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Gibraltar Cultural Services

REF No:

C

Application for Book Grant

Please return completed application (in black ink) to:

**Cultural Grants Committee
Gibraltar Cultural Services
John Mackintosh Hall
308 Main Street
Gibraltar**

Or submit via PDF to accounts@culture.gov.gi

For official use only

Application Approved by
GCS:

Y/N

Quotes Provided Y/N

Grant Awarded £.....

Application for Book Grants

The Cultural Grants Committee will assess your application using this form, the written proposal and supporting evidence.

This form gives us information about you, what you are applying for and the budget required. Please fill in all questions in the Application Form. If any question in the form does not apply to you, please write 'Not Applicable' or 'N/A'.

The checklist in section F tells you what to send in with your application.

The application form contains the following information:

- Section A – Personal Details
- Section B – Details of Book
- Section C – Estimate of Costs
- Section D – Personal Budget
- Section E – Declaration
- Section F – Checklist

Section A – Personal Details

1. Name of Organization/Individual(s):

2. Full address and contact details:

Telephone/Mobile _____

E-mail address _____

Website _____

3. Tick one of the boxes below to describe your status:

Individual(s)

Group/School/Charity

Cultural Organisation

4. What year was the entity formed? _____

5. Number of members _____

6. Subscription paid by members _____

7. Are you a registered charity? _____

Section B – Details of Book

8. Do you consider your book to be of cultural/historical interest?

9. Give a description of your book and why you think it should be considered for a Grant.
(Please attach separate sheet if needed)

OR if the book is already written, please submit the manuscript either in hard copy or electronic format.

Section C – Estimate of Costs

10. (a) **Printing of Book** - Please provide 3 quotes from the printers

1. _____
2. _____
3. _____

Please ensure that you provide the printer with the correct printing formats as Ministry will not be responsible for any extra printing charges over and above the quote.

(b) **Printing of Invitations/Posters** – Please provide 3 quotes from the printers

1. _____
2. _____
3. _____

(c) **Book Launch**

- (i) Cost of Venue _____
- (ii) Cost of reception _____
- (d) Any other related costs _____

11. Portion of costs, if any, to be contributed by individual/entity/sponsor _____ %

12. Total Grant applied for £ _____

Supporting documentary evidence for all the costs detailed in Section C, including quotes and/or receipts should be submitted along with your application.

Section D – Personal Budget

This information is optional. Zero points will be awarded to your application for this section if you do not wish to complete to complete Section D.

13. Applicants are required to break down the income and expenditure under the headings provided below:

Income

Annual Taxable Income £ _____

Cultural Grants £ _____

Private Income £ _____

Other Income £ _____

(A) Total Income £ _____

Expenditure

Rent/Mortgage £ _____

Service Charges £ _____

Life Insurance £ _____

Health Insurance £ _____

House Insurance £ _____

Loans £ _____

Other £ _____

(B) Total Expenditure £ _____

Balance (A – B) £ _____

Applicants must submit supporting documentary evidence.

Section E – Declaration

Please ensure that the form is signed and dated when submitting your application

Any personal information provided in this application form will only be used for the purpose it was provided to assist with your application for financial assistance.

By signing this application form, you agree to the following:

1. We will use your cultural grant application including personal information (excluding Section D) for the following purposes:
 - To assess your application and to decide whether to award you a grant.
 - If the grant is awarded your information will be included on our website and be used for statistical purposes.
 - Should the grant be awarded we will publish information about you relating to the activity we have funded and the amount of the grant.
 - Should the grant be awarded your information may appear in our press releases, publications', websites and social media.

2.

Tick this box if you have read and understood the information sheets and guidance notes.

Tick this box if you consider that we should treat the written proposal as confidential.

Tick this box if you consider that we should treat your financial information as confidential.

Tick this box if you do not want us to pass on your contact details to other event organisers.

Section F- Checklist

The Cultural Grants Committee will only assess fully completed application forms

Please check the following to make sure that application is complete.

- You have completed all the sections as requested.
- You have included a formal audited statement of accounts. (In cases of Associations/Clubs)
- You have included your written proposal following the headings provided.
- You have included a CV (if you are applying as an individual).
- You have included Income/Expenditure supporting documents.
- You have included 3 quotes for printing costs
- You have included quotes/receipts for all costs in Section C.

Please ensure form is signed and dated when submitting your application and please keep a copy for your records.

By signing below, I hereby confirm that to the best of my knowledge, the information contained within this application is true and factually correct.

Signature

Name (Use Capital Letters)

Date _____