

Department of Education, Sport and Culture  
*Rheynn Ynsee, Spoyrt as Cultoor*

## Underwriting Application Form

For financial assistance from the Isle of Man Arts Council for events in the financial year 1 April 2018 to 31 March 2019, complete the enclosed form and return it to the address below together with two letters of support/recommendation. The deadline dates for receipt of applications can be obtained at [www.iomarts.com](http://www.iomarts.com), by telephoning **+44 1624 694598** or emailing [isabella.hawke2@gov.im](mailto:isabella.hawke2@gov.im). Applications will not be considered retrospectively.

If assistance is requested for a workshop, **participants are expected to pay a realistic fee** for the tuition received. Please state whether the tutor for the workshop is local or from the U.K.

### Conditions of Funding

**It is a condition of all funding awards** that the money awarded is used only for the reason specified in your application. Applications will not be considered retrospectively.

**It is a condition of all funding awards** that you must include details of your plans for evaluating your events (where applicable). NB Not applicable if your event is an entry into a competition or festival.

**It is a condition of all funding awards** that you provide proof of venue hire or entry into competitions or festivals (where applicable).

**It is a condition of all funding awards** that The Arts Council are acknowledged in press releases/articles, interviews and on all publicity materials including websites and social media with the Arts Council logo (where appropriate) and the wording *'Supported by the Isle of Man Arts Council'*. A copy of our logos are available for download at [www.iomarts.com](http://www.iomarts.com).

**It is a condition of all funding awards** that **ALL private or public income sources for funding application** (including Government, Culture Vannin, etc) are disclosed on both your application form and End of Project Form.

**It is a condition of all funding awards** that you disclose to the Arts Council on your application form whether you or the company applying for funding are indebted to any Government Department. Please notify the Arts Council by e-mail at [Isabella.hawke2@gov.im](mailto:Isabella.hawke2@gov.im) with the relevant information prior to submitting an application as this may affect your application.

**It is a condition of funding to organisations** that a copy of your latest audited accounts are held on our files. Please inform us by email at [Isabella.hawke2@gov.im](mailto:Isabella.hawke2@gov.im) if you do not have audited accounts so that we can discuss your application.

**Project Evaluation Form:** Recipients of underwriting funding are required to submit a Project Evaluation Form together with receipts for expenditure. Failure to return a completed Project Form together with substantiating receipts for expenditure will result in you being required to repay the amount awarded in full. The Arts Council reserves the right to use any information or photographs from the Evaluation Form/project to promote the work and community investment it achieves. Project Evaluation Forms can be downloaded at [www.iomarts.com](http://www.iomarts.com).

**Please refer to the National Development Strategy for Culture and the Arts 2017-2027 and where possible demonstrate how your activity contributes to the aims and ambitions of the IOM Arts Council: <http://www.iomarts.com/news/press-release/the-national-development-strategy-for-culture-and-the-arts/>**

## Underwriting Application 2018-2019 (Financial Year 1 April 2018 to 31 March 2019)

**All sections of the application form must be completed in full**

Applicant/Company Details:

Full Name (applicant):

Name of Company:

What type of company or group are you? (charity, Voluntary, Professional)

What services/products does your company deliver?

Address

Telephone Numbers:

Email address

Website and Social Media addresses

Event Details:

Amount of underwriting sought

Art Form:

Type of activity (performance/workshop etc):

What is the Name of the activity or event that you would like us to support?

Dates of Activity

Venue/Establishment

How many participants do you expect to attend?

Please give a brief outline of the event that you wish to be underwritten (no more than 50 words)

Who do you believe will benefit from this project?

General Public

A specific group of people

Other

How will your event/activity benefit the community (no more than 50 words)

What is the target age of your audience? Tick all relevant boxes

0-14 years

15-24 years

25 – 54 years

55-64 years

Over 65s

All age ranges

N/A

Have you received grant funding from the Isle of Man Arts Council previously? If so please state details

How have you supported your work(or the work of the organisation) up until this point?

What other income sources do you have/are seeking over and above this grant?

Please give a full breakdown of principal costs, including those funded by other sources of income.

Estimated number of participants		Estimated number of audience	
Estimated expenditure	Amount	Estimated income	Amount
Fees for performers or tutors including per diem and expenses		Ticket sales	
Travel		Please indicate ticket price(s)	£
Accommodation		Participant's fees	
Advertising		Sponsorship	
Printing/Photocopying		Other (specify)	
Venue hire		Other (specify)	
Other (specify—use separate sheet if necessary)		Any income applied for from other sources including Government	
Management fees		<b>Total income</b>	
<b>Total expenditure</b>		<b>Income less expenditure</b>	
		<b>Funding requested for this event</b>	*

Any other income secured for the event/project including Government funding	Source	Amount

**Please note: The Arts Council will not consider funding for hospitality for workshop participants, club members or event organisers. Only claims for performers or tutors may be included for funding purposes.**

How would the balance be found? (no more than 25 words)

Will any part of the proceeds of this event be donated to charity?

Please confirm that you have included the following with your application form. Any incomplete applications with not be considered for funding.

2 References

Accounts

Disclosures made

Form Completed in full

You have demonstrated how your event/activity contributes to the aims and ambitions of the IOM Arts Council through the National Strategy for Culture and the Arts

#### Declaration

I hereby certify that all the information given on this application is true and accurate. If successful, I undertake to credit the Isle of Man Arts Council in **all publicity** and to abide by any conditions attached by the Isle of Man Arts Council. I agree to supply **proof of expenditure (receipts) and the Project Evaluation Form within one month of the end of project**. If the applicant is indebted to any Government Department please notify the Arts Council as this may affect your application.

Signature

Date

/ /

Print name

### Arts Council Disclosure:

Details of your application may be shared with:

Department of Education, Sport and Culture  
Culture Vannin  
Manx Lottery Trust

Details taken from your application and End of Project Form will also feature as statistics in our quarterly Engagement reports and the 2018/2019 Arts Council Annual Report.

Should you be successful in gaining funding from the Arts Council details of your project/event and your financial award will be posted on our website (individual/organisation will take the place of your name)

Arts Engagement: As part of the funding process you will be required to submit copies of high resolution pictures of your event/project for our website and social media pages. This in turn will help to promote you(r) as an artist/event.

Please tick the box to confirm that you have read and agree to the terms and conditions

**Applications can be submitted electronically by email to:** [Isabella.hawke2@gov.im](mailto:Isabella.hawke2@gov.im)

**Alternatively send your completed form, together with your CV and two letters of support to:**

**Isabella Hawke**  
Arts Business Executive

**Isle of Man Arts Council**  
Department of Education, Sport and Culture  
Hamilton House  
Peel Road  
Douglas  
IM1 5EZ

For further information, deadline dates and meeting dates: [www.iomarts.com/funding](http://www.iomarts.com/funding)

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Follow Us on Twitter: <https://goo.gl/yw9qJm>

Follow us on Instagram: [arts\\_council\\_iom](https://www.instagram.com/arts_council_iom)

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**For Office Use only**

Date received:

2 References Recd.

Form Completed in full

Accounts Recd.

Disclosures made

Checked by:

Authorised by: