



# **CISP APPLICATION FORM FOR SMALL GRANTS UNDER THE CALL FOR PROPOSALS**

**This is the first call for proposals under the CISP and it is likely that there will be a high demand for these grants. Therefore applicants ought to be aware that not all applications will be funded.**

The applications that will be considered under this call are those for grants that are not more than GH¢2,000 -GH¢12,000.

The period of this call is from 13<sup>th</sup> February – 31<sup>st</sup> March, 2008

Successful applicants will be notified by 15<sup>th</sup> April, 2008

All applications should come in duplicate. Please fill in BLACK INK and attach two (2) Passport Pictures endorsed by the Regional Director, CNC of your Region/District.

Any false/incorrect information would render your application null and void and would be rejected.

## CISP

### Individuals and organisations Application form

#### Introduction

Before you start filling the form, please read the guidance notes carefully and if you have any questions that the application materials do not answer, you need advice about your application or the activity you are applying to do, you should speak to us before you apply. Please read the application materials and be ready to describe your activity clearly to us. This will help us to give you good advice and will save time.

As well as filling in this application form, you need to provide a **PROPOSAL** about the activity you are asking us to support. This is a very important part of the application process and we cannot assess your application without it. The 'Your proposal' section of the guidance notes gives details of what you should include in your proposal.

We will assess your application using the form, your proposal and any other information we ask you to send. We also use the knowledge of the Steering Committee, CISP staff and comments from others. This includes the directors and staff of the Centres for National Culture in the regions and districts who may be consulted about your application.

**This form**

This application form gives us information about you, what you are applying for and your budget. The form also gives us important information that we need when monitoring the grants.

Please do not remove any pages from the form.

In this application form there are questions that you must fill in. These are listed at the beginning of each section and marked with this tick symbol✓. If you do not fill in these questions, and any others that are relevant, we cannot assess your application. If any other question in the form does not apply to you, write 'Not applicable' or 'N/A'.

The checklist in section G of this form tells you what to send in with your application. Send your complete application to the addresses provided at the end of this form.

This application form contains the following sections.

**SECTION A – ABOUT YOU**

**SECTION B – INDIVIDUALS**

**SECTION C – ORGANISATIONS**

**SECTION D – THE ACTIVITY YOU ARE APPLYING TO DO**

**SECTION F – BUDGET**

## SECTION A – ABOUT YOU

- ✓ 1 Please tick the relevant box. You are applying as:

☐ an individual

☐ an organisation

Individuals should now go to question 3.

- 2 If you are applying as an organisation, please tick the box that most closely describes your organisation.

☐ Arts/culture organisation

☐ Educational institution

☐ Non-governmental organisation

☐ Community based organisation

☐ Media organisation

☐ Youth group

☐ Other (Please give details below in no more than 10 words.)

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- ✓ 3 State your name (if you are applying as an individual) or the name of your organisation

- 4 Please give any other name (this could be a legal or formal name) that you (if you are applying as an individual) or your organisation use.**

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**SECTION B**  
**INDIVIDUAL**

**✓ 5 State your full address?**

(We will use this address if we need to write to you about your application. If you are applying as an individual, this should be your main trading address.) Please provide the full, correct postal address as we need it to process your application. Please also give your Residential/Business Address.

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Phone number:

Area code:

Main number:

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**6 Please give any other contact details.**

E-mail address:

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If you provide an email address, we will send the acknowledgement letter only by email. So please make sure this email address is correct.

Website address:

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Telephone:

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Fax number:

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**If you are applying as an organisation, give the following details for the main contact person.**

Name of the main contact person \_\_\_\_\_

Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

Area code: \_\_\_\_\_ Main number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If you provide an email address, we will send the acknowledgement letter only by email. So please make sure this email address is correct.

Telephone: \_\_\_\_\_

Fax number: \_\_\_\_\_

- ✓ **8 FOR INDIVIDUALS: Describe (in no more than 50 words) what you do, including your artistic practice and what you have done in the past, if applicable.**

\_\_\_\_\_

## SECTION C - ORGANISATIONS

✓ 9 Tick one of the boxes below to describe your organisation's status.

- ☐ Company limited by guarantee
- ☐ Company limited by shares
- ☐ Partnership
- ☐ Educational Authority
- ☐ Trust or foundation
- ☐ Unincorporated group
- ☐ Other

Describe in not more than 10 words what you do.

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✓ 10 Tick the category that most closely describes your organisation.

- ☐ Amateur voluntary organisation
- ☐ Voluntary organisation
- ☐ Professional organisation

✓ 11 State the year your organisation formed.

Year \_\_\_\_\_

✓

12 Are you a registered charity?

- ☐ Yes
- ☐ No

✓ 13 State the name of the following Executive Members in your organisation:

(a) Chairman/President .....

(b) Financial Secretary .....

(c) Treasurer .....

(d) Secretary .....

Total number

**SECTION D – THE ACTIVITY YOU ARE APPLYING TO DO**

- ✓ **14** What is the name of the activity you are applying for?

(Please give the name or working title)

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- ✓ **15** (a) Please describe (in no more than 250 words) the activity you are asking us to fund.  
(b) Please state the different stages and time from for the Project.



✓ **16 Which of the following does this activity involve?**

If it involves more than one type, please choose not more than three, numbering them 1 to 3 (1 being the most important). We use this and other information in your application to decide who will assess and comment on your application.

- ☐ Combined arts events such as arts festivals, bazaars, exhibitions (regular or one-offs)
- ☐ Music
- ☐ Dance
- ☐ Drama
- ☐ Literature
- ☐ Publication
- ☐ Fine Arts (Painting, Sculptor, Graphic Design, etc.)
- ☐ Visual (Ceramics, Leather, Textiles, Woodwork etc)
- ☐ Audio Visuals (Film, Video and Animation)
- ☐ Other (Please give details below in no more than 10 words.)

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✓ **17 When will your activity start and end?**

The start date for your activity should also include the planning and preparation time you need. For example, if an activity needs marketing, you should include enough time to do this

Day / Month / Year

Start date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

End date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**NB**

The grant will not fund any goods or services that have been bought or ordered before you receive your contract.

✓ 18 Where will this activity take place?

**Please state the place or places where your activity is taking place. Mention Region/District/Sub-Metro/village/town/city.**

If your activity is happening in a specific place, please give us the address and postcode of where most of your activity will happen.

Full address(s)

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If the place where your activity is happening does not have an address (for example, it is in a park), please tell us where it is taking place and give us the name of the local area instead.

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✓ 19 What are the age ranges of the people who will benefit from your activity?

Tick all relevant boxes.

☐ All age ranges

☐ Children under five

☐ Children (five to 12)

☐ Young people (13 to 19)

☐ Young people (20 to 35)

☐ Young people (36 and above)

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## SECTION F – BUDGET

You must fill in this budget section, particularly ‘Total income from other sources’, ‘Amount you would like from us’.

Income for your activity

Income from other sources

## AMOUNT APPLIED FOR –

Please list the expenditures you are likely to make with the CISP grant. The total must be equal to the money you are requesting from us.

|                | GH¢ |
|----------------|-----|
| Labour         |     |
| Venue          |     |
| Equipment      |     |
| Transport etc. |     |
| <b>Total</b>   |     |

## SECTION G – DECLARATION

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

We will use this application form and the other information you give us, including any personal information, for the following purposes;

To decide whether to give you a grant;

To provide copies to other individuals or organisations who are helping us assess and monitor Grants;

To hold in our database and use for statistical purposes;

If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, publications, on our website and in the publications or websites of the

National Commission on Culture and the European Commission;

You agree that we can keep you informed of our work and pass your contact details to organisers of arts marketing activities, conferences and training events.

☐

Tick this box if you do not want us to keep you informed of our work.

☐

Tick this box if you do not want us to pass your contact details to organisers of arts marketing activities, conferences and training events.

### Checklist

We can assess only complete applications. If your application is not complete, we will not assess it.

Before you sign your application and send it to us, please check the following to make sure your application is complete.

☐ Have you filled in all the questions listed at the start of each section and marked with this tick symbol ✓ and any other questions that are relevant?

☐ Have you filled in the budget section of the application form and checked that your budget balances?

☐ Have you included your proposal and followed the headings we provide in the guidance notes?

☐ Have you included any supporting evidence such as a letter from a Centre for National Culture, District Assembly or sole proprietorship registration certificate or other?

☐ Have you kept a copy of your application for your records?

### ✓ INDIVIDUALS

**I confirm that, as far as I know, the information in this application is true and correct.**

**Your signature**

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**Name**

**(Use CAPITAL LETTERS)**

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Day / Month / Year

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please send your application to the grants management unit in the regional office for the area where you are based. The addresses for our regional offices are in the document *How to contact us*, which is included in the application pack.**

✓ **Organisations**

I confirm that the organisation named on this application has given me the authority to sign this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that, as far as I know, the information in this application is true and correct.

Your signature

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Name

(Use CAPITAL LETTERS)

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Day / Month / Year

Date / /

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**Please send your application to the grants management unit in the regional office for the area where you are based. The addresses for our regional offices are in the document *How to contact us*, which is included in the application pack.**

