

## **APPLYING FOR FINANCIAL SUPPORT for 2008-2009**

If your organisation wishes to submit a request for financial assistance from the Isle of Man Arts Council in the financial year 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009, please complete the enclosed forms and return them to the address below.

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### **PROCEDURE**

1. **FORM A:** Provide a summary of all events/activities on **FORM A**. Ensure that details correspond with those given on the Form B. Indicate a **TOTAL FIGURE APPLIED FOR**.
2. **FORM B:** Complete a separate **FORM B** for **each** event/activity for which you require financial assistance, detailing all **estimated** income and expenditure. Please provide as much information as possible, including names of professional artist(s), dates etc.
3. If assistance is requested for a WORKSHOP, **PARTICIPANTS ARE EXPECTED TO PAY A REALISTIC FEE** for the tuition received. Please state whether tutor for the workshop is local or from the U.K.
4. A set of the most recently audited accounts for your organisation must accompany your application.
5. Return all of your completed forms together with audited accounts and any additional supporting information to:

**JAN COWAN, ISLE OF MAN ARTS COUNCIL,  
2ND FLOOR, ST ANDREW'S HOUSE, FINCH ROAD, DOUGLAS IM1 2PX  
TEL: 01624 694598 / FAX: 01624 686860  
Email: [jan.cowan@gov.im](mailto:jan.cowan@gov.im)**

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Two copies of **FORM B** are enclosed. Should you require additional forms please photocopy, contact the Arts Council, or download them from our website at <http://www.iomarts.com>

If you have any queries please do not hesitate to contact us

## TERMS AND CONDITIONS FOR FINANCIAL YEAR 2008-2009

1. **IT IS A CONDITION OF ALL FUNDING AWARDS** that the Isle of Man Arts Council must be acknowledged on ALL publicity materials with the wording 'supported by the Isle of Man Arts Council'. *Copy of format enclosed – or available by e-mail. Examples of your publicity material must be included with all claims.*
2. **IT IS A CONDITION OF ALL FUNDING AWARDS** that a copy of your latest **audited accounts** be held on our files. *Please contact us if you do not have audited accounts so that we can discuss your situation.*
3. **IT IS A CONDITION OF ALL FUNDING AWARDS** that the money awarded is used only for the reason specified in your application. Applications will not be considered retrospectively.
4. **IT IS A CONDITION OF ALL FUNDING AWARDS** that you submit a substantiated claim to the Arts Council as soon as possible **after each event**. This must include an **expense/income account for the event**, plus receipts wherever possible. **PLEASE REMEMBER THAT UNDERWRITING ONLY COVERS LOSS.**
5. Failure to declare other income sources (including Government) may result in your application being ruled ineligible.



### PLEASE HELP US TO HELP OTHERS

If you do not need to claim your award for any reason (e.g. your event had to be postponed/ cancelled, you did not incur a loss etc), please advise the Arts Council immediately.

**Any monies not claimed can be allocated to other organisations awaiting funding, but we need to know that the funds are available!!**

If you have any questions about the above terms & conditions,  
please don't hesitate to contact: **ISLE OF MAN ARTS COUNCIL**  
**ST ANDREW'S HOUSE, FINCH ROAD, DOUGLAS IM1 2HN**  
Tel: 01624 694598 / Fax: 01624 686860  
e-mail: [jan.cowan@gov.im](mailto:jan.cowan@gov.im)

**APPLICATION FOR FINANCIAL SUPPORT 2008 – 2009**  
 (Financial Year 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009)

<h1>SUMMARY FORM A</h1>
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Name of Organisation:		
Contact Name:	Position in Org:	
Contact Address:		
Postcode:	Email:	
Telephone Numbers:	Day:	Evening:

**PLEASE PROVIDE A SUMMARY OF YOUR EVENTS BY LISTING EACH OF THEM BELOW  
 WITH SPECIFIC INDIVIDUAL DATES AND AMOUNTS. EVERY ITEM FOR WHICH FUNDING IS  
 REQUESTED MUST HAVE A CORRESPONDING FORM B**

	DESCRIPTION OF EVENT/WORKSHOP/ACTIVITY	DATE	AMOUNT
1			£
2			£
3			£
4			£
5			£

<b>Total funding Requested for the Year: £</b>
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**DECLARATION:** I hereby certify that all the information given on this application is accurate and, if successful, I undertake to credit the Isle of Man Arts Council in all publicity and programme literature. I will provide an audited statement showing how the money has been used and will abide by any conditions attached by the Isle of Man Arts Council. I also agree to supply proof of expenditure when submitting a claim for support.

Signature:	Date:
Print Name:	Position in Organisation:

<b>WHERE DID YOU HEAR ABOUT THE ARTS COUNCIL'S UNDERWRITING SCHEME?</b>
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**PLEASE FORWARD THIS FORM, TOGETHER WITH CORRESPONDING FORM B  
 AND ANY SUPPORTING INFORMATION TO:**

**IOM ARTS COUNCIL, ST ANDREW'S HOUSE, FINCH ROAD, DOUGLAS IM1 2PX**  
 Tel: 01624 694598      Fax: 01624 686860      Email: jan.cowan@gov.im

