



The Bermuda Arts Council
c/o Department of Community and Cultural Affairs
CULTURAL LEGACY FUND
APPLICATION FORM FOR GRANTS

Applicant Information

Name:		
Address:		
Telephone:	Fax:	Mobile:
Email:		

Organization Information

Name of Organization:		
Address:		
Telephone:	Fax:	Mobile:
Website:	Email:	

Organization Details

Registered Name of Organization
Status: Incorporated (yes/no):
Date if Incorporated:
Charitable Status:
Charitable registration Number:
Fiscal Year End (d/m/y):

Proposal Details

Brief Description of Proposal:

Proposal's Budget Details:

Amount Requested:\$

Source(s) of Additional Aid (*Including fund raising if applicable*)

Are you a previous recipient of a C.L.F. Grant? YES NO Amount: _____

If yes, give a brief statement: _____

Have you approached other bodies or organizations for funding? YES NO

If yes, tick appropriate categories: Government Individual Corporate Foundation Other

Have you received or been promised other grants or funding of any sort? YES NO

How many? 1 2 3 4 5

To what total amount? \$ _____

How was that funding utilized? _____

N.B. Applicants may provide additional information (i.e. budget costs, course content, personal statements, etc.) to support request.

Required Documentation

All applicants must submit a typewritten project proposal along with their application form. This proposal should contain:

- A one page summary, accompanied by a detailed project description including: *a mission statement, goals, budget, timeline, programmes and strategies to achieve mission statement and goals, details of numbers and demographic within Culture, Heritage and the Arts who will benefit*
- Financial statements for the past 2 years if applicable
- Intended outcomes of the project
- Additional audio/video illustrations or supporting documents (*optional*)

Successful applicants will be expected to:

- Sign a *Memorandum of Understanding*, outlining the terms and conditions of the grant, including release of funding
- Meet all the *Terms and Conditions* of the grant as stipulated by that separate document, and liaise with Cultural Officers and Accounting Officers on a regular basis
- Complete an *Evaluation Report* at the conclusion of the established grant period

Authorizing Information

On behalf of, and with the authority of the above-mentioned organization, we certify that we have read and understood the responsibilities set out above, and have read and agree to the terms and conditions. Further we certify that the information given is true, correct and complete in every aspect and sign on behalf of our organization.

Signature(s): _____

Print Name(s): _____

Date: _____

(For Official Use Only)

Date Received: _____

Staff Signature: _____