

Idlewild Trust

Arts Grants – Application form questions for reference

To apply for a grant please register for an account and log-on to the grant portal on our website: <https://www.idlewildtrust.org.uk/apply-grant>

There are two separate forms, one for Arts and one for Conservation. Please select the correct form. You may only apply for one type of grant at a time.

The online form includes guidance text throughout the form, but we have created this document as a reference set of questions so you can see clearly what we ask in advance of starting your application.

These questions are for reference only. Please note that we will only be able to accept applications submitted through our grant application portal on our website. If you have any accessibility requirements, please email us and we will do what we can to assist.

If you have any queries about the application process, please email info@idlewildtrust.org.uk

Introductory text on grants portal

Welcome to Idlewild Trust's online form for applying for a Conservation Grant.

Before starting: read our **Funding Guidelines** <https://www.idlewildtrust.org.uk/apply-grant#funding-guidelines> and note our application deadlines.

Privacy and Consent: when you register your email address, you are agreeing that we can hold this data in accordance with our **Privacy Policy**. As you complete the online form, we will ask for permission to hold your data for grant administration and other communication.

New applicants: click **Register** in the box to begin.

Returning applicants wanting either to complete a form or to start a new application: enter your email and password and click **Login** in the box.

Forgotten password? if you've forgotten your password you will need to reset it using the **Have you forgotten your password?** link in the box.

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Eligibility questionnaire

Before you access the application form, the portal asks you eligibility questions to pre-screen your proposal so that you know our funding meets your needs and that you are eligible ahead of spending time on an application. The questions are as follows, and answers are either YES or NO.

1. Have you read our Funding Guidelines and noted our deadlines and exclusions?
2. Is your organisation a UK Registered Charity?
3. Is your project based in the United Kingdom?
4. Has your organisation received any type of grant from us within the last 24 months?
5. Are you applying for a grant of more than £7,000?
6. Are the young people involved in your project aged 17 or under, gap year students or being prepared for graduate-level training?
7. Does your project primarily introduce interested young people to the arts rather than develop their existing high level experience and skill?
8. Does your project seek to develop skills in arts management or administration?
9. Does your project for performing arts or art students form part of their sixth form, BTEC, Arts Award, Diploma or Degree studies, or are you an educational institution?
10. Does your project work with professionals at an early stage in their careers with existing high level creative talent, training and/or experience in the arts?
11. Does your project primarily benefit one person?
12. Will your project have been completed by November 2024?

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Application form questions

Section 1: Privacy and Consent					
Number	Question	Type of question	Help text	Mandatory	Character limits
A.	Please select yes if you agree that personal data in your application form can be used by Idlewild Trust to administer your organisation's grant application. This includes telling you about whether or not the grant has been awarded and contacting you about the monitoring of any grant awarded	Yes/No	Idlewild Trust's Privacy Policy can be downloaded here. https://www.idlewildtrust.org.uk/idlewild-trust-privacy-policy	YES	N/A
B.	Please select yes if you agree that we can contact you occasionally with up-dates about Idlewild Trust or its funding programmes, or ask for your views on Idlewild Trust	Yes/No	Idlewild Trust's Privacy Policy can be downloaded here. http://idlewildtrust.org.uk/idlewild-trust-privacy-policy	YES	N/A
C.	Please select yes if you agree that information from your application can be shared confidentially by Idlewild Trust with another funder if that funder is listed in your application as a funder or potential funder. This will not include your personal data	Yes/No	Idlewild Trust's Privacy Policy can be downloaded here. http://idlewildtrust.org.uk/idlewild-trust-privacy-policy	YES	N/A
Section 2: Organisation details					
Number	Question	Type of question	Help text	Mandatory	Character limits
1.	Organisation name	Short free text box	This is the name or acronym that the organisation is commonly known as	YES	100 characters
2.	Full Legal Name of Organisation: (If different from Organisation name)	Short free text box	This is the official name of the organisation making the application, if different from Organisation Name. This is the name of the organisation we will issue our grant contract to if offered a grant.	NO	100 characters
3.	Organisation Name through which the grant should be paid if successful	Short free text box		YES	60 characters
4.	Main address	Address fields		YES	N/A

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	(the address of the organisation making the application)				
5.	Telephone number	Short numerical field	Please give the main telephone number for the organisation.	YES	N/A
6.	Website address (if applicable)	Short free text field		NO	60 characters
7.	<p>Which of the following best describes the status of your organisation?</p> <p>Options:</p> <ul style="list-style-type: none"> • UK Registered Charity • UK Publicly Exempt Charity 	Drop-down list	<p>Idlewild Trust accepts applications from the following types of organisation. Your organisation needs to be one of the types below:</p> <ul style="list-style-type: none"> • UK Registered Charity • UK Publicly Exempt Charity: Some Museums and Galleries that are not UK Registered Charities: most museums and galleries are UK Registered Charities, but there are some that are not. UK Publicly Exempt Charities include 14 named national museums and galleries listed in Annex 1, p. 13 of Exempt Charities document cc23 Exempt charities (CC23) - GOV.UK (www.gov.uk). We also consider museums or galleries of national importance with their own management and budgets within universities that are UK Publicly Exempt Charities. <p>Further information on UK Registered Charities: England and Wales: charities must be registered with the Charity Commission https://www.gov.uk/government/organisations/charity-commission</p> <p>Scotland: charities must be registered with the OSCR (Scottish Charity Register) http://www.oscr.org.uk Northern Ireland: charities must either be registered or 'deemed' with the Charity Commission Northern Ireland https://www.charitycommissionni.org.uk</p>	YES	N/A

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8.	Your Registered Charity Number (if applicable; click on the help button for more information)	Short numerical field	Please provide your Registered Charity number unless you are a UK Publicly Exempt Charity. If you are unsure of your status, please contact: www.charitycommission.gov.uk (England and Wales); www.oscr.org.uk (Scotland) or http://www.charitycommissionni.org.uk (Northern Ireland)	YES	10 characters
9.	Outline of your organisation's aims, objectives, activities and achievements	Long free text box	This is a summary of your organisation's aims and objectives, its activities and achievements.	YES	1600 characters
Section 3: Main contact details					
Number	Question	Type of question	Help text	Mandatory	Character limits
10.	Main Contact Name (title/first name/surname; this is who we will contact if there are any queries about the application)	Short free text field	This is the address we will use for all future written communication with the main contact. If it the same as the organisation address, please enter it again.	YES	N/A
11.	Address for main contact: (enter even if same as Organisation Address)	Address fields		YES	N/A
12.	Position held within the organisation	Short free text field	Please fill in your job title or voluntary position.	YES	60 characters
13.	Daytime Contact Telephone Number	Short numerical field	Please enter a daytime telephone number we can call to reach the Main Contact, even if this is the same as the Organisation's Telephone Number.	YES	N/A
14.	Email Address of Main Contact	Short free text field	We will use this to confirm receipt of your application	YES	60 characters

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Section 4: Application Details					
Number	Question	Type of question	Help text	Mandatory	Character limits
15.	Project Title and Summary (no more than 240 characters including spaces; provide a title and short sentence that summarises and describes the project)	Short free text field	This is an important title and short sentence that summarises and describes your project clearly for those not involved in it. If you are awarded a grant, the grant can only be used for the project described in this title, so please make sure it is as clear and accurate as possible. This description may be shared externally on our website if successful.	YES	240 characters
16.	Select the region where the project will take place: <ul style="list-style-type: none"> • North East • North West • Yorkshire and the Humber • East Midlands • West Midlands • East of England • London • South East • South West • Scotland • Northern Ireland • Wales • National 	Drop-down list		YES	N/A
17.	What is your expected start date for the project? (date/month/year)	Date field drop-down		YES	N/A
18.	What is your expected end date for your project? (date/month/year)	Date field drop-down		YES	N/A
19.	How are the emerging professionals selected for the project? (no more than 800 characters including spaces)	Long free text field	Help text: Please let us know how you select emerging professionals for the project, what criteria you use and who is responsible for selecting them.	YES	800 characters

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20.	What is the need for the project? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
21.	What is the likely age, stage and experience of the emerging professionals taking part in the project? (no more than 800 characters including spaces)	Long free text field	If the participants have already been selected, please specific information if it is available to share.	YES	800 characters
22.	Experience and qualification/s of the leaders and tutors of the project or programme (no more than 800 characters)	Medium free text field		YES	800 characters
23.	Describe the project or programme (no more than 1600 characters including spaces)	Long free text field		YES	1600 characters
Section 5: Financial information					
Number	Question	Type of question	Help text	Mandatory	Character limits
24.	State the total amount of funding you are requesting towards this project from Idlewild Trust. (up to and including £7000; no decimal places or commas)	Number field		YES	N/A
25.	Give a breakdown of the total costs of the project. (use the table that will automatically give a total; whole numbers - no commas or decimals)	Table with insertable rows (10 rows maximum)	Please give a breakdown of the total costs of the project. If the budget you are working with is longer than the space provided, please summarise the budget using the 10 lines we have given in the table on this form.	YES	10 rows maximum
26.	List the grants (including confirmed pledges) and other sources of income raised to date.* (use the table that will automatically give a total; abbreviate names of trusts/funders if necessary; whole numbers - no commas or decimals)	Table with insertable rows (10 rows maximum)		YES	10 rows maximum
27.	List pending grants and other projected sources of income: (use the table that will automatically give a total; abbreviate names of trusts/funders if necessary; whole numbers - no commas or decimals)	Table with insertable rows (10 rows maximum)		YES	10 rows maximum

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Section 6: Management details					
Number	Question	Type of question	Help text	Mandatory	Character limits
28.	How will the project be managed? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
29.	How will you measure the success of the project? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
30.	What difference do you think the project will make? (max 800 characters including spaces)	Long free text field	Please tell us about the difference you feel your project will make. You might wish to refer to specific outcomes or groups of people who will benefit. If this a continuation of an on-going programme or one you have run before, please include examples of the difference made to previous participants.	YES	800 characters
Section 7: Supporting documents					
31.	Most recent signed annual accounts: (file size max 10 MB)	File upload		YES	N/A
32.	Latest current management accounts showing actual and projected income and expenditure. This can be a summary. (file size max 10 MB)	File upload		YES	N/A
33.	Organisation's Safeguarding Policy (file size max 10 MB)	File upload	Safeguarding Policies should include how your organisation safeguards children and vulnerable adults, but should also include how your organisation safeguards your staff, trustees, volunteers and the people attending your activities	YES	N/A