

For office use only

Date Received	Ref 1.	Ref 2.	Assessor
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Pursuit of Excellence Application Form - Arts

**Before completing this form, please ensure that you have read the guidelines on the back page.
Please complete the form as fully and clearly as possible.**

Name of Applicant:	Date of Birth:
Parent/Guardian: (if under 18)	Title: <i>(eg Mr, Mrs, Miss, Ms)</i>
Telephone - Day:	Email:
Address for correspondence:	Postcode:

The contact person should be the person completing the application, or the parent/guardian for those applicants under the age of 18.

It is likely that we will need to contact you during the day, especially for assessment purposes, so please supply an appropriate telephone number and email address.

Artistic field of expertise/endeavour:

This should be the field of excellence being followed (e.g. Ballet, Dance, Drama, Piano, Flute etc)

Record of achievement, training, examinations or grades to date: Please provide as much detail as possible and in date order. This is your opportunity to convince the panel of your excellence. If you have been awarded a previous grant from the Foundation you must demonstrate evidence of progression and improvement.

The Record of achievement should list items that are recognised in your particular artistic endeavour (accredited where possible) this might include training, examinations or grades, competitions entered and the final placings achieved or the selection for certain levels of training only offered because of the applicant's ability.

Copies of certificates, letters etc should be included.

This section is important as it enables us to assess the level of excellence achieved. If necessary, please continue this section on a separate sheet.

How much grant are you applying for? £

If applying for a specific amount, please enter value. Otherwise say 'not specified'. If the application is successful, there is still no guarantee that a specified amount would be awarded.

What is the grant required for?

Here you should give details of what the grant will pay for e.g. special clothing, travel, accommodation, entry fees, training/tuition/coaching costs etc. Please be specific and provide a clear budget breakdown. You should bear in mind that the Foundation will not award a grant for items or expenses that have already been paid for.

If necessary, please continue this section on a separate sheet.

What are your annual costs? £ _____

Please enclose an annual budget breakdown

When do you need the funds?

This value should give a fairly accurate estimate of what costs the applicant would incur in pursuing their specialist activity.

Have you applied to the Foundation in the past?

Yes No

If yes, give reference number(s):

If you are applying for only part of the funds you need, how will the remainder be financed?

Explain here how your project/activity will be funded if you are not applying for all the money you need, or if you are not awarded all the money you have applied for.

Please give details and results of other funding applications:

List here any other applications that you have made for funding. How much have you applied for, to whom and what were the results?

Please tell us about your family circumstances that indicate the need for financial assistance:

Number of dependants under the age of 18:

Number of wage earners: (please indicate full or part time)

Is your household in receipt of any benefits or allowances?

If yes, please provide details:

Please indicate the total level of annual household income: (please include any benefits in this total)

under £10,000 £10-20,000 £20-30,000 £30-40,000 £40,000+

It is important that you make a statement here that allows the advisory board to understand the personal/family circumstances surrounding this application. This could mean the level of financial disadvantage.

If you are successful in receiving a grant may we contact the media? Yes No

If no, please state reason:

It is the Foundation's policy to maximise publicity for itself and its donors. We recognise that the personal circumstances of some applicants are such that publicity isn't always possible or desirable so please state if this is the case.

From time to time Tees Valley Community Foundation may contact you with information about the Foundations activities or pass your details on to other potential funders that might be interested in your project / activity. If you do not wish to be contacted for these purposes please tick this box.

If you do not wish to receive newsletters from Tees Valley Community Foundation please indicate here.

INDEPENDENT REFEREE

Please attach an independent reference from your music, dance, art teacher/coach or mentor representative (please see note) in support of your application.

Your referee must comment on your current level of excellence, your commitment to your artistic discipline and your future prospects.

It should be noted that this reference will be used as part of the overall assessment process and may influence the amount of grant awarded.

Your referee must then sign your reference and state their status within the chosen sport.

Please read the terms and conditions (overleaf) and sign the declaration and return your completed form, independent reference and any other supporting documentation to:

**Tees Valley Community Foundation
Wallace House
Falcon Court
Preston Farm
Stockton-on-Tees
TS18 3TX**

Please remember to check that your envelope containing your application has the correct postage applied to it.

TEES VALLEY COMMUNITY FOUNDATION
Registered Charity No. 1111222 Registered Company No 5478088

TERMS AND CONDITIONS

- I will only spend the grant for the purposes outlined in the initial application unless I have received written confirmation from the Tees Valley Community Foundation (hereinafter referred to as the Foundation) that I can make a variation of spend.
- If the information in the application changes in any way I will inform the Foundation
- I agree to return any unexpended balance of the grant not used for the agreed purpose to the Foundation.
- I accept that the Foundation will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
- I understand that whilst the Foundation has approved the purpose to which the grant may be applied, I am entirely responsible for entering into any necessary contacts or agreements and for compliance with any relevant law.
- I acknowledge I cannot sell or dispose of any equipment or other assets funded or part funded by the Foundation without first receiving written permission. If any equipment or assets are sold within their working life without such undertaking, the Foundation can ask for a percentage of the original grant to be re-paid.
- I agree to acknowledge the support of the Foundation and the fund/donor that has made the grant possible in publications, press releases and elsewhere as appropriate.
- I agree to complete a grant monitoring report (which I will receive with our cheque) and return by a prescribed date together with copies of all project invoices and receipts.
- I give permission for the Foundation to record the information in this form electronically and to contact me by phone, mail or email with regards to this application.

DECLARATION

I have checked that all sections of this application form have been completed.

I confirm that the information in this application is correct and that any grant made will be used for the purpose stated in this application.

I have read the terms and conditions (above) and agree to manage any grant in accordance with them.

For an on behalf of:

Cheques payable to:

Signature*:

Date:

Name* (print):

Relationship if not Applicant*: Parent Guardian

** Signature should be that of parent/guardian if applicant is under 18*