

Template application form – Millfield Community Events & Activities Creative Commissions Fund

Part 1: Your Application

Please fill in the form below. If you are submitting a video or audio application, please use the checklist to make sure you have included all the info we need.

If prefer to submit your proposal in another way, then use this form as a guide.

<p>Your name/organisation & contact details</p> <p>Please include email address, postal address, & number. You can also include links to websites & social media</p>	
<p>Proposed name of your idea (if you have one)</p>	
<p>A summary of what you want to do (300 words max)</p> <p>Please include:</p> <p>Who will take part</p> <p>What they will be doing</p> <p>Where it will take place</p> <p>What the aim of your proposal is and how</p>	

<p>you think it will benefit people</p>	
<p>Do you know who you want to work with to run this creative activity?</p> <p>If no, please write no in the box. If yes, please share links to their website or social media.</p>	
<p>How many people will take part?</p> <p>Please use your best estimate if you are not sure</p>	
<p>When will your activity happen?</p> <p>Please write your ideal date, even if it isn't confirmed yet</p>	
<p>Your experience of delivering activities or working with communities (300 words max)</p> <p>You can include links to previous projects or examples/websites in this box if you have any.</p>	

<p>Amount requested.</p> <p>Please write the total amount you are requesting (up to £1000).</p>	
<p>Please use this box to tell us if you need additional funds specifically to make your work accessible. For example this could include having a BSL interpreter, specific print such as braille, etc.</p>	

Part 2: Budget

Please fill in the empty boxes below to tell us what you will be spending the money on. You only need to fill in the boxes where you will be spending the money. For example, if you don't need to hire a venue, please put "£0" in the venue hire box. You can use approximate costs and estimates.

If you know what artist /creative you want to work with, we recommend asking them for their costs and putting this into your application. Please tell them you are doing applying for funding.

If you/they don't know, the standard costs for creatives are from £150 a day/performance. If they are running a workshop, you need to pay for their prep time too (another ½ day at least).

Expenditure - what you are spending the money on	
Item or activity	Cost
Artist/professional creative costs	
Materials	
Equipment	
Venue Hire	

Marketing	
Other (please explain in the empty box below what this will include)	
Total	£

Income

If you are applying to us as part of a bigger event/activity, please use the box below. This helps us understand the total cost of your project and where your additional income is coming from.

You do not need to fill in this table if you are not receiving income from anywhere else.

Income source	Amount
Ticket sales	
Private funding	
Donations	
Other (please state where)	
Total income from other sources	£

Please write YES on the dotted line to confirm you have filled in our monitoring form:

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[Complete our monitoring form](#)

I agree that if I am successful with my proposal that I will:

- Keep a record of the numbers of people attending my event

- Ensure that 10% of our audience / participants complete the PP visitor survey. This can be done on paper surveys which PP will provide, or as an e-survey.
- Collect the postcodes of as many people attending my event as possible

Collecting this information is critical for us to continue funding such activities in the city

- Recognise the support of Peterborough Presents and Arts Council England in any publicity around the event / activity e.g. adding logos to any publicity material
- Provide advance information about your event / activity (including images) to help Peterborough Presents promote my activities along with others they are funding. This should include any access information relating to the activity and the venue. Peterborough Presents staff can support you in this.
- Provide receipts relating to the expenditure (venue hire, artists invoices, receipts for materials etc)

Signed:

Submitting Your Application

Send your application to: peterboroughpresents@neneparktrust.org.uk

Deadline for proposals

Round 1 – deadline for applications Friday 23rd March.

- Decisions made by 31st March
- Activity must take place between April – June 2024.

Round 2 – deadline for applications 21st June.

- Decisions made by 30th June
- Activity must take place between July – September 2024.

Round 3 – deadline for applications 20th September.

- Decisions made by 30th September.
- Activity must take place between October – December 2024.

If you have any questions, please contact us on peterboroughpresents@neneparktrust.org.uk or by messaging or calling 07435 985935. We are happy to listen to your ideas and help you with the application form.