The London Community Foundation

Cockayne – Grants for the Arts

Online Application Form Guidelines

londoncf.org.uk

Guidance notes

Please print these off and read before starting your online application

These are guidance notes to help you complete some of the key questions in the online application form for Cockayne – Grants for the Arts.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: Word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 🖫 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Please note: as Cockayne is based in the U.S.A., **grant requests, including all budget information, must be made in British pounds and U.S. dollars.**

Section 1: About your organisation

Organisation Name, Address and general contact information
Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use. You should also provide us with details of your Artistic Director.

Please provide the name and contact details of your Executive Director if different from your Artistic Director.
Please ensure you provide both telephone and email contact details.

Main Contact Person
Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish correspondence to be directed to an alternative address, un-tick the option "Use organisations address" for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date
Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?
You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the "status" of your organisation.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

Income
Please let us know the figures in both British Pounds and U.S Dollars
Current year budget £
Current year budget $
Please let us know your organisation's projected budget for the current year.

Previous year income £
Previous year income $
Please let us know your organisation's income over the last financial year. Please ensure you enter a figure here.

Section 2: About Your Grant Application

Project name
If your project has a name please put it here, if it has no name please leave this box blank.

Project funding start / end
Please put the forecasted project start and end date. **Your project start date should not be before 1st March 2024**

Which local authority will the activity mainly take place in?
Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

Please provide a postcode which represents the geographical area you will benefit.
Please provide the postcode where most of your project will take place. If there are multiple places please

just pick one. If it is too difficult to distinguish please provide the postcode of your organisation.

Please provide us with a brief résumé of the project
In 200 words or less provide a brief résumé of your project.

Extended Description of project
Please describe the goals of the project, the plan of action (specific strategies and activities), the amount of funds needed, the time frame and the methods to be used for evaluating the work.

Please use the three boxes, if necessary for your answers – each box is limited to 5,000 words.

Governance
Please list the officer and members of the board of Directors.

Staff
Please tell about the names and contact information for the key leaders of the organisation and the project.

Section 3 – Project budget and additional information

Project Budget
This section asks you to provide details regarding the amount of money you are applying for and what funds you have already secured or are seeking from other sources.

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What is the total cost of the project?
How much will the project cost in both British £ and American $

How much has been raised so far?
Remember you should not be asking us for more than 20% of your overall project budget and you must clearly demonstrate how additional funds for the project are to be raised. Please state the amount in both British £ and American $

Please tell us about the funding you have secured already for this project
Please tell how much you`ve raised, if any, and where from.

How much money are you applying to us for?
Please enter the amount of funding you are requesting from us. In both British £ and American $

Are you seeking other funding towards this project?
Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

Supporting Documents
Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:
- Relevant articles/reports/reviews in support of your organisation and its work (up to 4)
- Project and organisation budget (for personnel, please list each salary as a separate line item)
- A copy of your signed governing document e.g. Memorandum and Articles of Association or

Constitution.
- A copy of your most recent signed annual accounts
- For requests for continuing support, please include an update on the programme previously funded by Cockayne – Grants for the Arts and a rationale for continued support

If for any reason you are not able to provide one of the required document please upload a document explaining why you do not have it.

Declaration - <u>For all applicants</u>
Please read each statement carefully and check the box if you agree with the statement. Please confirm your name and role.

How did you find the application form?
Please let us know how challenging you found the application form to complete and any comments that you have on the application process.

When you have completed your application
Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it.

If you are still not sure about anything when completing the form, please contact The London Community Foundation on 020 75825117 or email applications@londoncf.org.uk

If you have any issues with accessibility please contact us and we will discuss other options for completing the form.

What happens next?

Cockayne – Grants for the Arts receives many more applications than it can fund each year. Although many applications merit support and fall within guidelines, Cockayne - Grants for the Arts is able to fund less than one-in-ten applications. A four-stage review process follows the Cockayne – Grants for the Arts programme application deadline:

1. staff review of applications
2. review and discussion by Cockayne Board and arts committee
3. staff discussions with the Cockayne Board; and
4. Cockayne – Grants for the Arts final decisions by The London Community Foundation (LCF) approximately four months after the programme deadline, with grant decisions being announced publically mid-late May.

Review of applications

The following questions are also among those considered when reviewing an application for a grant:

1. Benefit – Will the project help the applicant/ organisation grow artistically/ organisationally?
2. Leadership – Who are the project leaders? Success is largely due to the competence, creativity, experience, dedication, and energy of the leaders of the organisations/projects.
3. Cost – What is the cost of the project? Is it sustainable and reasonable in relationship to the overall budget and promised benefits/outcomes?
4. Time frame – Is it realistic and achievable?
5. Likelihood of success – are objectives sustainable? What is the probability that the project will be achieved as described?
6. Urgency – Is the issue urgent, requiring attention on a timely basis; are there special conditions now that increase/decrease the likelihood of success?
7. Need – Does the applicant organisation need Cockayne – Grants for the Arts funding, or is it probable it could secure funding elsewhere?

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