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MUSIC PROJECT GRANTS

**What are they for?**

**Music Projects Grants** assist non-profit Organisations to undertake music projects in Dundee’s Caird Hall or a Leisure and Culture Dundee facility.

**Who can apply?**

Independent, constituted, non-profit Organisations

**Our Assessment Criteria**

Organisations should show in the **Music Projects Grants Application** on pages 3 and 4:

Costs relating to performances and education and outreach work, normally including artist fees, expenses, licenses, marketing & publicity, tutor fees, venue costs, technical and administrative costs.

* how the project will increase public access to musical opportunities in Dundee; include a copy of your audience development plan.
* the extent to which the project complements, or adds to, already existing provision;
* the impact of Council support on the viability of the project;
* evidence of the ability to deliver the project, with sound organisational and financial management.

**What costs are eligible?**

Eligible costs are project specific materials, professional fees, marketing and publicity, and hire of project specific equipment, tutor fees, venue costs, technical and administrative costs. Grants will not exceed £500 or 50% of eligible costs, whichever is the lesser. Music **Projects Grants** are limited to one per Organisation per year.

**How to apply?**

Complete the Music Projects Grants Application on pages 3 and 4, sign and return the e-mail address stated on the application form and we will write advising you of the outcome of your application within four weeks from the date of return.

At the end of your project, you are required to complete a report after which we will issue the award.

**Applications received after a project has commenced cannot be considered**.

**Conditions of grant**

Support is to be acknowledged graphically, and in wording, in the format stipulated by Leisure & Culture Dundee and described in the Letter of Offer. Other general and specific conditions may be detailed in the Letter of Offer.

MUSIC **PROJECTS GRANTS APPLICATION**

**Complete this Application, sign it and return to:**

**Halls & Music Development Section**

**Leisure & Culture Dundee**

**Caird Hall,**

**City Square,**

**Dundee,**

**DD1 3BB**

**e-mail:** [**angela.doran@leisureandculturedundee.com**](mailto:angela.doran@leisureandculturedundee.com)

**You are advised to retain a copy of your Application.**

**Name of the Organisation**

**Your name and position within the Organisation**

**Name of your project**

**Address for correspondence in connection with this Application**

**E mail:**

**If your application is successful, please enclose Bank Details for payment**

**Describe the constitutional nature, main purpose, and regular activities of your Organisation. If your Organisation is a registered charity, include the Charity Registration Number.**

**When was your Organisation established?**

**What other arts & cultural projects has your Organisation managed?**

**Describe the project for which you are applying. You should provide details of project content, dates and venues, target participants (including numbers) and target audiences (including numbers) and a brief summary of your audience development plan. You should answer the points raised under "Our Assessment Criteria" on page 2.**

**Show below your total project budget and the sources from which you intend to raise it. Show the eligible costs against which you would spend the MUSIC PROJECTS GRANT. Your expenditure and income must balance.**

**What is the total estimated cost of your project?**

**£**

**£**

**How much money are you applying to us for?**

**Your MUSIC PROJECTS GRANTS payment will be paid to the named Organisation.**

***By completing and lodging this application form, I confirm that all information detailed is correct and agree to it being used for the purposes of grant administration and audit as required by Leisure and Culture Dundee.***

**Signed on behalf of the Organisation**

**Date**