**APPLICATION FOR A GRANT**

**PROCEDURE**

**Summary Conditions**

An application will be looked on favourably if the following conditions are present by an applicant:

* Is a charity,
* Is an amateur musician led musical organisation,
* Is not an Arts Council National Portfolio Organisation or in regular receipt of public sector arts funding,
* Is not-for-profit in its operations,
* Performers at concerts/events other than professional orchestra players, guest soloists or conductor are of amateur status,
* Chorali Fiscus has existing funds to support the application.

**Summary Process**

* Apply via web site contact form when application process is stated as Open.
* Respond to particular enquiries from the Chorali Fiscus Recorder.
* The Recorder will invite the applicant to submit a written application which may be downloaded from www.choralifiscus.org.
* The application will be evaluated by the Nominations Committee who will recommend to the trustees that a grant is awarded.
* Trustees approve the grant.
* Funds will be sent to the applicant and must be used for the purpose agreed or returned.
* The applicant is required to issue a written receipt for the funds in the name of the applicant organisation.
* The Applicant organisation is required to acknowledge the support of Chorali Fiscus in its performance programme.

**APPLICATION FORM**

|  |  |
| --- | --- |
| NAME OF CHOIR OR ORGANISATION.  IF A REGISTERED CHARITY STATE REGISTERED NUMBER |  |
| NAME OF PERSON APPLYING |  |
| CONTACT PHONE NUMBERS |  |
| E-MAIL ADDRESS |  |
| WEB SITE ADDRESS URL |  |
| POSTAL ADDRESS |  |
| ARE THERE PAID EMPLOYEES OF THE APPLICANT (Excluding honorarium) |  |
| ANNUAL TURNOVER OF THE APPLICANT ORGANISATION |  |
| HOW MUCH IS BEING REQUESTED |  |
| SPECIFIC PURPOSE FOR WHICH FUNDS, IF AWARDED, WILL BE USED.  **NOTE: Funds may not be used for individual persons benefit.** |  |
| HAVE GRANTS BEEN AWARDED FROM OTHER SOURCES IN LAST 12 MONTHS. GIVE DETAILS |  |
| EXPLAIN HOW THESE FUNDS, IF AWARDED, WILL advance the enjoyment and education of the public in the performance of choral and similar classical music |  |
| DETAILS OF BANK TO WHICH FUNDS, IF AWARDED WILL BE SENT | Name of account  Sort Code  Account Number  Name and address of Bank |
| SIGNATURE OF APPLICANT AND DATE |  |
| NAME AND SIGNATURE OF A SUPPORTING OFFICER OF THE APPLICANT ORGANISATION AND DATE |  |

**CHECK LIST**

All lines above completed 

Preliminary discussions via e-mail / phone undertaken with the recorder / trustees. 

Copy of latest financial accounts of applicant enclosed 

Copy of applicant organisations latest brochure enclosed 

Email this form to [**choralifiscus@gmail.com**](mailto:choralifiscus@gmail.com) 

Note this form will not be processed if there has been no prior dialogue with the applicant.