

Applying for Underwriting 2017-2018

For financial assistance from the Isle of Man Arts Council for events in the financial year 1 April 2017 to 31 March 2018, complete the enclosed forms and return them to the address below. The deadline dates for receipt of applications can be obtained at www.iomarts.com, by telephoning **+44 1624 694598** or emailing iomartscouncil@gov.im. Applications will not be considered retrospectively.

Procedure

Form A: Provide a summary of all events/activities on **Form A**. Ensure that details correspond with those given on the **Form B**. Indicate the **total figure for which you are applying**.

Form B: Complete a separate **Form B** for each event/activity for which you require financial assistance, detailing all estimated income and expenditure. Please provide as much detail as possible, including information about professional artist(s), dates etc.

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.

A set of the most recent accounts for your organisation must accompany your application. If you do not have audited accounts, please contact the office to discuss.

Return all of your completed forms together with accounts and any additional supporting information to the address below.

Terms and Conditions

It is a condition of all funding awards that the Isle of Man Arts Council **must be acknowledged on ALL publicity materials, newspaper/radio articles etc. with the wording 'supported by the Isle of Man Arts Council'**. A copy of Arts Council logo is available by e-mail, for download on our website at www.iomarts.com. Examples of your publicity material **must be included with all claims**.

It is a condition of all funding awards that a copy of your latest audited accounts be held on our files. Please contact us if you do not have audited accounts so that we can discuss your situation.

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 submit an End of Project Monitoring Report form to the Arts Council within one month of each event together with receipts for expenditure. **Please remember that underwriting only covers loss**.

Failure to declare other income sources (including Government) may result in your application being ruled ineligible. If the applicant is indebted to any Government Department please notify this office as this may affect your application.

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 competition or festival (where applicable).

Arts Council Objectives

Please demonstrate how your application meets one or more of the objectives below

- Contribute through the arts to the Island's prosperity.
- Provide a sound and sufficient infrastructure for the arts in the Island.
- Promote Manx cultural identity through the arts.
- Adhere to the good governance principles of the Isle of Man Government.
- To raise the quality of the Island's architecture and built environment.
- Encourage the people of the Island to enjoy the arts, whether through attendance or participation.



Summary Form A

Please complete in BLOCK CAPITALS and in black ink.

For office use only:

Applicant details

Name of organisation	<input type="text"/>		
Contact name	<input type="text"/>	Position in organisation	<input type="text"/>
Contact address	<input type="text"/>		
			Postcode <input type="text"/>
Email address	<input type="text"/>		
Telephone numbers	Daytime <input type="text"/>	Mobile <input type="text"/>	

Description of event/workshop/activity

Please provide a summary of your events by listing each of them below with specific individual dates and amounts. Every item for which funding is requested must have a corresponding **Form B**.

	Description of event/workshop/activity	Date	Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total funding requested for the year			<input type="text"/>

Declaration

I hereby certify that all 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 programme literature using the Arts Council logo where applicable. I will provide an statement showing how the money has been used and will abide by any conditions attached by the Isle of Man Arts Council. I also agree to supply proof of expenditure (receipts) when submitting a claim for support. If the applicant is indebted to any Government Department please notify the Arts Council as this may affect your application.

Signature Date

Print name Position in organisation

Where did you hear about the Arts Council's Underwriting Scheme?

Have you/your organisation ever been declared bankrupt? Yes No

If **Yes**, where and on what date?

Please give details of any court judgements or criminal convictions against you or your organisation.

Are you or your organisation awaiting any criminal or civil proceedings? Yes No

If **Yes**, please give details.

Form B

Please complete in BLOCK CAPITALS and in black ink.

Provide details and estimated financial breakdown for **each** event/activity listed on **Form A**.

Name of event Event no. (as shown on Form A)

Date of event / / Venue

Description and any supporting comments (continue on separate sheet if necessary)

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		Total income	
Total expenditure		Income less expenditure	
		Funding requested for this event *	

* This figure should also be shown on Summary Form A against this particular event/activity.

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

Form C

Please complete in BLOCK CAPITALS and in black ink.

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

If yes Please provide details below:

Please call or email to discuss the details of your event before submitting an application.

Tel: +44 1624 694598
Email: iomartscouncil@gov.im

Please help us to help others

If you do not need to claim your award for any reason (e.g. your event had to be postponed/cancelled, you did not incur a loss etc), please advise the Arts Council immediately. Any monies not claimed can be allocated to other organisations awaiting funding, but we need to know that the funds are available.

Arts Council Disclosure:

Details of your application may/will be shared in the 2017/2018 Arts Council Annual Report.

Send completed form, together with corresponding 'Form A' and any supporting information to:

Isle of Man Arts Council
Department of Education & Children
Hamilton House, Peel Road, Douglas IM1 5EZ
Tel: +44 1624 694598
Email: iomartscouncil@gov.im