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**CNCF Grants for the Arts**

- **APPLICATION GUIDELINES**
- **APPLICATION CHECKLIST**
  - **APPLICATION FORM**

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## Welcome

Thank you for your interest in CNCF Grants for the Arts, our funding programme for arts activities that 'engage' people in the Cayman Islands and help individual artists and arts groups to carry out their work. 'Engage people' means people being stimulated or inspired by, and getting actively involved with/in, the arts. This could include taking part in an arts activity or creating a work of art.

This document should give you all the information you need to know to apply; we encourage you to read it carefully before you fill in the application form.

### Five steps to apply for Grants for the Arts

**1. Read these guidelines carefully.**

It gives you information on how to apply for a grant and answers some common questions.

**2. Write a proposal.**

You need to write a proposal about the activity you want us to support. This is a very important part of your application. The 'Your proposal' section of this document (see page 13) gives detailed instructions that you should follow carefully.

**3. Fill in the application form.**

This gives us information about you, what you are applying for and your budget. The form also gives us information we may use to report to the Government or to monitor the different areas in which we give grants.

**4. Include any relevant extra information.**

Depending on the type of activity you want us to support, you may need to include extra information. We may also ask you to send us more information if we want to check something in your application.

**5. Make your application online at: [www.artscayman.org](http://www.artscayman.org).**

If you cannot apply online, submit your application to us at:

Grants for the Arts  
Cayman National Cultural Foundation  
Harquail Theatre  
17 Harquail Drive  
PO Box 30201  
Grand Cayman KY1-1201  
CAYMAN ISLANDS

**CNCF Grants for the Arts** is an ongoing programme but we make regular improvements and may introduce new materials from time to time. Before sending us your application, please check that you have the latest version. You can do this by visiting our website at [www.artscayman.org](http://www.artscayman.org) or by phoning our office on 345-949-5477.

### **Maximum Grants**

While CNCF Grants for the Arts have been very helpful to those who have been awarded, the total amount of funding that we have received for our grants is a relatively modest figure. The maximum grant for individuals is \$1,000. The maximum grant for arts groups is \$3,000. Also, not every eligible application can be successful. As a result, you should think about what you would do if we cannot fund your activity.

### **Application Deadlines**

We consider grant applications in March and September each year. The submission deadline for March applications is 15 January (or the preceding weekday, if 15 January falls on a weekend or public holiday). The submission deadline for September applications is 15 July (or the preceding weekday, if 15 July falls on a weekend or public holiday).

### **When you will know**

We will notify you of the Grants and Awards Committee's decision by 15 May for applications considered at the March session, and by 15 November for applications considered at the September session.

### **How to contact us**

For general information about Grants for the Arts you may contact us as follows:

- Phone: 345-949-5477
- Email: [vfoster@artscayman.org](mailto:vfoster@artscayman.org)
- Website: [www.artscayman.org](http://www.artscayman.org)

Our office staff provides general information about:

- our work;
- how long it takes us to reach a decision;
- eligibility;
- things we do not fund; and
- information sheets that support our programme.

### **Before you begin**

- Please read this document carefully before you work on your proposal or fill in the Application form. It will tell you who can apply (page 7), what you can apply for (page 8) and what your application must include (page 10).
- If you have any questions that this document does not answer, or if you need advice on your application or the activity you are applying for, you may contact us before you apply. Please read the application materials and be ready to describe your activity to us. This will help us give you good advice and will save time.

## **Making your application eligible to be assessed**

We cannot assess applications that are not eligible. You can do the following things to help avoid this.

- Allow enough time for us to reach our decision and for you to start planning and preparing to start your activity. We do not fund activities that take place or start before we would be able to decide about your application.
- Fill in the application form completely and legibly.
- Attach a budget showing projected sources and amounts of income as well as a breakdown of projected expenses related to the activity, giving us as much information as possible so we can see how you have reached your figures.
- Make sure your budget balances. The total income should be the same as the total spending.
- Include your proposal and follow the five headings we give. See the 'Your proposal' section of this document (page 13).
- Send in a CV (curriculum vitae) if you are applying as an individual.
- Enclose everything we ask for – see the checklist on page 19.
- If you're applying on behalf of a group, provide the names and contact information for two persons who are authorised to sign cheques on behalf of the group

## **Other income for your activity**

We want to make our funding go further, and we expect you to make the most of any other sources of income available to you. This can include:

- income earned from your activity;
- funding from other public entities;
- private sector donations; and
- a contribution from you or your arts group.

In very special circumstances we can provide a grant for the total cost of your activity. These circumstances could include situations where there is little chance of raising money from other sources. If you apply to us for the total cost of your activity, your proposal must tell us what your special circumstances are, and what you have done to try to raise money from other sources.

**We wish you success with your application.**

## Eligibility

### Who can apply

Our grants are for individuals who are resident in the Cayman Islands and have been resident in the Cayman Islands for the preceding twelve months, and for arts groups operating in the Cayman Islands. They are for activities carried out over a set period and which:

- engage people in the Cayman Islands in arts activities; and
- help artists and arts groups in the Cayman Islands carry out their work.

Your activity must take place mainly in the Cayman Islands. There are some exceptions to this when artists or arts groups from the Cayman Islands are involved in activities in other countries.

### CNCF Grants to individuals

CNCF Grants for the Arts for individuals are available to :

- creative artists from all arts disciplines;
- craftspeople;
- arts educators; and
- cultural workers.

Grants for individuals range from \$250 to \$1000.

### CNCF Grants to arts groups

CNCF Grants for the Arts are available to groups engaging in arts activities, including:

- arts organisations;
- youth groups;
- community groups.

By 'arts groups' we mean a single group of people working towards a shared or common goal. If you are applying as an arts group, you should have a bank account with two people who can sign in the group's name.

Grants to arts groups range from \$500 to \$3000.

### Applications we ask for

We may occasionally ask for specific applications to help us achieve our mission and priorities.

For more details about our mission and priorities, please see our website ([www.artscayman.org](http://www.artscayman.org)).

## Who cannot apply

The following individuals or arts groups cannot apply to Grants for the Arts. If you fall into one of these categories, your application will not be eligible to be assessed.

- Arts groups that can share out profits to members or shareholders, unless the activity you are applying for is a self-contained arts project and has a clear benefit to the public.
- Individuals or arts groups based (living) outside of the Cayman Islands.

## What you can apply for

### The types of activity we fund

We have designed CNCF Grants for the Arts to encourage you to develop your ideas, linked to your artistic needs and future plans. It aims to be flexible and to encourage new ideas.

You can apply for grants for arts-related activities running for a limited time, such as the following:

- Projects and events
- Commissions and productions
- Research and development
- Activities for people to take part in
- Educational activities
- Professional development and training
- Organisational development to improve the long-term stability of arts organisations
- Touring. (Touring activity might involve performances or exhibitions, artistic residencies, artistic work involving people from particular communities, or possibly all of these things.)
- Any combination of the above.

## What you cannot apply for

You cannot apply for the following activities:

- Activities that are not related to the arts.
- Activities that provide no potential benefit to the public, either in the short term or long term.
- Activities, including buying goods or services, which take place or start before we would be able to decide about your application.
- Activities, equipment or events that duplicate what already exists.
- Costs that are already covered by other funding.
- General running costs and overheads that are already paid for by other income, including your own funds.
- Ongoing overheads relating to equipment or buildings, such as insurance and maintenance costs.
- Fundraising events, such as charity galas, that do not benefit the arts.
- Activities or events mainly taking place outside the Cayman Islands (there are some exceptions to this – for example, grants for international travel or training, and international exchanges – but these activities must benefit individuals and artists living in, and arts groups based in, the Cayman Islands.)



- Activities that do not benefit or engage people in the Cayman Islands or that do not help artists and arts groups in the Cayman Islands to carry out their work.
- Buying equipment and instruments which would not be used for the benefit of the public, either immediately or in the long term, or where the applicant does not have an artistic track record.
- Self-promotional activities which do not provide public benefit, either immediately or in the long term, or where the applicant does not have an artistic track record.
- Activities in a formal educational setting for educational purposes necessary by law.

### **The number of applications you can make**

Only in exceptional circumstances would we accept a second application from someone while we are still assessing the first one. If you want to make a second application, contact our office staff. We will confirm in writing whether you can apply and you must include the letter from us with your second application.

If you have had a grant from us before, you must meet all of the conditions in your grant offer and you must send us all the information we need for that grant before you apply again. We cannot assess an application if you still need to meet conditions from a previous grant. If you have not been successful with an application, we cannot assess another application for the same activity unless you have dealt with the reasons for us not providing funding.

If you have had a grant from before, check with us to see if you're eligible to apply again.

### **When and where you can apply**

The Grants and Awards Committee considers grant applications in March and September each year. The submission deadline for March applications is 15 January (or the preceding weekday, if 15 January falls on a weekend or public holiday). The submission deadline for September applications is 15 July (or the preceding weekday, if 15 July falls on a weekend or public holiday).

Allow enough time for us to make a decision and for you to plan and prepare to start your activity. We strongly recommend that you plan for your activity to start no earlier than seven days after the date you can expect us to make a decision (see 'When you will know' on page 5).

You can apply online on our website ([www.artscayman.org](http://www.artscayman.org)) or, if you cannot apply online, by using this application pack and submitting the completed application to us at:

Grants for Arts  
 Cayman National Cultural Foundation  
 Harquail Theatre  
 17 Harquail Drive  
 PO Box 30201  
 Grand Cayman KY1-1201  
 CAYMAN ISLANDS

CNCF Grants for the Arts is an ongoing programme but we make regular improvements and may introduce new materials from time to time. Before sending us your application, please check that you have the latest version. You can do this by visiting our website at [www.artscayman.org](http://www.artscayman.org) or by phoning our office on 345-949-5477.

### **What your application must include**

To be assessed, your application to CNCF Grants for the Arts must include a number of items, including a proposal and filled-in application form. You must apply online or use the application form we provide in this pack. To be assessed, your application must include the following:

- A signed and dated application form with the answers to ALL questions filled in.
- A proposal, following the headings we ask for in this document (you must use these headings, or your application will not be assessed).
- A budget showing projected sources and amounts of income as well as a breakdown of projected expenses related to the activity, giving us as much information as possible so we can see how you have reached your figures. You must show a balanced budget (that is, your income and spending, including how much you are asking for from us, must be the same).
- A tour schedule (if you are applying for touring activity).
- A CV if you are applying as an individual.
- If we are already assessing an application from you, written confirmation that we agree with you making another application.

If your application does not contain the information we need in the format we ask for it to be in, it will NOT be assessed. Also, we will not be able to process your application if it does not contain enough information to assess it, or if you have not met all the conditions from a previous grant.

### **Sending us your application**

This document should help you provide all the information we need to assess your application. To assess your application, we need to know about your work and future potential. There are a number of ways we can find this out, including:

- using the information you give us in your application;
- seeing or experiencing your work at the time it is produced; and
- seeing evidence of your work, if you asked us for advice before applying.

It is not always possible for us to see or experience your work first-hand. As a result, you may want to include some supporting evidence with your application. If the Committee does not know your work they may ask to see some examples while assessing your application. Please do not send original pieces of work, as we will not return them to you.

Some examples of what you could send us include:

- an evaluation of your work;

- other people’s views on the quality of your work (for example: audiences, people taking part, readers, critics or other artists);
- links to other sources of information about your work, such as a website;
- a small sample of images of your previous work or of work in progress;
- evidence of who takes part in and attends your activities and how you reach them;
- and other evidence of your past work.

Make sure you have signed the declaration at the end of the application form and use the checklist on page 20 of the form to make sure you have sent everything we ask for. If we need more information, we will contact you and ask for it. We accept emailed applications.

Keep a copy of this document and of your application for your own records.

Tell us immediately if anything changes while we are assessing your application.

## **What happens to your application**

When we get your application we first check whether it is eligible. We will then assess your application and decide whether to award a grant.

- If your application is not eligible to be assessed, we will tell you the reason for this.
- If your application is eligible to be assessed, we will send you a letter to confirm that we have received your application.
- We may ask you for any other information we need to assess your application.
- We consider your application against an overview of other activities we have funded.
- We make a decision on your application. If your application is not successful, we will write to you and give you the main reasons for our decision. If your application is successful, we will write to you to offer you a grant.
- Everyone who receives a grant must accept our standard conditions. These conditions are given on our website at [www.artscayman.org](http://www.artscayman.org) or you can contact the CNCF office and ask to receive a copy.
- We may add special conditions to our offer of a grant. This is perfectly normal and most grants will have some extra conditions attached.

## **What happens next**

We may contact you by phone, email or letter, so please make sure your contact details are correct and that we can contact you easily. If you are applying as an arts group, please make sure that the person you give as the main contact is easy to contact and has full understanding of the application.

You will receive a letter acknowledging your application within ten working days of us receiving it. If you have applied online or given us an email address, we will send this letter only by email. Contact us if you have not heard from us within 10 working days after you send the application.

We may contact you for more information during the assessment. This might include asking for examples of your work, your most recent accounts or quotes for goods or services. Please do not take this as an indication of the outcome of your application. We will usually give you TWO WEEKS to provide any extra information. If you take longer than this, or miss any other deadline we give you, the decision on your application could be delayed. Please tell your CNCF contact if you think you need more time to provide the extra information.

### **How we assess your application**

We have designed our application process in a way that allows us to make fair and unbiased decisions. We are also committed to being open and honest with you about how we assess your application.

We consider your application to be complete when you send it to us. We will assess your application using the information in your proposal, application form and any other information we ask you to send.

We will also use the knowledge of our staff and comments from others.

One of the important things we consider is how closely your activity meets our assessment criteria.

Our assessment criteria are as follows:

- The quality of the activity, or its ongoing effect on artistic practice (or both) and the quality of experience for audiences and those taking part.
- How the activity increases opportunities for the public to engage in arts activities.
- How the activity will be managed and its ongoing effect.
- How realistic the activity is financially, and its future effect.

If your application is assessed as not meeting any of the four assessment criteria, a grant offer will not be forthcoming.

### **How we make a decision**

The total amount of funding that we have received for our grants is a relatively modest figure, and we cannot fund all of the applications that meet our criteria. We have to make difficult choices about which applications to support. We want to fund a balanced range of activities, so we take an overview of how we can balance the need to increase arts activity with how we can make our funding available to different individuals and types of arts groups. In reaching a decision, we consider how well applications have met the assessment criteria and an overview of the range of work we fund. We also review our spending so far and future demand.

### **What happens if you are offered a grant**

You will receive an offer explaining any special conditions and how we will pay the grant. We may pay the money in stages.

Everyone who receives a grant from us must accept our standard conditions for grants. We will send you a copy of these when we make you an offer.

We will also explain how you should acknowledge funding from us. It is important that you acknowledge our funding. We want the public to know that your work has been supported with funding from CNCF. If you do not acknowledge our funding, it may affect any future applications you make.

If you receive a grant offer but no longer want to accept it, please let us know in writing. You must accept the offer within ONE month. This means signing the offer letter and returning it to us. We will make all payments when you have met any conditions associated with payment. If you applied as a group of people, we need you to send us your bank details, including the names and contact information of two persons who are authorised to sign cheques on behalf of the group. If you applied as a group of people, the person taking the lead in making the application will be responsible for the grant. You must also continue to meet our standard conditions of grant.

### **What happens if your application is unsuccessful**

We will write to you explaining the main reasons why your application was unsuccessful.

You can apply again at any time. We will not be able to assess repeat applications that have not dealt with the reasons why they were not successful the first time.

If your application was not successful we will keep your information on file for two years. After this period it will be destroyed.

### **Complaints procedure**

If you are not happy with the decision-making process, please contact the CNCF office and we will discuss it further.

If you are still not happy, you can ask us for a copy of the complaints procedure. Details are in 'Complaints', which you can get from [www.artscayman.org](http://www.artscayman.org) or by contacting our office (see 'How to contact us' on page 5).

## **Your proposal**

You need to include a proposal about the activity that you want us to support. This is a very important part of the application process. We will use your proposal and the application form to assess your application.

The amount of information you need to provide in your proposal depends on how complicated your activity is and how much money you are applying for. Your proposal (not including headings and any extra information) must be no more than 2,000 words.

The five headings listed below tell you the information we need. Please use the headings in the order they appear when producing your proposal. If you do not follow this guidance, we will not assess your application.

Not all details under each heading will be relevant to every application. If appropriate, you can emphasise some points more than others, and add further points of your own.

We do not need as much information in your proposal if your application is for \$500 or less, so please only answer the basic prompts we provide.

If you are applying as an individual, you must also include a CV with your application. This will help us learn more about what you have done in the past. If you are applying as an arts group, please include a CV for each main person involved in the activity, or more information about them.

## **1 You and your work**

For all applications, you must tell us the following.

- What you want to do.
- The names, skills and experience of the artists and other main people involved.
- The aims of the activity and how you will achieve them.
- How this activity fits in with your current work and its future development.
- How the activity is likely to affect the people who experience it, or how it will affect the arts more widely.
- If your activity is touring, provide your tour schedule.

For applications over \$1000, please also tell us the following.

- How you will involve other artists or people with other skills.
- How the activity will develop your skills or those of the artists taking part.
- How you will explore new ideas and concepts in this activity.
- How the activity relates to best practice in this area.

## **2 How the public will engage with your work**

For all applications, you must tell us the following.

- Details about the people the activity will reach (for example, the audiences or people taking part), stating whether these people would not normally engage with the arts.

For applications over \$1000, please also tell us the following.

- Details of how you will reach people and details of your press and marketing activities.
- If there is no immediate chance of engaging people (for example, some research and development activities), details of how you think you could engage the public in the future.

### 3 Making it happen

For all applications you must tell us the following.

- How far you have gotten with your planning.
- How you will manage the main stages of your activity, and what each stage contains.
- Your past experience of successfully managing a similar activity.

For applications over \$2000, please also tell us the following.

- The involvement of, and support from, any partners, including others providing funding.
- What risks you have identified to successfully completing the project, and how you will manage them.
- What are the long-term implications of the activity on you or your group.
- How your management committee or Board are involved in the activity.

### 4 Finance

All applications must include a budget. The budget you supply will give us most of the information we need to carry out our financial assessment. For all applications, you must tell us the following:

- How you have worked out the figures in your budget.
- Your approach to raising as much money as you can from other sources, what other sources of funding you have applied for, and the progress of any other applications you have made for funding.

### 5 Evaluation

Please tell us how you plan to monitor the progress of your activity and to evaluate your achievements from the start and throughout the activity. Evaluation is a structured way of thinking about what has happened.

Evaluation can help you to:

- make decisions during your activity;
- shape future activities;
- improve your work; and
- show what happened as a result of your activity.

For applications over \$2500 please also tell us the following.

- How you will share the results of the evaluation with others (including things you have learned from the activity and good practice).
- How you will evaluate the effect the activity has on the people and communities taking part.

If we give you a grant, we will ask you to evaluate your work and fill in an Activity Report form at the end of your activity. Your evaluation will help you with this.

Kindly familiarise yourself with the Activity Report available at [www.artscayman.org](http://www.artscayman.org) prior to submitting your grant application so that you know, in advance, what documentation, especially of expenses paid, will be required at the end of the project.

## Your budget

All applications must include a budget, otherwise we will not assess your application. The budget should be for the total cost of the activity.

### Income for your activity

You should break down the income for your activity under the headings provided in the application form. Where relevant, tick one of the boxes to show whether you are EXPECTING this income or whether it has been CONFIRMED. We want our money to go further and you should make the most of any other sources of funding available to you. We expect at least 10% of the total cost of the activity to come from other sources.

### Earned income

Include any income you earn from this activity (for example, from ticket sales, workshop fees or selling publications). You should be realistic about the level of income you are likely to earn for your activity.

### Private income

Include any income from private sources (for example, from you or your group, or donations or other grants). If you are an individual and you are providing some income towards the activity, please include it in this section. Please give us the details and the amounts.

### Support in kind

Contributions of help other than cash ('support in kind') can be a valuable part of your activity. You can include support in kind from volunteers who will give their time for free or any other goods and services that you would otherwise have to pay for (such as equipment, space, and services). Please include details of who is giving the support in kind, what it is and an estimate of its value following the example below.

Example: Support in kind	Expected	Confirmed	Income
ABC Rentals, free use of 2 tents valued at \$100 a day		√	\$800

### Amount you would like from us

In your budget, include the amount you are asking us for. Remember, we expect you to find at least 10% of the total cost of your activity from other sources of income. In very special circumstances we will provide a grant for the total cost of your activity. These circumstances



could include situations where there is little chance of raising money from other sources. If you apply to us for the total cost of your activity, you must tell us in your proposal what your special circumstances are, otherwise your application may not be eligible to be assessed.

### **Spending (expenditure) on your activity**

Give a breakdown of the items you will be paying for as part of your activity, showing us how you have reached your figures.

### **Artistic spending**

Show any fees and wages of, for example, actors, musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, lighting designers, curators and workshop leaders.

Show the costs of projects, events, commissions, research and development, preparation, productions and residencies, including any materials or equipment you rent to carry out these things. You can include the cost of evaluation. Evaluation is explained in the 'Your proposal' section (see page 14) of this document.

Show the costs of training, travel or other professional development.

### **Other spending**

Include any other spending for your activity that is not included elsewhere. This can include an amount for unexpected costs (contingency spending). There are some overheads or running costs that we do not fund – see the 'What you cannot apply for' section of this document (page 8).

### **Balanced budget**

Your total income and your total spending must be the same. If they are not, we will not be able to assess your application. So please check that your figures match. You may want to get someone else to check your figures for you.

## **How we treat your information under the Freedom of Information Act**

We are committed to being as open as possible. This includes being clear to you about how we assess and make decisions on Grants for the Arts. If you apply to us for a grant, we are happy to give you copies of the information we hold about you, including our assessment of your application.

We are also listed as a public authority under the Freedom of Information Act 2007. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2007.

However, we will not release those parts of the documents covered by one or more of the exemptions under the Act. Visit the website at [www.infocomm.ky](http://www.infocomm.ky) for information on the exemptions and freedom of information generally.

This section describes how we generally plan to treat your application documents and assessment information if someone asks to see them under the Freedom of Information Act 2007. However, it does not cover all cases as we have to consider each request for information individually, based on the situation at the time.

We do not release any information about applications during the assessment as this may interfere with the process. After we have assessed your application, we may release your application documents and information about our assessment if a member of the public asks for them. Here are details of what information we would not release.

If your application is not successful, we would not release the following:

- Your name, home address, email address, phone, cell phone and fax numbers, and any details of your background (if you have provided details).
- Any information you said was confidential when you applied to us for funding. This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information before the date your activity ends (as shown in your application), we would not release the following information.

- If you are an individual – your home address, email address, phone, cell phone and fax numbers, and any details of your background (if you have given details).
- Any information you said was confidential in the application form. This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information after the date your activity has ended (as shown in your application), we would not release the following information.

- If you are an individual – your home address, email address, phone, cell phone and fax numbers, and any details of your background (if you have given details).

Under the Freedom of Information Act 2007, if we are asked for information after your activity has ended, we will generally release your proposal and budget, together with all other information in your application documents. We will only not do this if in the application form you provided good reasons for the information remaining confidential after the end date.

# CNCF Grants for the Arts

## APPLICATION CHECKLIST

- If we have already given you a grant, check with us to see if you're eligible to apply for another grant.
- If we are already assessing an application from you, written confirmation that we agree with you making another application at the same time.
- Signed and dated application form with the answers to ALL questions filled in.
- Proposal, following the headings we ask for in this document.
- Balanced budget showing projected sources and amounts of income as well as a breakdown of projected expenses related to the activity, giving us as much information as possible so we can see how you have reached your figures.
- Tour schedule (if you are applying for touring activity).
- CV if you are applying as an individual.
- If you are applying as an arts group, names and contact information of two people who can sign cheques on behalf of the group.



## Grant Application Form

### Information about you

*For groups of individuals, one individual will need to take the lead and have the main responsibility for managing the application and any grant. If you are the person taking the lead, you will be responsible for the grant.*

Group Name (if applicable) \_\_\_\_\_

Individual Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Gender: Male / Female (Please Circle)

### Citizenship

*(Please state yes or no)*

Caymanian \_\_\_\_\_

Non –Caymanian \_\_\_\_\_

*(If you are non-Caymanian please state the length of your residence in the Cayman Islands)*

Mailing Address \_\_\_\_\_

Physical Address: \_\_\_\_\_

District: \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Cell \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Work address: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

*Please give other contact details*

Website address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Other: \_\_\_\_\_

Persons authorised to sign cheques:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone (c): \_\_\_\_\_

Phone (c): \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact with us**

*Have you received any advice from CNCF? If so, please state what advice have you received.*

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# PROPOSAL

## **Project details**

Name of Project or Activity: \_\_\_\_\_

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Please give us a description (in no more than 50 words) of the activity you are asking us to support.

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Type of Project:

Does your activity have any particular focus?

*Is it based in a particular environment and/or with a particular group of persons?*

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Duration of Project:

*When does your activity start and when does it end?*

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Activity location:

*Where does your activity take place?*

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People who will benefit from your activity:

*(E.g. students, artists etc.)*

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Is your activity directed at people who have taken part in this activity before?

*(If yes, please explain)*

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What are the age ranges of the people who will benefit from your activity?

*(In boxes below, please circle all age groups that will benefit)*

- Children under 5 years
- Children 5-11
- Young people 12-15
- Young people 16-19
- Young people 20-24
- Adults 25-64
- Adults 65 and over

**Cost of Project.** \_\_\_\_\_

**Income from other sources**

*(You should only enter cash donations in this section)*

Income heading	Description	Expected or confirmed? (circle)	Amount
Earned income		E or C	
CNCF Funding		E or C	
Other Public Funding		E or C	
Private income		E or C	
<b>Income Total</b>			

**Support in-kind**

*(You should give information about non-cash donations of services and materials in this section)*

Description	Expected or confirmed (circle)	Estimated value
	E or C	
	E or C	
	E or C	
	E or C	
	E or C	

Do you consider yourself to be disabled?

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## Supporting evidence

*To assess your application we need to know about your work and future potential. There are a number of ways we can find this out including:*

- using the information you give us in your application
- seeing or experiencing your work at the time you produce it; or
- seeing parts of your work if you asked us for advice before you applied

*As it is not always possible for us to see or experience your work first-hand, you may want to include some supporting evidence with your application. This could include:*

- an evaluation of your work
- other people's views on the quality of your work your work *(for example audiences, people taking part, artists, critics)*
- links to other sources of information about your work such as a website
- a small sample of images of your previous work or of work in progress
- evidence of who takes part in and attends your activities and how you reach them; or
- other proof of your past work
- CV *(a Curriculum Vitae—CV—will help us learn more about what you have done in the past. If you are an arts group please include a CV for each main person involved in the activity, or more information about them).*

## **Declaration**

### *Data protection and Freedom of Information*

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on Grants and how we will use your application form and other documents you give us. As a public organization we have to follow the Freedom of Information Act 2007.

By signing this application, you agree to the following:

1. We will use this application form and the other information you give us, including any personal information, for the following purposes.
  - To decide whether to give you a grant
  - To hold in our database and use for statistical purposes
2. If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications or websites or any partner organisations that have funded the activity with us.
3. If we offer you a grant, you will support our work to campaign for the arts, contributing (when asked) to important publicity activities. You will also give us, when asked, images and audio-visual materials that we can use to celebrate artistic excellence.
4. If we offer you a grant, you will acknowledge the support of the Cayman National Cultural Foundation (CNCF) whenever feasible—that is to say, in all printed materials, media releases and interviews—and you will include the following statement in all publications funded by CNCF and all printed materials associated with the project funded by CNCF:
5. If we offer you a grant, you will support the work of CNCF by volunteering for one or more events during the upcoming year, depending on the amount of the grant.
6. If the grant is for a publication, at least three (3) copies will be donated to the CNCF Research Library.

***Made possible with a grant from the Cayman National Cultural Foundation***

I confirm that, as far as I know, the information in this application is true.

Do you agree with these standard conditions?

*Please answer yes or no*

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Name

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Signature

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Date

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