

NOTES ON COMPLETING THE APPLICATION FORM ERIK CHISHOLM TRUST SMALL GRANTS SCHEME

The Application Form is designed for use on a computer but can be printed and completed by hand. Please either enter text or tick the boxes provided. The form should be completed in English with any financial information in Pounds Sterling (UK£).

Supplementary information e.g. a programme for proposed performance, information on or a CD produced by your organisation can be submitted to support the application but should be brief and cross-referenced in the application form. You may find it helpful to view the Erik Chisholm website www.erikchisholm.com to find out more about Erik Chisholm and The Trust .

Section 1 - Project Leader

The Project Leader is the person or organisation leading the project and responsible for administering a grant if an application is successful. Please note that the Erik Chisholm Trust may need to contact the Project Leader during the assessment of the application.

Section 2 – About Your Organisation

If the application is from an organisation please give us relevant information about your organisation including: aim of the organisation, number of people involved, types of activities e.g. performances, income of the organisation. Other details about your organisation can also be included in section 5.

Section 3 - Project Partner(s)

Project Partners are the people or organisations working with you on your project/performance(s). If you have any Project Partners, please give their details.

Section 4 – Project Summary

Please give a brief outline of the project or performance(s) including proposed compositions, venue, and audience.

Section 5 – Project Description

In this section please describe the project, performance or set of performances in more detail. This is where you should demonstrate why the project and performance(s) should be supported by this scheme. Refer to the information sheet attached. *What is the background to the project and why do you want to undertake this project? How does this project meet the aims of the scheme? Why should the Erik Chisholm Trust support this grant? What will be the benefit of this project to the aims of The Trust? What assurances will you give the Trust of a quality performance and effective use of the funds?* Please also state what difference funding from the ECT will make to the project and whether the project would still go ahead if it receives no or partial support from the ECT. If you have substantial funding from another source please explain why these funds cannot be used for the items listed in Section 7.

Section 6 - Previous applications to the ECT

State any previous applications for funding to the ECT from the Project Leader or Project Partner(s).

Section 7 - Grant request

Give the budget for the amount you are requesting from the Erik Chisholm Trust. Please state exactly what you would use any funds for in Pounds Sterling (UK£) It is possible that successful applicants may not receive the full amount that they request. Please note that the Erik Chisholm Trust aims to get maximum benefit out of the funding and therefore is unlikely to fund certain items e.g. first class rather than second class travel.

Section 8 - Income for project from other funding bodies

Please give information about other funding bodies supporting the project or performance(s) and whether the funding is guaranteed or pending. In this section only include funding that directly affects the project, not general financial support.

Section 9 - Supplementary materials

Please list any supplementary materials that you are sending in support of your application. Please note CVs should be provided by individuals with no affiliation (e.g., independent artists) who are either the Project Leader or a Project Partner. If you wish any materials to be returned, please enclose a self-addressed envelope (SAE) with the correct postage with your application.

Section 10 - Additional information

The ECT would be grateful if you would indicate how you found out about the ECT and its grant-giving programmes.

Section 11 - Declaration

Please read and sign the declaration

Please submit this form to the Erik Chisholm Trust:

By post - send 3 signed copies to: "Erik Chisholm Trust Small Grants Applications", Erik Chisholm Trust, Seagulls, Binstead, Isle of Wight, United Kingdom, PO33 3SY

By email to: info@erikchisholm.com

CHECKLIST: Have you explained in section 5 why this project should be funded under the ECT Small Grant Scheme? Have you listed and included any supplementary materials? If posting, have you printed and signed three copies?

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