** ANNUAL FUND 2021 APPLICATION FORM**

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| **APPLICATION FORM** | **2021** |
| **A** | **TERMS AND CONDITIONS** |
| Please read Literature Works Annual Fund **Terms and Conditions** before proceeding with your application. | [ ] Tick here that you have read and accept our Terms and Conditions |
| **B** | **CONTACT DETAILS** |
| Contact Name |  |
| Name of Organisation |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email |  |
| Local Authority area(s) for your activity |  |
| **C** | **SUPPORT NEEDED** |
| Please tell us about your organisation and its work [max 200 words] |  |
| Activity Title [please give the activity for which you seek funding a short title] |  |
| Please tell us how much you are applying for [min £100; max £500] |  |
| Please tell us your overall project cost |  |
| **D** | **YOUR PROJECT** |
| What is your activity in summary? Please tell us what you want to do and some background to your plans [max 200 words] |  |
| Aims and objectives - why are you undertaking the activity and how do you know that it is needed? [100 words]. |  |
| How many people will be involved in the project in the following categories? | **Live audience** Click to enter number  **Digital audience** (website/ social media etc) Click to enter number  **Artists** Click to enter number  **Staff** Click to enter number  **Volunteers** Click to enter number  **Other** Click to enter number  **Total number of people involved** Click to enter number |
| Who is involved – please give details of any writers, artists or publishing professionals employed as part of this project. [Max 100 words] |  |
| Do you have any partners? Please list any partners and how they are involved in the project [max 100 words] |  |
| What do you envisage the benefits/outcomes of the activity to be? Note that Outcomes 1 and 2 are mandatory. Try to be as precise as you can when defining your outcomes. | **Outcome 1:** Our activity will deliver an excellent, high quality experience of literature;  **Outcome 2**: Our activity will open up access to creative writing and/or reading to people who would otherwise miss out.  **Outcome 3:**  **Outcome 4:** |
| What will be your measures of success and how will you know you have achieved your proposed outcomes? [200 words]. You can find more information about how we evaluate projects on our website **here.** |  |
| **E** | **BUDGET** |
| Please attach a budget for your activity. | Your budget should show total project income and expenditure, broken down to show **earned income, grants or fundraising, income from partners and any other income streams.** Please attach this as a separate document in Word or PDF format. |
| Is your match funding expected or confirmed? | EXPECTED [ ]  CONFIRMED [ ] |
| **F** | **DECLARATION** |
| I/We accept receipt of any grant on behalf of my organisation on the basis of the details outlined in the Literature Works’ Annual Fund Terms and Conditions. I am authorised to sign this document on behalf of my organisation | [ ] |
| Signature | [E-signature] |
| Date |  |