) | £      |

**The maximum grant is £2,000**

**Q7.b – Will you require any additional funds beyond the grant to support access needs?**

Please provide a breakdown of your costs in pounds and pence. Add lines where needed.

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| **Item or activity**  | **Cost** |
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| **Total** (please put your total here even if you have used a separate sheet) | £      |

**The maximum is £1,000**

**Q8 – When is this project going to start/end?**

Please provide a brief timeline of your proposed development activities. You need to have completed your project by 13 December 2024. We can’t fund things which you bought before Monday 16 September 2024.

You can insert more rows or attach a brief spreadsheet

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|  | **Date** | **Action** |
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**Q9 – Have you received or applied for any other grant funding, sponsorship or in-kind funds towards this project?** Please tell us if you have or intend to apply for match funding from whom and whether the funding is confirmed or if you waiting to hear.

You should add any of your own in-kind support costs here too.

Please also tell us if you intend to use this grant as match as match funding to a different funding stream – for example ACE DYCP.

Your response should be no more than 50 words.

[ ]  Yes [ ]  No

**Please give details:**

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**Declaration**

This application is submitted on my own. The information given is correct to my knowledge. I have read, understand and accept the notes that came with this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.

I have the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met. I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my application is not valid, in which case you will cancel the grant and claim back any money I have received, stop assessing and return the application, or withdraw any grant you offered me.

I will carry Croydon Council logos as required/relevant, including working with Croydon Council on the sign-off process.

I will complete all associated evaluation requirements.

I agree that if I receive any grant from you for my project, I will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter. I have read the draft supplied in the Guidance Notes.

Where relevant, I have/will put in place safeguarding policies and procedures to protect any young people and vulnerable adults participating in the project.

I have completed the monitoring form ([Monitoring form for LBoC Legacy Career Development grants | Get Involved Croydon](https://www.getinvolved.croydon.gov.uk/culture-arts-and-heritage/surveys/monitoring-form-for-lboc-legacy-career-development-grants-2))

I am aged 18+.

[ ]  **I have read the declaration**

 Name Organisation (if relevant) Date

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**Monitoring Form**

**Applicants must complete a monitoring form.** This form will help us to know who is apply and help us to understand any gaps in our engagement and reach.

[Monitoring form for LBoC Legacy Career Development grants | Get Involved Croydon](https://www.getinvolved.croydon.gov.uk/culture-arts-and-heritage/surveys/monitoring-form-for-lboc-legacy-career-development-grants-2)

**Privacy Notice**

Croydon Council is collecting this information in order to award, publicise and monitor grants, and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the council may share your information with the panel members (including freelance staff), other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council’s handling of your personal data can be found in its privacy policy, available online at [Corporate privacy notice | Croydon Council](https://www.croydon.gov.uk/council-and-elections/privacy-and-data-protection/privacy-notices/corporate-privacy-notice) or on request.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**Submitting your application**

We prefer to receive applications by email, but you can submit your application by post or by hand if you wish to the Council offices: Ksenia Kazintseva, Culture, Leisure and Libraries, Level 3, Zone B, Bernard Wetherill House, 8 Mint Walk, Croydon, CR0 1EA.

It is important to remember that we are keen to receive your application, but you must take responsibility for ensuring the application reaches us, i.e. is emailed to the correct email address or has sufficient postage and is posted in time to the correct, full postal address. If posting your application we recommend that you take it to a post office to be weighed and also request a signature on receipt.

Please note:

* Our email system will not accept emails bigger than 20mb, even if you have used zip files. Please do not send additional information or photographs.
* We will acknowledge receipt of your application by e-mail. If you have not had a receipt from us within three working days, please e-mail culture@croydon.gov.uk so we can make sure we have received it.

Please send your completed application form and monitoring form to: culture@croydon.gov.uk

You must mark the subject line of your application: Cultural Development Fund and your name– for example:

Cultural Development Fund: Nigel Ross

All applications must be received by 12midnight Sunday 1 September. The public draw will be held Monday 16 September.

You will be contacted by end of day Monday 9 September if your application is ineligible, and you are not being put forward. If you have any questions regarding your/your project eligibility, then please attend one of the online Q&A sessions highlighted in the guidelines (page 9).

We will let you know if you have been successful by one week after the draw date.