

## King Charles III Coronation Youth Fund in H&F (KCYF)

### CULTURE

### Application Form

This form, together with any required attachments, will be used to assess how well you meet the funding criteria. Please read the guidance notes before you complete all sections of the application form and include all the supporting documents when you return it. Please complete your application form electronically. Boxes will automatically expand as you type.

<b>Name of Organisation:</b> (and Charity or Company number, if applicable):	
<b>Contact person and job title:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Email and website:</b>	
<b>Project title:</b>	
<b>Project start and end dates:</b>	
<b>Amount requested from LBHF</b>	
<b>6. LBHF ref:</b> (Office Use Only)	

**You can apply for funding towards time-limited, cultural or physical activity projects involving young people 0-25**

- Taking place between July 2025 and December 2026
- Requiring Council funding in order to happen
- Not duplicating any existing provision
- Building local partnerships and responding to local residents
- For culture, incorporating a public-facing element to take place between 1 March and 30 September 2026 as part of the Young People's Borough of Culture
- Including a process for recognition of achievement, eg through Arts Award, Sports Award or digital badge
- With a clear progression route for young people to extend their experience and engagement
- Requesting between £10k and £50k with most awards expected to be at the lower end
- Requiring at least 10% of the total project cost from other sources (of which half could be in kind, and at least half in cash)

Your application must reach us ([kcyf@lbhf.gov.uk](mailto:kcyf@lbhf.gov.uk)) by no later than 5pm on 13<sup>th</sup> June.

**Your project will be more of a priority for funding if you can show how it will:**

- lever in additional funding over the life span of the programme
- have the potential to embed the local voice in future developments
- include clear plans for young people taking part to progress to further opportunities locally, in order to sustain and develop their participation
- provide paid shadow artist/arts leader opportunities (aged 18+) to work alongside professional artist(s)/arts leader(s)
- have the potential to be embedded in the cultural offer of the locality beyond the lifespan of the programme
- celebrate the heritage of the area and communities

**Please note that under the terms of this scheme, we cannot fund:**

- activities which have already happened, or are going to happen before the decision date for the grant application
- equipment which your organisation will keep and use after the programme has finished – for example, cameras, computers, furniture and fittings for venues, vehicles – or for constructing, repairing or maintaining a building (small grants are available for capital through the Council's third sector funding scheme)
- fundraising activities, events or prizes put on only to raise general money for your organisation – for example a charity auction or raffle
- school or college courses
- activities promoting religious or political beliefs
- proposals for delivery through the award of grant funding to third parties
- proposals that do not deliver arts or sports activities for children and young people in the Borough aged 0-25

**The Council runs other grant schemes which may be better suited to your ideas and can be found:** <https://www.lbhf.gov.uk/community/information-voluntary-sector/small-grants-funding>

**Data Protection, Freedom of Information & Confidentiality**

We will use the information provided to assess your grant application. We must protect the public funds we handle and so may use information provided on this form to prevent and detect fraud. We may also share the information for this purpose with other organisations that handle public funds. We understand that some information provided will be commercially sensitive. The Council is required to disclose information under Freedom of Information legislation and information provided in confidence may not be considered exempt. In this situation, we will discuss this with you. In accordance with General Data Protection Regulations (GDPR) Article 5, personal data we collect will be adequate, relevant and in keeping with our requirements to process your application, maintain our databases and conduct due diligence. It will not be held longer than is necessary for this purpose.

You have the right to:

- request access to the information we hold about you
- have any inaccuracies in the data corrected
- have information erased
- restrict processing of data
- have your data transferred to another authority
- intervene in the event of automated decision making
- complain to the Information Commissioner

## Eligibility Check

Please confirm eligibility criteria have been met and indicate where evidence has been provided. Note that your application will not be considered if you cannot show that you meet these criteria. Please include clear attachments for each criterion marked 'evidence provided'. If unsure, contact [kcyf@lbhf.gov.uk](mailto:kcyf@lbhf.gov.uk) for guidance

Criterion	Evidence provided	Met?
Are you an organisation with a formally agreed set of rules by which you operate?	Eg constitution or articles of association	
Do your rules specify that any surplus generated by your activities is reinvested in the organisation and not distributed to shareholders?	Eg constitution or articles of association, charity and company number if relevant	
Do your rules state that arts is the main purpose of your organisation	Eg constitution or articles of association	
Are you based in the London Borough of Hammersmith & Fulham (LBHF)?	Eg annual accounts or letterhead	
Have you been trading for at least a year and have at least one year's trading records and accounts?	Eg certificate of incorporation and annual accounts and date you started	
Have a bank account in the name of your organisation, requiring the signatures of two people on your Board or management committee who must not be related or living at the same address	Eg financial regulations, bank records	
Have you completed all reporting requirements for any previous funding from LBHF?	Eg final project report	
Have you demonstrated the impact of any previous award from LBHF?	Eg final project report	
Do you have the necessary insurance for the activity proposed, including Public Liability Insurance cover of £5m	Eg policy documents	
Do have policies in place for <ul style="list-style-type: none"> <li>o safeguarding</li> <li>o financial procedures</li> <li>o whistleblowing</li> <li>o health and safety</li> <li>o equalities?</li> </ul>	Policies which have been formally adopted by your Board or management committee	
Are the staff delivering the proposed activities appropriately qualified professionals?	CVs of artists and project managers (or brief description of recruitment plan if not yet appointed)	
If you are applying on behalf of a partnership, do you have a formal agreement between the partners?	Partnership agreement showing division of responsibilities and financial relationships	
Please confirm you are not in receipt of funding from LBHF towards the activity applied for		
Office use only:		

## Application Questions

*Note that activities must comply with the requirements in the prospectus. Advice is available via our roadshows, surgeries or from [kcyf@lbhf.gov.uk](mailto:kcyf@lbhf.gov.uk).*

### About your Project

<b>1a) Please describe the project for which you are requesting a grant - include details of what, when, where and how you will deliver your activities, who will deliver them and how you believe it addresses the aims of the scheme. (Max 750 words)</b>
<b>1b) Please tell us who will participate and how you will attract them. (Max 300 words)</b>
<b>1c) Please tell us how the output of your project will be shared with the public as part of our plans to celebrate young people's creative and cultural lives in 2026 (this must be between 1 March and 30 October 2026. (Max 200 words)</b>
<b>1d) Please tell us how participants' achievements will be recognised (eg Arts Awards, Digital Badge). (Max 100 words)</b>
<b>1e) Please tell us how participants will be helped to progress after the project in order to develop their skills, knowledge or interest. (Max 200 words)</b>
<b>1f) Please explain how you will provide paid shadow artist/arts leader opportunities (aged 18+) to work alongside professional artist(s)/arts leader(s). (Max 200 words)</b>
<b>1g) How have LBHF residents been involved in shaping your project? (Max 200 words)</b>

### Project Management

<b>2a) Please explain how your project will be managed including how you will assess and manage risks. (Max 400 words)</b>
<b>2b) Please give details of any added value which your project will create such as developing volunteers, new delivery partnerships or funding relationships. (Max 200 words)</b>
<b>2c) How will you document, monitor and evaluate your project? (Max 200 words)</b>

## Targets for Participation

Please indicate against the below groups, the number of people who you intend to involve in your project. Use realistic estimates. These targets should reflect who will directly participate, not broader reach. Leave blank if not applicable. If you are successful, you will need to capture and evidence the results against these indicators.

Measure	Project target (number)	Explanation
Number of individual adult (H&F residents) 19+ taking part as leaders, creators, participants or audiences		
Number of individual children and young people (H&F residents) 0-18 taking part as leaders, creators, participants or audiences		
Number of residents with disabilities taking part		
Number of professional artists engaged on the project		
Number of shadow, apprentice or mentored artists engaged on the project		
Number of sessions delivered (each session is either a morning, afternoon or evening)		
Number of volunteer hours on the project		
Number and type of accreditation delivered		
Postcode(s) of delivery venues		
Number of art works created		

We know that you may have questions about this form, the scheme, what is required to evidence your application or how best to explain your activities. If

you need further advice or assistance please contact us using the email [KCYF@lbhf.gov.uk](mailto:KCYF@lbhf.gov.uk) in plenty of time so that we can help you.

## ***Project Budget***

*Grants are available between £10,000 and £50,000. All applications must include funding of at least 10% of the total project cost from sources other than the Council. These can be a combination of in-kind and in cash support. A higher contribution of cash from other sources is expected for larger awards.*

### Expenditure

Item	Detail	Cash (£)	In kind (£)
Artists' fees			
Other professional fees			
Venue/Equipment hire			
Materials			
Travel/subsistence			
Access costs			
Other direct costs			
Marketing/promotion			
Documentation/evaluation and monitoring			
Expenditure Subtotal			
TOTAL Project Cost			

### Income

Source	Detail	Cash (£)	In kind (£)	Confirmed (C) or Expected (E)
Grants				
Donations				
Earned income				
Sponsorship				
Other				
Income Subtotal				
Requested from LBHF				
TOTAL Project Income				

Please attach a cashflow forecast for the period of the activity.

## **DECLARATION**

**Please confirm on behalf of your organisation that:**

- a) The information provided is correct to the best of my knowledge.
- b) Any funding secured will only be used for services or purposes described in this application.
- c) Our organisation will keep records of all expenditure and will provide all reports required by the Council in relation to the funded activities.
- d) If successful, we will comply with the Council's requirements to acknowledge their support in all our publicity materials and reports relating to this project.

<b>Name of organisation's representatives submitting this application</b> (this form must be signed by two members of your Board or management committee)		
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<b>Position:</b>		
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<b>Signature:</b> (If submitting via email please type name)		
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<b>Date:</b>		

- ☐ **Please tick this box if you consent to being added to our arts mailing list for further information about our services and opportunities**

### **Submission of application and supporting documentation**

Please submit your application form and supporting documentation via email to [KCYF@lbhf.gov.uk](mailto:KCYF@lbhf.gov.uk) no later than 5pm on 13<sup>th</sup> June.

Note that if successful, you will be required to enter into a formal grant agreement with LBHF which may include conditions of funding.

The scheme has a finite budget and we do not expect that all eligible projects will be successful; we will aim for a balance of awards across different artforms, geography and the make-up of participants involved.

You will not be a priority for funding if:

- your organisation is not registered within the Borough boundary, as one of our aims is to support the growth of local organisations
- your organisation is in receipt of other funding from the Council, as we have limited resources and try to broaden the impact and benefit of our funds
- your organisation cannot demonstrate sound financial health, as we want to ensure our funds are used only to support the activities we are seeking
- you have previously received a grant from us which has not been managed satisfactorily or delivered the activities which were proposed, as we have a duty to ensure that public money is used properly

We aim to notify applicants by 13<sup>th</sup> July 2025 but reserve the right to adjust timescales for decisions to be taken.

### **Supporting Documentation Checklist – have you attached?**

- Governing document
- Annual accounts for the last year
- Cashflow forecast (monthly)
- CVs of key people involved
- Public liability insurance policy
- Safeguarding policy
- Financial procedures
- Whistleblowing policy
- Health and safety policy
- Equalities policy/EDI statement
- Contact details

If you have not previously applied for cultural funding from LBHF, you must contact us before applying, so that we can support you to develop your project and application.

Advice is available for all applicants from [kcyf@lbhf.gov.uk](mailto:kcyf@lbhf.gov.uk)