

Introduction

Grants for the arts

Grants for the arts is our Lottery-funded grant programme for individuals, arts organisations and other people who use the arts in their work. Grants are available for activities carried out over a set period and which engage people in England in arts activities and help artists and arts organisations in England carry out their work.

The application form asks you a series of questions about different parts of your project including artistic quality, public engagement, management and finance. This gives us information about you, the project you are applying for and your budget. We will use the information you give us in your application form to decide whether we will offer you a grant.

The next three screens are autofilled with information you have already provided. The purpose of these is for you to ensure the information is correct. If you need to make any amendments, you will need to go back to the applicants section and make amendments to your applicant profile.

Throughout the application portal, any items marked * must be completed.

Any free text boxes have a strict word limit. Please stick to this word limit as any additional text will be automatically deleted.

If at any time you would like to contact us, click contact us in the left menu bar for contact information.

Good luck with your application and save often.

Applicant details

Applicant name: Assemble Fest
Applicant number: 57341587
Applicant type: Organisation
What is your organisation's legal name? Assemble Fest
What name is your bank account registered in? Assemble Fest
Please give any other names your organisation uses: AF
Which option most closely describes your organisation? Arts organisation
Which option most closely describes your organisation's status? Unincorporated group
Which category most closely describes your organisation? Professional organisation
Are you a registered charity? No
Main art form: Theatre
Are you based within the European Union? Yes

Address information

Non-UK address or address not found:

Address name or number: 11

Street: Crofters Drive

Locality:

Town / city: COTTINGHAM

Postcode: HU16 4SD

Main contact number: 07974 450518

Email address: info@assemblefest.co.uk
**(Organisation email address
if applicant is an organisation)**

Website address: <http://www.assemblefest.co.uk>

Fax number:

Your contact information

Contact type	Main contact	First name	Last name	Primary contact number	Email
Financial authority	No	Madeleine	O'Reilly	01482 845459	madeleine@assembl...
Grant administrator	Yes	Bex	Phillips	07548 236469	bex@assemblefest. ...
Board member	No	Beth	Robertson	07742 077511	beth@assemblefes t...

Contact details

Contact type: Financial authority
Is this the main contact for the applicant?
First name: Madeleine
Middle name:
Last name: O'Reilly
Position: Festival Director
Primary contact number: 01482 845459
Alternate contact number:
Mobile phone number: 07974 450518
Email address: madeleine@assemblefest.com
Fax number:

Contact details

Contact type: Grant administrator
Is this the main contact for the applicant?
First name: Bex
Middle name:
Last name: Phillips
Position: Festival Producer
Primary contact number: 07548 236469
Alternate contact number:
Mobile phone number:
Email address: bex@assemblefest.co.uk
Fax number:

Contact details

Contact type: Board member
Is this the main contact for the applicant?

First name: Beth
Middle name:
Last name: Robertson
Position: Curator
Primary contact number: 07742 077511
Alternate contact number:
Mobile phone number:
Email address: beth@assemblefest.co.uk
Fax number:

Financial background

In what year was your organisation formed? 2013

**What is your organisation's company
number?
(if applicable)**

**What was your organisation's income in the
last full financial year? (£)** £49,444

If you are a new organisation, please estimate your income for the first year.

Estimate

Advice received

Advice from Arts Council England

Have you received any advice from the Arts Council? Yes

Website: Guidance videos, Information sheets, How to apply guidance

Event:

Advice from Customer Services: In writing (email or post), By phone

Name of the member of staff (if known):

Advice from a member of staff in an Area office (a Relationship Manager or Assistant): In writing

Name of the member of staff (if known): Karen Durham

Advice from other sources

Have you received advice from other sources (excluding local authorities)? Yes

If yes, please provide details of the advice received:

Mikey Martins, Director of Freedom Festival - gave advice on application
Henrietta Duckworth, Executive Producer Hull City of Culture 2017 - advice on applying for ACE and on other funding sources
Rowan Rutter, Producer Hull Truck, gave advice on application.
Helen Peacock, HLF, gave funding advice for other projects and how HLF would work with ACE and City of Culture funding.

Basic details

Project information

Please give a concise description of the activity you are asking us to support.

No more than 600 characters. Please read the Basic details section of the How to apply guidance for information on how to complete this section.

Assemble Fest 2017 (AF17) is a one day performance festival taking place in business and public spaces across Newland Avenue, returning next year on 3rd June 2017. Our core goals are to support the ambition and potential professional collaborations for Hull-based theatremakers and offer local audiences diverse and innovative ways to experience theatre. In the pursuit of ambition and quality, AF17 will have two strands; a festival of new performances and collaborations, and a large-scale free evening event.

Amount requested

Here we want you to tell us the amount you will be requesting from us, including any access costs.

If you are deaf or disabled or experience learning difficulties there may be extra costs relating to your own access needs that you will need to pay to help you deliver your project and manage your grant online. For example, payment for a sign language interpreter to help you manage your activity.

We want to know your personal access costs so we can deduct them from the total project costs when we decide how long it will take us to make a decision. This is particularly important if you are requesting close to £15,000 from us. For example, if you are applying for £15,350 but £650 of this relates to your personal access costs, we would still view this as the same as an application for under £15,000 and would make a decision on your application within six weeks. You should use the guidance notes for applications for £15,000 and under to complete your application form.

To find out more about personal access costs please read the information sheet 'Access needs and Grants for the Arts'.

Please tell us the total amount you are requesting from us, including any personal access costs (£): £57,000

To find out if you are eligible for personal access costs to help manage your activity please read the information sheet 'Access needs and Grants for the Arts'.

How much of this request is for your personal access costs (£): £0

Do you, or does your organisation object to receiving National Lottery funding for religious reasons? No

Activity dates

Application submission	Page 9	13/10/2016
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**Please enter the start and end dates for your activity.
You must allow enough time to plan your activity and for us to process
your application.
We need twelve weeks to process applications for over £15,000.**

Activity start date: 16/01/2017

Activity end date: 13/06/2017

Artistic quality

In this section we want you to tell us about you and your artistic work, some more detail about the activity you would like to do, and how this activity will help you or your organisation develop. We also ask about any other artists you may be working with, what their role is, and why you have chosen to work with them. Please read the Artistic quality section of the How to apply guidance for information on how to complete this section.

Please provide a brief summary of your (or your organisation's) recent relevant artistic work, experience and achievements:

No more than 1500 characters.

Over the last three years, Assemble Fest has produced 4 festivals on Newland Avenue and Hessle Road, produced 21 pieces of new work and has supported 14 Hull based theatre companies. In 2016 we produced an in-house production taking place in taxis which added to the vibrancy of the festival. We established a relationship with Venues North through working with Annabel Turpin and Iain Bloomfield via creative workshops, and we instigated companies having to raise match funding to professionalise their practice.

We have engaged directly with over 30 businesses and employ members from the local community to work directly on the festival. Further to that, in 2016 we have worked with a number of additional local artists to create 26 free activities for people to enjoy and participate in, a direct result of introducing the Curator role into the core team, and the Happy Hour yield was nearly 40% higher than in 2015 which is money going directly into improvements for the community on Newland Avenue.

We have a strong track record of producing a slick, well organised festival in unusual spaces on Newland Avenue. We have attracted interest from The British Council, who we are talking to about exporting the model. We are recognised through Hull City of Culture 2017 as one the four key festivals happening in Hull alongside Freedom Festival, Humber Street Sesh, and Heads Up Festival. We have also brokered strong relationships with University of Hull and Hull Truck Theatre to further support the festival and the artists.

What is your proposed artistic activity, and what do you want to achieve by doing it?

No more than 1500 characters.

We want to continue our ambitions to offer people a different way of engaging with theatre, and offer a platform and opportunity for local companies to create work to a high artistic and professional standard.

Festival

For AF17 we plan to create 5-7 unique commissions of 30 minutes in length to be performed 5 times throughout the day. We will continue to ask companies to raise match funding, which will support the professionalisation of their process. This year, we will develop the role of the mentor into an active collaborator; during the application process, we will ask companies to submit a wish list of

artists outside the city with whom they would like to collaborate. It is our aim that these collaborations will create exciting work, and form meaningful relationships for artists beyond Hull. The Curator will remain a key role within the core team, leading on free, non-ticketed activity which engages with a wide audience demographic.

Our Street, Our Stage

To mark Hull City of Culture 2017 we will stage Assemble Fest's first ever large scale production. Our Street, Our Stage will tell the stories of the avenue from its beginnings as Green Fields up to the present day thriving community it serves. The event will be free, allowing for wider access and a larger audience capacity, this will be a multi-art form promenade performance staged on the street itself.

No more than 1500 characters.

We will collaborate with national and local artists to create key moments from Newland's past and present. Daniel Bye and Boff Whalley will work with residents and a local choir to perform songs created with the residents and traders. Broccolilly Theatre will work with 30 local schoolchildren to recreate the Whitsun Carnival, an event that ran at the Newland Homes from 1921 to 2003. Jon Beney will celebrate the students and the families of Newland through choreographing scenes with local dancers and students. The creation process of Our Street, Our Stage will involve the input and participation of local residents, traders, uni students and schoolchildren through the R&D process and as participants in the final production. By directly involving members of the community, the festival will have a more meaningful relationship with them and a stronger investment in its locality.

This is an ambitious and unique event which will challenge AF's creative team to achieve new artistic heights. By assembling a range of artists from different practices and backgrounds, we hope to explore the full performative potential of staging the story of a place and its people.

Why is this activity important for your artistic development?

No more than 1500 characters.

Developing how we commission and how we work with locally based artists is important to the growth of Assemble Fest. Our core mission has been to provide a platform for local artists to professionalize their process and to give opportunities for wider communities to access that work. Now, with the attention that 2017 UK city of culture brings it is even more vital that we continue to support and develop work and use the unique chance this gives us to support ambitious, exciting projects and local artists in a meaningful way. The development of the mentor into a collaborator role will create even more value in the performance created for Assemble Fest. Therefore, creating an even richer range of performances for audiences on Newland Avenue. By investing more time into the piece and the artists we hope these collaborators will contribute their further expertise in terms of their experience in the wider contexts of the arts industry. We hope this collaboration will be the beginning of more relationships between artists inside and outside of the city.

No more than 1500 characters.

Our Street Our Stage is a very exciting and ambitious project for Assemble Fest. It will give us the opportunity to explore and perform at a large scale which will not only be important to our artistic output as a festival but is important to

our organization. We have also added the vital element of looking at how the festival can directly commission artists from inside and outside the city to work with members of the local community to celebrate a very important street. These collaborations and bringing artists together with community groups directly is something we want to explore in terms of in-house productions. Can we get our local communities more directly engaged and involved to create ambitious artistic projects for their own community.

What will be the wider impact of the project? Please include reference to sector development, artform impact and legacy where appropriate:

No more than 1500 characters.

AF2017 will continue to strengthen the ambition, artistic quality and output of Hull based theatremakers creating a robust and exciting sector in Hull. The support and the commissions themselves allow the companies to make new work, network and develop the in-kind support structures within the artist who are committed to creating performance in Hull. The rigorous nature of the application process allows them to further develop their professional practice which impacts their sustainability and legacy as organizations. The support also allows them to be even more ambitious.

AF 2017 will have a massive impact on the artists commissioned in terms of their practice and their exposure to other artists outside of the city. These collaborations will build and develop their networks outside the city and build new relationships for artists coming into the city. The experience of working with more established artists will help support theatre makers to broker new relationships with outside venues.

Staging our first ever closing event will have a larger impact for artists and audiences in engaging with more audiences. The event is free which we hope will give local residents and traders even greater access to the arts. The creation of a multi-artform collaboration responding to the unique stories of an area and community will impact on our ambition and output as a festival. Our support structures will have an impact by bringing these communities together to talk about the event and their street.

Who is involved

Artists

Please list the main additional artists involved in your activity using the tool below, up to a maximum of 10 artists. Do not include yourself if you are the main artist. (If you are working with any individuals who are helping to deliver or manage your activity, please tell us about them later on in the separate Partners section of the application form.)

Please read the Artistic quality section of the How to apply guidance for information on how to complete this section.

To add an artist

To add artists and start to create the table, click the 'Add new item' icon on the left of the screen.

To add more than one artist, use the 'Save and Add Another' button.

Artist's name	Role in activity	Confirmed or expected	Contribution
Madeleine O'Reilly	Director	Confirmed	Madeleine O'Reilly has been the director of Assemble Fest since it's inception and will...
Bex Phillips	Producer	Confirmed	Bex Phillips came on board in 2016 as Assemble Fest's Curator, a new role for the festi...
Rich Sutherland	Marketing Manager	Confirmed	Richard Sutherland has been Marketing Manager for the previous four festivals. He is th...
Beth Robertson	Curator	Confirmed	Beth Robertson has previously worked for Assemble Fest as Festival Liaison Officer and ...
Mikey Martins	Mentor	Confirmed	Currently the Director of Freedom Festival, Hull. He will be working with AF to suppor...
Rowan Rutter	Mentor	Confirmed	Currently the Producer at Hull Truck. Rowan will be assisting in the panel to discuss a...
Alan Dix	Mentor	Confirmed	Currently the Chair of Hull Truck, Alan will be facilitating a workshop with the commis...
Henrietta Duckworth	Mentor	Confirmed	Henrietta Duckworth is the Executive Producer for Hull City of Culture 2017. She will b...
Claire Huby	Mentor	Confirmed	Claire Huby is an experienced arts project producer and manager, previously working for...

Artists

Artist's name: Madeleine O'Reilly

Role in activity: Director

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Madeleine O'Reilly has been the director of Assemble Fest since its inception and will be directing the in-house production for Assemble Fest 2017. Currently programming Women of the World Festival with Hull City of Culture 2017 in association with Southbank Centre, she is a freelance Director and Project Manager and has worked previously with Freedom Festival, Hull Truck Theatre, Edinburgh's Lyceum Theatre, Royal and Derngate Theatre and West Yorkshire Playhouse.

Primary Assemble Fest roles: full time operator, theatre company contact, creative mapping, workshop planning, general management, in-house production Director.

Artists

Artist's name: Bex Phillips

Role in activity: Producer

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Bex Phillips came on board in 2016 as Assemble Fest's Curator, a new role for the festival. After co-ordinating and managing a programme of 26 additional activities, Bex will be producing the 2017 festival. Currently a freelance producer and project manager, she previously founded and Directed the Birmingham Cabaret Festival and worked as Assistant Theatre Manager for Old Joint Stock Theatre. Other credits include York Theatre Royal, Freedom Festival, Mockingbird Cinema & Theatre, Forest Fringe and Old Joint Stock Theatre Company.

Primary Assemble Fest roles: logistics, contracts, general management, project management for in-house productions, finance and funding, partnership and staff development.

Artists

Artist's name: Rich Sutherland
Role in activity: Marketing Manager
Confirmed or expected: Confirmed
Artist's website: <http://www.sobananapenguin.com/>

Please outline how this artist will contribute to the activity and give a brief description of their work:

Richard Sutherland has been Marketing Manager for the previous four festivals. He is the director of sobananapenguin where he works with clients including Hull Truck, Force-7 marketing, Christmas in Hull, Hull University, City of Culture and more.

Primary Assemble Fest roles: marketing strategy and implementation, including liaising with the AF team and commissioned theatre companies regarding social media, press and PR, documentation for evaluation.

Artists

Artist's name: Beth Robertson
Role in activity: Curator
Confirmed or expected: Confirmed
Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Beth Robertson has previously worked for Assemble Fest as Festival Liaison Officer and will now be Curator for the 2017 Festival. Beth currently works with in education roles across the city's museums and facilitates creative workshops across the North for children and adults with additional needs.

Primary Assemble Fest roles: programming and managing additional activities, community liaison, staff/volunteer recruitment.

Artists

Artist's name: Mikey Martins
Role in activity: Mentor

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Currently the Director of Freedom Festival, Hull. He will be working with AF to support the development and management of the festival.

Artists

Artist's name: Rowan Rutter

Role in activity: Mentor

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Currently the Producer at Hull Truck. Rowan will be assisting in the panel to discuss applications and developing plans for the commissioned work post festival.

Artists

Artist's name: Alan Dix

Role in activity: Mentor

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Currently the Chair of Hull Truck, Alan will be facilitating a workshop with the commissioned companies about the management structure and business models when becoming a registered company.

Artists

Artist's name: Henrietta Duckworth

Role in activity: Mentor

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Henrietta Duckworth is the Executive Producer for Hull City of Culture 2017. She will be assisting the festival director and producer in developing the festival and it's in-house production.

Artists

Artist's name: Claire Huby

Role in activity: Mentor

Confirmed or expected: Confirmed

Artist's website:

Please outline how this artist will contribute to the activity and give a brief description of their work:

Claire Huby is an experienced arts project producer and manager, previously working for Swerving East, Roots and Wings, Freedom Festival and now Amy Johnson Festival. As well as background in direct project delivery, Clare has a background in business and financial management and will be offering support and advice on finance to the Producer.

Beneficiaries

Tell us how many people you estimate will engage with your activity. On the two next pages you will have the opportunity to tell us more about your intended audiences and participants.

People who will benefit from your activity

Beneficiary Type	Number of people who will be benefiting from this activity	Number of people benefiting from your activities over the last 12 months
Artists	170	110
Participants	176	52
Audience (live)	3,940	2,800
Audience (broadcast, online, in writing)		
Total	4,286	2,962

Results of your activity

Please estimate the outcomes of your activity in the categories below. Enter '0' (zero) for any item that is not relevant.

Activity Results	Estimated
Number of new products or commissions	15
Period of employment for artists (in days)	1,793
Number of performance or exhibition days	3
Number of sessions for education, training or participation	16

Divide the day into three sessions (morning, afternoon and evening). A session is any one of these.

Audience

On this screen we ask you to give us some more details about the audience(s) your activity is aimed at.

By 'audience' we mean people who are going to experience your activity as viewers, listeners or readers but are not actively involved in the activity.

Please only give details on this screen for audiences – we will ask you about participants on the next screen.

- | | |
|---|--------------------------|
| Tick here if your activity is specifically aimed at any particular age group of audience. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at any identified ethnic groups as audiences. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at disabled people as audience. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at individuals or groups with a particular sexual orientation identity as audience. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at either male, female or 'trans* Audiences. | <input type="checkbox"/> |

Participants

On this screen we ask you to give us some more details about the participants your activity is aimed at, if any.

By 'participants' we mean people who are actively involved in your activity (other than the artists or others leading the activity) by devising, creating, making, presenting or performing.

Please only give details on this screen for participants – we have already asked about audiences on the previous screen.

- | | |
|--|--------------------------|
| Tick here if your activity is specifically aimed at any particular age group of participants. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at any identified ethnic groups as Participants. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at disabled people as participants. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at individuals or groups with a particular sexual orientation identity as Participant. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at either male, female or 'trans* Participants. | <input type="checkbox"/> |

Public engagement

Please read the Public engagement section of the How to apply guidance for information on how to complete this section.

Who will engage with this activity? Tell us about the target audiences or people taking part, and how they will engage with the activity. If the activity will not engage people immediately, e.g. some research and development activities, please tell us about who you anticipate will engage with your work in the longer term:

No more than 1500 characters.

The festival has a great track record of engagement and this is something we are passionate about expanding during AF17 activity. Being based on Newland Avenue allows us to bring affordable, or in some cases free, art directly to a community in a residential area– something which has been commended in feedback from our demographic of traders and residents who can't always access art in the city centre, whether that's due to travel or cost of tickets.

We have this year started a Festival Friends group which meet once a month to discuss developments on AF17 and we will offer opportunities for local residents and traders who want to participate in Our Street, Our Stage regardless of their age, abilities, experience or background – whether that's performing or being involved with stage management. They will gain experience but will also share in the learning about the heritage of the area they live in, which we hope to raise both awareness of the history and pride of the local area.

During the research period Our Street, Our Stage will work with heritage sector researchers and due to the historic genre of the performance will appeal to a demographic we may not have catered for before. The findings will be documented and presented as a free programme at the event and recorded online via the festival website and Untold Hull. As part of the City of Culture Creative Communities Programme means through marketing material we will be able to reach an audience outside of the HU5 postcode.

Please describe how you will reach your target audience or participants, in the short or long term, and give details of your proposed marketing activities where appropriate:

No more than 3000 characters.

Finance

The Finance section will ask you to complete a budget for your activity, and to answer some questions about how you will manage your budget. Please read the Finance section of the guidance carefully before you begin.

Key things to remember about budgets:

- Your budget has to balance (your income needs to be the same as your expenditure).- We expect you to find at least 10% of the total cost of your activity from other sources.- We need to be able to see how you have worked your figures out, so please break them down clearly.- Your budget should be for the total cost of the activity you are applying to do.
It is important to remember that the spending (expenditure) and income for your activity should match.

Please use full pounds only and no pence (for example, '£1,167').
Please check your figures carefully. If you do not fill in this section correctly, we cannot process your application.

Income

On this page you should enter all the cash and in kind income for your activity.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total income for you as you work. This table is not editable. The table already includes the amount you are requesting from Arts Council England so you do not need to add this.

The details about each item of income that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field, for example:

Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360

You should enter all your cash income on this page, as well as any Support in kind you will receive. Please read the Support in kind section of the How to apply guidance for information on how to complete this section.

To add an income line

To add each income line, click the 'Add new item' icon on the left of the screen. To add more than one line of income, use the 'Save and Add another' button.

Income summary

Income heading	% Project value	Amount (£)
Earned income	2.09%	£2,898
Local authority funding	3.61%	£5,000
Other public funding	40.79%	£56,500
Private income	4.04%	£5,600
Income total (cash)	50.54%	£69,998
Support in kind	8.30%	£11,500
Arts Council England Funding	41.16%	£57,000
Income total	100.00%	£138,498

Expected vs confirmed summary

Income heading	% Project income	Amount (£)
Expected	53.25%	£43,398
Confirmed	46.75%	£38,100
Income total	100.00%	£81,498

Please tick the box if you have less than 10% funding from sources other than the Arts Council.

You will need to explain what the exceptional circumstances are that have prevented you from sourcing the minimum 10% partnership funding when you tell us about your approach to raising as much money as you can.

Income heading	Description	Expected or confirmed	Amount
Earned income	Ticket sales - £2.81 x 25 (average capacity, minus comps) x 32 (per...	Expected	£2,248
Earned income	Launch Event	Expected	£150
Earned income	Newland Avenue community contribution	Expected	£500
Local authority funding	Kingston Upon Hull City Council	Expected	£5,000
Other public funding	Hull City Of Culture 2017	Confirmed	£10,000
Other public funding	Hull City Of Culture 2017 - Creative Communities Programme (Our Str...	Confirmed	£14,000
Other public funding	Heritage Lottery Fund	Expected	£17,500
Other public funding	Commissioned company match funding - avg. 6 x 25% of commissions	Expected	£4,500
Other public funding	KCOM	Expected	£1,500
Other public funding	Unity Theatre Trust	Expected	£1,000
Private income	Assemble Fest contribution	Confirmed	£2,600
Private income	Newland Avenue business sponsorship	Expected	£2,000
Private income	Crowdfunding campaign	Expected	£1,000
Other public funding	Esmee Fairbairn Foundation	Expected	£8,000
Support in kind	University of Hull - personnel support, volunteer, room hire	Confirmed	£2,000
Support in kind	Commissioned company internal in-kind support	Confirmed	£1,500
Support in kind	Hull Truck Theatre - equipment hire, rehearsal space	Confirmed	£2,000
Support in kind	Business Venues - rehearsal time, marketing support, raffle donations	Confirmed	£6,000

Income details

Income heading: Earned income
Description: Ticket sales - £2.81 x 25 (average capacity, minus comps) x 32 (performances)
Expected or confirmed: Expected
Amount (£): £2,248

Income details

Income heading: Earned income
Description: Launch Event
Expected or confirmed: Expected
Amount (£): £150

Income details

Income heading: Earned income
Description: Newland Avenue community contribution
Expected or confirmed: Expected
Amount (£): £500

Income details

Income heading: Local authority funding
Description: Kingston Upon Hull City Council
Expected or confirmed: Expected
Amount (£): £5,000

Income details

Income heading: Other public funding
Description: Hull City Of Culture 2017
Expected or confirmed: Confirmed
Amount (£): £10,000

Income details

Income heading: Other public funding
Description: Hull City Of Culture 2017 - Creative Communities Programme (Our Street Our Stage)
Expected or confirmed: Confirmed
Amount (£): £14,000

Income details

Income heading: Other public funding
Description: Heritage Lottery Fund
Expected or confirmed: Expected
Amount (£): £17,500

Income details

Income heading: Other public funding
Description: Commissioned company match funding - avg. 6 x 25% of commissions
Expected or confirmed: Expected
Amount (£): £4,500

Income details

Income heading: Other public funding
Description: KCOM
Expected or confirmed: Expected
Amount (£): £1,500

Income details

Income heading: Other public funding
Description: Unity Theatre Trust
Expected or confirmed: Expected
Amount (£): £1,000

Income details

Income heading: Private income
Description: Assemble Fest contribution
Expected or confirmed: Confirmed
Amount (£): £2,600

Income details

Income heading: Private income
Description: Newland Avenue business sponsorship
Expected or confirmed: Expected
Amount (£): £2,000

Income details

Income heading: Private income
Description: Crowdfunding campaign

Expected or confirmed: Expected
Amount (£): £1,000

Income details

Income heading: Other public funding
Description: Esmee Fairbairn Foundation
Expected or confirmed: Expected
Amount (£): £8,000

Income details

Income heading: Support in kind
Description: University of Hull - personnel support, volunteer, room hire
Expected or confirmed: Confirmed
Amount (£): £2,000

Income details

Income heading: Support in kind
Description: Commissioned company internal in-kind support
Expected or confirmed: Confirmed
Amount (£): £1,500

Income details

Income heading: Support in kind
Description: Hull Truck Theatre - equipment hire, rehearsal space
Expected or confirmed: Confirmed

Amount (£): £2,000

Income details

Income heading: Support in kind

Description: Business Venues - rehearsal time, marketing support, raffle donations

Expected or confirmed: Confirmed

Amount (£): £6,000

Expenditure

On this page you should enter all the cash expenditure for your activity.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total expenditure for you as you work. This table is not editable. The table already includes any Support in kind you added on the Income screen so you do not need to add this.

The details about each item of expenditure that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field. For example, you should show the number of days and the daily rate for any fees shown.

To add an expenditure line

To add each expenditure line, click the 'Add new item' icon on the left of the screen. To add more than one line of expenditure, use the 'Save and Add another' button.

Spending (expenditure) summary

Expenditure heading	% Project value	Amount (£)
Artistic spending	42.27%	£59,352
Making your work accessible	12.46%	£17,500
Developing your organisation and people	18.94%	£26,602
Marketing and developing audiences	6.39%	£8,972
Overheads	0.00%	£0
Assets - buildings, equipment, instruments and vehicles	8.11%	£11,383
Other	3.64%	£5,110
Personal access costs	0.00%	£0
Expenditure total (cash)	91.81%	£128,919
Support in kind	8.19%	£11,500
Expenditure total	100.00%	£140,419

Total income (for information): £138,498

Expenditure	Description	Amount
Artistic spending	Festival Director - 61 days over 22 weeks @ £88pd	£5,368
Artistic spending	Festival Producer - 61 days over 22 weeks @ £88pd	£5,368
Artistic spending	Curator - 44 days over 22 weeks @ £88pd	£3,872
Marketing and developing audiences	Marketing Manager - 44 days over 22 weeks @ £88pd	£3,872
Artistic spending	Festival Event Manager - 44 days over 22 weeks @ £88pd	£3,872
Developing your organisation and people	Box Office Manager - 2 days @ £88pd	£176

Artistic spending	Head Venue Manager - 5 days @ £88pd	£440
Artistic spending	Venue Managers - 2 days @ £88pd x 8 venue managers	£1,408
Artistic spending	Festival Commissions - 6 x £3500	£21,000
Developing your organisation and people	Additional / non-ticketed activity	£4,000
Artistic spending	50% box office split	£1,124
Developing your organisation and people	Workshop costs - £150 x 3	£450
Developing your organisation and people	Collaborators fee - 10 days @ £150pd x 6 collaborators	£9,000
Marketing and developing audiences	Total marketing budget	£5,000
Developing your organisation and people	Box office systems	£480
Making your work accessible	Accessibility contingency	£200
Artistic spending	Launch event entertainment	£400
Assets - buildings, equipment, instruments and vehicles	Technical hire	£250
Other	Insurance - Public Liability and Employers	£750
Other	Event Licensing	£105
Making your work accessible	Logistical equipment, printing and admin	£600
Marketing and developing audiences	Evaluation tools	£100
Other	Donation to Newland Avenue - Happy Hour sales	£500
Making your work accessible	Our Street, Our Stage - Road closure incl. traffic management	£10,000
Artistic spending	Our Street, Our Stage - Artists fees	£15,000
Artistic spending	Our Street, Our Stage - Donation to Freedom Choir	£1,500
Developing your organisation and people	Our Street, Our Stage - Director fee, 44 days over 22 weeks @ £88pd	£3,872
Developing your organisation and people	Our Street, Our Stage - Producer fee, 39 days over 22 weeks @ £88pd	£3,432
Developing your organisation and people	Our Street, Our Stage - Production Manager fee, 44 days over 22 wee...	£3,872
Developing your organisation and people	Our Street, Our Stage - Technical Stage Manager fee, 15 days over 4...	£1,320
Making your work accessible	Our Street, Our Stage - Documentation for legacy	£1,000
Making your work accessible	Our Street, Our Stage - Event staffing	£4,800
Assets - buildings, equipment, instruments and vehicles	Our Street, Our Stage - Lighting and sound equipment hire	£11,133
Making your work accessible	Our Street, Our Stage - Printing programmes	£500
Making your work accessible	Our Street, Our Stage - Accessibility contingency, i.e. signers for...	£400
Other	Contingency - 3% of total budget (£2020 for festival + £1734 - Our ...	£3,755

Expenditure details

Expenditure heading: Artistic spending
Description: Festival Director - 61 days over 22 weeks @ £88pd
Amount (£): £5,368

Expenditure details

Expenditure heading: Artistic spending
Description: Festival Producer - 61 days over 22 weeks @ £88pd
Amount (£): £5,368

Expenditure details

Expenditure heading: Artistic spending
Description: Curator - 44 days over 22 weeks @ £88pd
Amount (£): £3,872

Expenditure details

Expenditure heading: Marketing and developing audiences
Description: Marketing Manager - 44 days over 22 weeks @ £88pd
Amount (£): £3,872

Expenditure details

Expenditure heading: Artistic spending
Description: Festival Event Manager - 44 days over 22 weeks

@ £88pd

Amount (£): £3,872

Expenditure details

Expenditure heading: Developing your organisation and people

Description: Box Office Manager - 2 days @ £88pd

Amount (£): £176

Expenditure details

Expenditure heading: Artistic spending

Description: Head Venue Manager - 5 days @ £88pd

Amount (£): £440

Expenditure details

Expenditure heading: Artistic spending

Description: Venue Managers - 2 days @ £88pd x 8 venue managers

Amount (£): £1,408

Expenditure details

Expenditure heading: Artistic spending

Description: Festival Commissions - 6 x £3500

Amount (£): £21,000

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Additional / non-ticketed activity
Amount (£): £4,000

Expenditure details

Expenditure heading: Artistic spending
Description: 50% box office split
Amount (£): £1,124

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Workshop costs - £150 x 3
Amount (£): £450

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Collaborators fee - 10 days @ £150pd x 6 collaborators
Amount (£): £9,000

Expenditure details

Expenditure heading: Marketing and developing audiences
Description: Total marketing budget
Amount (£): £5,000

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Box office systems
Amount (£): £480

Expenditure details

Expenditure heading: Making your work accessible
Description: Accessibility contingency
Amount (£): £200

Expenditure details

Expenditure heading: Artistic spending
Description: Launch event entertainment
Amount (£): £400

Expenditure details

Expenditure heading: Assets - buildings, equipment, instruments and vehicles
Description: Technical hire
Amount (£): £250

Expenditure details

Expenditure heading: Other
Description: Insurance - Public Liability and Employers
Amount (£): £750

Expenditure details

Expenditure heading: Other
Description: Event Licensing
Amount (£): £105

Expenditure details

Expenditure heading: Making your work accessible
Description: Logistical equipment, printing and admin
Amount (£): £600

Expenditure details

Expenditure heading: Marketing and developing audiences
Description: Evaluation tools
Amount (£): £100

Expenditure details

Expenditure heading: Other
Description: Donation to Newland Avenue - Happy Hour sales
Amount (£): £500

Expenditure details

Expenditure heading: Making your work accessible
Description: Our Street, Our Stage - Road closure incl. traffic management
Amount (£): £10,000

Expenditure details

Expenditure heading: Artistic spending
Description: Our Street, Our Stage - Artists fees
Amount (£): £15,000

Expenditure details

Expenditure heading: Artistic spending
Description: Our Street, Our Stage - Donation to Freedom Choir
Amount (£): £1,500

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Our Street, Our Stage - Director fee, 44 days over 22 weeks @ £88pd
Amount (£): £3,872

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Our Street, Our Stage - Producer fee, 39 days over 22 weeks @ £88pd
Amount (£): £3,432

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Our Street, Our Stage - Production Manager fee, 44 days over 22 weeks @ £88pd
Amount (£): £3,872

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Our Street, Our Stage - Technical Stage Manager fee, 15 days over 4 weeks @ £88pd
Amount (£): £1,320

Expenditure details

Expenditure heading: Making your work accessible
Description: Our Street, Our Stage - Documentation for legacy
Amount (£): £1,000

Expenditure details

Expenditure heading: Making your work accessible
Description: Our Street, Our Stage - Event staffing
Amount (£): £4,800

Expenditure details

Expenditure heading: Assets - buildings, equipment, instruments and vehicles
Description: Our Street, Our Stage - Lighting and sound equipment hire
Amount (£): £11,133

Expenditure details

Expenditure heading: Making your work accessible

Description: Our Street, Our Stage - Printing programmes

Amount (£): £500

Expenditure details

Expenditure heading: Making your work accessible

Description: Our Street, Our Stage - Accessibility contingency, i.e. signers for performance

Amount (£): £400

Expenditure details

Expenditure heading: Other

Description: Contingency - 3% of total budget (£2020 for festival + £1734 - Our Street Our Stage)

Amount (£): £3,755

Finance questions

Please read the Finance section of the How to apply guidance for information on how to complete this section.

Income

Please describe your approach to raising as much money as you can from other sources. Identify which other sources of funding you have applied to, and the progress of any other applications you have made (including the date you will know the outcome):

No more than 1500 characters.

As AF17 is our most ambitious festival to date, we are diversifying our funding and applying to a number of private and public funding streams. We have been successful in applying for funding through Hull City of Culture's Creative Community Programme which will go towards costs involved with Our Street, Our Stage, and also in gaining £10,000 in funding for our main festival body of work. We currently have a application pending through Unity Theatre for the outcome will be confirmed early November, and are currently finalising applications for Heritage Lottery Fund, KCOM Community Grants, Hull City Council Grants for Arts and the Esmee Fairbairn Foundation. The outcome for those applications is as follows:

- HLF – early January
- KCOM Community Grants – December
- Hull City Council – December
- Esmee Fairbairn – January

Working closely with our Marketing Manager, this year we plan to run our first Crowdfunding campaign to raise income costs for Our Street, Our Stage, however we will ensure that no part of the activity will be solely reliant on income for this. We are also working closely with traders along the avenue to secure sponsorship on a slight increase from AF16. We are hoping the creation of our Festival Friends Group – composed of traders and local residents – will help increase the sponsorship received this year.

Expenditure

Briefly tell us about your experience in managing budgets, and describe how you will manage the budget:

No more than 1500 characters.

AF's creative team will be responsible for individual parts of the budget, with AF's Producer, Bex Phillips, overseeing all financial activity. Bex is a Producer with a background in theatre management managing both a range of private and public funding streams; as the Assistant Theatre Manager for Old Joint Stock Theatre she managed budgets for in-house productions, including tours

and transfers to London, Edinburgh, Brighton Fringe and more. She also oversaw the budget for the two opening seasons at the venue's sister theatre in Croydon. More recently, she has managed budgets for various festivals and oversaw the budget for AF's additional activity last year.

All expenditure will be monitored thoroughly; a cash flow forecast is being composed as our first funding applications have been confirmed as successful and the creative team will meet weekly to discuss any expenditure. This year, our Producer will be mentored by Claire Huby who has extensive experience of financial management within the arts and will advise on digital accounting apps. As we are expecting AF17 to be busier - we will employ a Box Office Manager who will be responsible for managing income on the day of the event.

AF is also not relying on ticket income to fund parts of the activity, and we have ensured to factor in a contingency at 3% of the total budget for each the festival activity and Our Street, Our Stage. We will ensure that all other funding is secured and accounted for before activity commences.

Please describe how any fees, rates and purchases have been calculated:

No more than 1500 characters.

The fees for staff and the creative team are set at £88 a day, in line with the Equity minimum day rate. For the core creative team, their length of engagement is set over 22 weeks; we are expecting AF17 to be a bigger event than AF16 and so the length of engagement reflects this, however the days per week is flexible and will be confirmed individually with the Producer to ensure the teams time is planned efficiently.

This year, we have increased the budgets for additional activity to increase visibility on the street and engagement, and introduced the collaborator roles which has resulted in an increase of paid work for artists. Both reflect the festivals aims of increasing our engagement with the community and furthering our offer for local companies to have opportunities to develop and create highly artistic and professional work.

We have also increased the overall marketing budget to cater for the addition of the in-house large scale evening event. Costs relating to Our Street, Our Stage such as street closure and stewarding have been thoroughly researched; we have discussed the planning and costing of the event with representatives from Hull City of Culture, Hull City Council, Freedom Festival and Prestige Event Management to ensure we have accurate figures. Artist's fees have been negotiated with artists themselves.

This is AF's fourth festival and we are confident operational costs such as event licensing, box office systems and insurance are correct.

Support in kind

Please use this box to explain your support in kind in more detail, if necessary:

No more than 1500 characters.

This year we are developing our relationship with University of Hull to offer 9

Theatre Masters students the opportunity to volunteer on the festival. This will feed into their semester two projects and will provide them with hands-on experience in festival management and co-ordination. In return, staff from the University have offered time and support to AF's creative team, including rehearsal space as agreed.

We feel as strong as ever that in-kind support remains a key part of the commissioned companies experience within AF, and so we are continuing to ask companies to state what support they can offer other companies, for example access to rehearsal space or specific technical equipment. After receiving positive evaluations from the AF16 commissioned companies, we are continuing to make it part of the agreement that companies are expected to raise 25% in match funding.

We will be working closely with traders along Newland Avenue who are not only providing space for rehearsals, meetings and fundraising events, but who this year will offer both marketing support and their time. We have a consortium of 9 traders who will meet the creative team regularly to discuss and input on AF17 developments, with one trader becoming part of the panel for the application and company interview process.

Hull Truck will continue being a valued supporter of AF and will offer us rehearsal space, one-to-one mentoring for the creative team and advice on company applications. They are also able to offer marketing support as the AF17 falls the same time as Grow Festival which also supports local artists.

Partners

In this section of the application form we want you to tell us how you will manage your activity. We will ask you to tell us about any other partners involved in the activity, where it will be taking place and how you will manage and evaluate the activity. We will ask you to complete a timeline of the key stages of your activity.

Please read the Management section of the How to apply guidance for information on how to complete this section.

Activity partners

Here we ask you to tell us about any other partners involved in the activity, their role in the project and the status of their involvement.

If your activity involves working with other organisations or partners to support its management and/or delivery, please list them using the tool below.

The table at the bottom of the page will populate with the information you enter about the partners involved in your activity.

Please provide a brief summary of your and your partners' recent experience in managing similar types of activity:

No more than 1500 characters.

All of our confirmed partners have extensive experience in managing large arts events, with most specialising in supporting artists and engaging with the community through art.

The knowledge and experience Hull City of Culture 2017 and Hull City Council provide will be invaluable to the success of the festival and in supporting the creative team. Amy Skinner has several years' experience directing, teach and working on community arts projects with marginalised groups, and Newland Traders Association is imperative in gaining the support of the traders along the avenue.

Hull Truck have been a partner since the first festival and have supported the development and growth of the organisation; from their associate artist scheme, they are able to offer experience in supporting artists within the city.

Within the creative Team, Bex Phillips has produced several festivals including managing TakeOver Festival across York's National Railway Museum, and multiple arts events across the UK, such as a large-scale promenade production of the passion play in Birmingham city centre. Rich Sutherland has extensive experience in marketing for a range of clients across Hull and Madeleine O'Reilly has been organising Assemble Fest for the last three years,

additionally she has project managed as part of Freedom Festival and is programming for WOW Hull as part of Hull 2017 UK City of Culture.

To add a partner
To add a partner and start to create the table, click the 'Add new item' icon on the left of the screen. To add more than one partner, use the 'Save and Add another' button.

Partner name	Main contact	Email address	Role in activity	Confirmed or expected
Henrietta Duckworth	Hull City Of Culture 2017	henri.duckworth@hull2017.co.uk	Festival and funding develo...	Confirmed
Rowan Rutter	Hull Truck Theatre	rowan.rutter@hulltruck.co.uk	In-kind support and assista...	Confirmed
Amy Skinner	University of Hull	a.e.skinner@hull.ac.uk	In-kind support and support...	Confirmed
Ann Percy	Newland Traders Association	newlandtraders@hotmail.com	Support in working with tra...	Confirmed
Helen Thackwray	Hull City Council	helen.thackwray@hullcc.gov.uk	Support in street closure	Confirmed
Justine Peacock	Prestige Event Management	justine@prestigesupport.co.uk	Support in management of st...	Confirmed
Alan Dix	509 Arts	alan.dix@509arts.co.uk	Business support and advice...	Confirmed
Jessica Leathley	Untold Hull & Hull Libraries	Jessica.Leathley@hcahdl.co.uk	Support and advice on resea...	Expected
Gareth Hughes	Walk The Plank and Many Man...	gareth@manymanymonkeys.co.uk	Advice on street closure	Confirmed
Norman Elwick	Newland Residents Association	newlandnews@hotmail.co.uk	Residents consultancy	Confirmed
Councillor Mike Ross	Hull City Council	Councillor.Ross@hullcc.gov.uk	Advisor council ward supporter	Confirmed

Partners details

Partner name: Henrietta Duckworth
Main contact (if organisation): Hull City Of Culture 2017
Email address: henri.duckworth@hull2017.co.uk
Role in activity: Festival and funding development
Confirmed or expected: Confirmed

Partners details

Partner name: Rowan Rutter
Main contact (if organisation): Hull Truck Theatre
Email address: rowan.rutter@hulltruck.co.uk
Role in activity: In-kind support and assistance with application.
Confirmed or expected: Confirmed

Partners details

Partner name: Amy Skinner
Main contact (if organisation): University of Hull
Email address: a.e.skinner@hull.ac.uk
Role in activity: In-kind support and support of student volunteer programme
Confirmed or expected: Confirmed

Partners details

Partner name: Ann Percy
Main contact (if organisation): Newland Traders Association
Email address: newlandtraders@hotmail.com
Role in activity: Support in working with traders and venue

provision
Confirmed or expected: Confirmed

Partners details

Partner name: Helen Thackwray
Main contact (if organisation): Hull City Council
Email address: helen.thackwray@hullcc.gov.uk
Role in activity: Support in street closure
Confirmed or expected: Confirmed

Partners details

Partner name: Justine Peacock
Main contact (if organisation): Prestige Event Management
Email address: justine@presitgesupport.co.uk
Role in activity: Support in management of street closure, traffic management and stewarding
Confirmed or expected: Confirmed

Partners details

Partner name: Alan Dix
Main contact (if organisation): 509 Arts
Email address: alan.dix@509arts.co.uk
Role in activity: Business support and advice for Festival Director and Producer
Confirmed or expected: Confirmed

Partners details

Partner name: Jessica Leathley
Main contact (if organisation): Untold Hull & Hull Libraries
Email address: Jessica.Leathley@hcandl.co.uk
Role in activity: Support and advice on researching and documenting Our Street, Our Stage
Confirmed or expected: Expected

Partners details

Partner name: Gareth Hughes
Main contact (if organisation): Walk The Plank and Many Many Monkeys
Email address: gareth@manymanymonkeys.co.uk
Role in activity: Advice on street closure
Confirmed or expected: Confirmed

Partners details

Partner name: Norman Elwick
Main contact (if organisation): Newland Residents Association
Email address: newlandnews@hotmail.co.uk
Role in activity: Residents consultancy
Confirmed or expected: Confirmed

Partners details

Partner name: Councillor Mike Ross
Main contact (if organisation): Hull City Council
Email address: Councillor.Ross@hullcc.gov.uk
Role in activity: Advisor council ward supporter
Confirmed or expected: Confirmed

Location

We report to local and national government on where funded activity takes place. To help us to do this we ask you to give us information on where your activity will take place.

Please tell us what category your activity falls into, then click 'Save and Next' to tell us where it happens.

Touring activity is that which mainly involves presenting the same artistic programme in a number of different locations.

Non-touring activity is activity that is happening in just one place, in a series of different places (but is not touring) or activity that is not taking place in any specific place, such as online work or a publishing project.

Both touring and non-touring activity is that which involves showing the same work in a number of locations and some non-touring work (eg a tour and some organisational development work).

Type of activity: Non-touring

Is the non-touring activity taking place in one or more specific locations or venues? Yes

Non-touring

Location details

Using the tool below, please enter the location(s) where your non-touring activity is happening. To add a location, click the 'Add new item' icon on the left of the screen. To add more than one location, use the 'Save and Add another' button.

Name of the venue	Local authority
Newland Avenue	Kingston upon Hull, City of

Non-touring venue details

Name of the venue or place (e.g. Oneplace Arts Centre): Newland Avenue

Enter postcode: HU5 3AE

No postcode available:

Local authority: Kingston upon Hull, City of

Have you received any advice from this local authority? Yes

Local authority staff: Helen Thackwray

Activity plan

To give us a clear understanding of how your project will be managed, we would like to know about your planning and preparation to date and to see an outline project plan for your proposed activity. Please read the Management section of the How to apply guidance for information on how to complete this section.

Planning to date

Please briefly identify the main stages of any planning and preparation activity completed to date. Please note this work should not be included in your budget, as we cannot fund any part of an activity that has already taken place.
No more than 1500 characters.

The festival's Producer and Director have spoken to the artists listed regarding Our Street, Our Stage and have confirmed their involvement, subject to funding. They have met with the council, Prestige Support and Gareth Hughes of Walk the Plank for technical and logistical advice for the street closure, have finalised in-kind support with Hull Truck Theatre and University of Hull, and have had further meetings with Hull City Arts, previous AF participants/commissioned companies, Newland Avenue Residents Association and Heritage Lottery Fund.

They have met with Newland Traders Association and several traders, confirming many venues interest in being involved in AF17. Ongoing regular meetings are being set up between the creative team and Hull City of Culture's Creative Community Programme, for which we are also attending workshops regarding event delivery and co-ordination, volunteer and staff management, marketing plans and securing other funding.

Activity Timeline

Please use the tool below to list the main stages and tasks of the activity from the start date onwards, and to show who will lead on each element of the activity. Please add each activity stage in order. You must enter at least one stage.

To add an activity stage and start to create the table, click the 'Add new item' icon on the left of the screen. To add more than one stage, use the 'Save and Add another' button.

The table at the bottom of the page will populate with the information you enter about the stages of your activity.

Start date	End date	Activity or task details	Task lead
16/01/2017	25/01/2017	Venues approached and secured potential venues	Madeleine O'Reilly and Bex ...
16/01/2017	25/01/2017	Our Street Our Stage artists, Jon Beney, Daniel Bye, Boff Whalley, Broccolily contracted	Bex Phillips
16/01/2017	25/01/2017	Organise launch event & interested companies invited to launch event	Madeleine O'Reilly

19/01/2017	24/01/2017	Contract core participants: director, producer, marketing manager, production manager, curator etc	Bex Phillips
19/01/2017	25/01/2017	Application forms drawn up	Bex Phillips
23/01/2017	25/01/2017	Panel members selected and confirmed.	Madeleine O'Reilly
25/01/2017	25/01/2017	Launch Event beginning of application period.	All
26/01/2017	01/02/2017	Community Collaborators confirmed – School, Freedom Chorus, Hull Pals, Student Union	Madeleine O'Reilly and Bex ...
28/01/2017	28/01/2017	Budget and Spaces visit workshop Meeting with companies and businesses Bex Philips	Bex Philips and Beth Robertson
08/02/2017	20/02/2017	Selection period. Meet with panel, commissions selected and confirmed, companies paired with venues.	Madeleine O'Reilly and Bex ...
15/02/2017	20/02/2017	Performance Venues confirmed and Contracted.	Bex Phillips
20/02/2017	20/02/2017	Official announcement of commissioned companies	Richard Sutherland
20/02/2017	18/03/2017	Additional commissions – curated activities outlined.	Beth Robertson
20/02/2017	25/03/2017	Performance Schedule and additional programme confirmed.	Madeleine O'Reilly and Bex ...
20/02/2017	20/03/2017	Collaborators approached and confirmed for companies and rehearsals arranged	Madeleine O'Reilly
27/02/2017	20/03/2017	Event licenses written and applied for	Jose Tevar
20/02/2017	27/03/2017	Community Groups contacted	Beth Robertson
27/02/2017	31/03/2017	Workshops and research in Schools with Broccolily	Madeleine O'Reilly
09/03/2017	10/03/2017	ESAG Team at Council Meeting Street Closure and Health and Safety	Jose Tevar
03/03/2017	10/04/2017	Public Liability, Emergency Services, Traffic Management, venue managers all arranged and contracted	Jose Tevar
03/04/2017	03/04/2017	COMPANY DEADLINE, copy, image and dress rehearsal schedule	Richard Sutherland
03/04/2017	05/05/2017	Data Collection Strategy	Bex Phillips
25/03/2017	01/04/2017	Dan Bye and Boff R and D week with residents	Madeleine O'Reilly
15/04/2017	15/04/2017	Second Commissioned company workshop with Alan Dix	All
15/04/2017	02/05/2017	Additional Programme Schedule and Booked.	Beth Robertson
17/04/2017	08/05/2017	Press and industry journals contacted	Richard Sutherland
17/04/2017	08/05/2017	Invites sent out, councillors, industry	Madeleine O'Reilly
17/04/2017	17/04/2017	Evaluation prepped to ACE and 2017	Bex Phillips
17/04/2017	03/06/2017	Rehearsals start with Broccolily and School.	Madeleine O'Reilly
24/04/2017	03/06/2017	Rehearsals start with Jon Beney and dancers	Madeleine O'Reilly
29/04/2017	03/06/2017	Rehearsals start with Boff Whalley and Freedom Chorus	Madeleine O'Reilly
02/05/2017	02/05/2017	Box Office Set Up	Bex Phillips
24/04/2017	02/05/2017	Final proofing of Festival Programme	Richard Sutherland
05/05/2017	05/05/2017	Tickets on general sale	Bex Phillips

05/05/2017	03/06/2017	Programme launched and distribution of print material	Richard Sutherland
08/05/2017	19/05/2017	Festival Risk Assessment completed, technical and dress rehearsals scheduled.	Jose Tevar
10/05/2017	03/06/2017	Radio Interviews	Richard Sutherland
20/05/2017	20/05/2017	Third Commissioned Company workshop – Mikey Martins/Clare Symmonds	All
20/05/2017	03/06/2017	Venue Manager and Volunteer first aid and event training.	All
27/05/2017	03/06/2017	Production Week, companies dress rehearsals.	All
27/05/2017	03/06/2017	Production Week Our Street Our Stage	All
03/06/2017	03/06/2017	ASSEMBLE FEST 2017	All
03/06/2017	03/06/2017	Our Street Our Stage	All
05/06/2017	19/06/2017	Feedback from businesses	Bex Phillips
05/06/2017	19/06/2017	Feedback from collaborators and industry	Madeleine O'Reilly
05/06/2017	19/06/2017	Feedback from companies	Madeleine O'Reilly
05/06/2017	19/06/2017	Recover of feedback, images and reviews.	Richard Sutherland
19/06/2017	30/06/2017	Evaluation Completed	Bex Phillips
18/03/2017	18/03/2017	First Commissioned Company Workshop	All

Activity plan details

Start date: 16/01/2017
End date: 25/01/2017
Activity or task details: Venues approached and secured potential venues
Task lead: Madeleine O'Reilly and Bex Philips

Activity plan details

Start date: 16/01/2017
End date: 25/01/2017
Activity or task details: Our Street Our Stage artists, Jon Beney, Daniel Bye, Boff Whalley, Broccolily contracted
Task lead: Bex Phillips

Activity plan details

Start date: 16/01/2017
End date: 25/01/2017
Activity or task details: Organise launch event & interested companies invited to launch event
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 19/01/2017
End date: 24/01/2017
Activity or task details: Contract core participants: director, producer, marketing manager, production manager, curator etc
Task lead: Bex Phillips

Activity plan details

Start date: 19/01/2017
End date: 25/01/2017
Activity or task details: Application forms drawn up
Task lead: Bex Phillips

Activity plan details

Start date: 23/01/2017
End date: 25/01/2017
Activity or task details: Panel members selected and confirmed.
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 25/01/2017
End date: 25/01/2017
Activity or task details: Launch Event beginning of application period.
Task lead: All

Activity plan details

Start date: 26/01/2017
End date: 01/02/2017
Activity or task details: Community Collaborators confirmed – School, Freedom Chorus, Hull Pals, Student Union
Task lead: Madeleine O'Reilly and Bex Philips

Activity plan details

Start date: 28/01/2017

End date: 28/01/2017

Activity or task details: Budget and Spaces visit workshop Meeting with companies and businesses Bex Philips

Task lead: Bex Philips and Beth Robertson

Activity plan details

Start date: 08/02/2017

End date: 20/02/2017

Activity or task details: Selection period. Meet with panel, commissions selected and confirmed, companies paired with venues.

Task lead: Madeleine O'Reilly and Bex Philips

Activity plan details

Start date: 15/02/2017

End date: 20/02/2017

Activity or task details: Performance Venues confirmed and Contracted.

Task lead: Bex Phillips

Activity plan details

Start date: 20/02/2017

End date: 20/02/2017

Activity or task details: Official announcement of commissioned companies

Task lead: Richard Sutherland

Activity plan details

Start date: 20/02/2017

End date: 18/03/2017

Activity or task details: Additional commissions – curated activities outlined.

Task lead: Beth Robertson

Activity plan details

Start date: 20/02/2017

End date: 25/03/2017

Activity or task details: Performance Schedule and additional programme confirmed.

Task lead: Madeleine O'Reilly and Bex Philips

Activity plan details

Start date: 20/02/2017

End date: 20/03/2017

Activity or task details: Collaborators approached and confirmed for companies and rehearsals arranged

Task lead: Madeleine O'Reilly

Activity plan details

Start date: 27/02/2017

End date: 20/03/2017

Activity or task details: Event licenses written and applied for

Task lead: Jose Tevar

Activity plan details

Start date: 20/02/2017

End date: 27/03/2017

Activity or task details: Community Groups contacted

Task lead: Beth Robertson

Activity plan details

Start date: 27/02/2017

End date: 31/03/2017

Activity or task details: Workshops and research in Schools with Broccolily

Task lead: Madeleine O'Reilly

Activity plan details

Start date: 09/03/2017

End date: 10/03/2017

Activity or task details: ESAG Team at Council Meeting Street Closure and Health and Safety

Task lead: Jose Tevar

Activity plan details

Start date: 03/03/2017

End date: 10/04/2017

Activity or task details: Public Liability, Emergency Services, Traffic Management, venue managers all arranged and contracted

Task lead: Jose Tevar

Activity plan details

Start date: 03/04/2017
End date: 03/04/2017
Activity or task details: COMPANY DEADLINE, copy, image and dress rehearsal schedule
Task lead: Richard Sutherland

Activity plan details

Start date: 03/04/2017
End date: 05/05/2017
Activity or task details: Data Collection Strategy
Task lead: Bex Phillips

Activity plan details

Start date: 25/03/2017
End date: 01/04/2017
Activity or task details: Dan Bye and Boff R and D week with residents
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 15/04/2017
End date: 15/04/2017
Activity or task details: Second Commissioned company workshop with Alan Dix
Task lead: All

Activity plan details

Start date: 15/04/2017
End date: 02/05/2017
Activity or task details: Additional Programme Schedule and Booked.
Task lead: Beth Robertson

Activity plan details

Start date: 17/04/2017
End date: 08/05/2017
Activity or task details: Press and industry journals contacted
Task lead: Richard Sutherland

Activity plan details

Start date: 17/04/2017
End date: 08/05/2017
Activity or task details: Invites sent out, councillors, industry
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 17/04/2017
End date: 17/04/2017
Activity or task details: Evaluation prepped to ACE and 2017
Task lead: Bex Phillips

Activity plan details

Start date: 17/04/2017

End date: 03/06/2017
Activity or task details: Rehearsals start with Broccolily and School.
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 24/04/2017
End date: 03/06/2017
Activity or task details: Rehearsals start with Jon Beney and dancers
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 29/04/2017
End date: 03/06/2017
Activity or task details: Rehearsals start with Boff Whalley and Freedom Chorus
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 02/05/2017
End date: 02/05/2017
Activity or task details: Box Office Set Up
Task lead: Bex Phillips

Activity plan details

Start date: 24/04/2017
End date: 02/05/2017
Activity or task details: Final proofing of Festival Programme

Task lead: Richard Sutherland

Activity plan details

Start date: 05/05/2017

End date: 05/05/2017

Activity or task details: Tickets on general sale

Task lead: Bex Phillips

Activity plan details

Start date: 05/05/2017

End date: 03/06/2017

Activity or task details: Programme launched and distribution of print material

Task lead: Richard Sutherland

Activity plan details

Start date: 08/05/2017

End date: 19/05/2017

Activity or task details: Festival Risk Assessment completed, technical and dress rehearsals scheduled.

Task lead: Jose Tevar

Activity plan details

Start date: 10/05/2017

End date: 03/06/2017

Activity or task details: Radio Interviews

Task lead: Richard Sutherland

Activity plan details

Start date: 20/05/2017
End date: 20/05/2017
Activity or task details: Third Commissioned Company workshop –
Mikey Martins/Clare Symmonds
Task lead: All

Activity plan details

Start date: 20/05/2017
End date: 03/06/2017
Activity or task details: Venue Manager and Volunteer first aid and event
training.
Task lead: All

Activity plan details

Start date: 27/05/2017
End date: 03/06/2017
Activity or task details: Production Week, companies dress rehearsals.
Task lead: All

Activity plan details

Start date: 27/05/2017
End date: 03/06/2017
Activity or task details: Production Week Our Street Our Stage
Task lead: All

Activity plan details

Start date: 03/06/2017
End date: 03/06/2017
Activity or task details: ASSEMBLE FEST 2017
Task lead: All

Activity plan details

Start date: 03/06/2017
End date: 03/06/2017
Activity or task details: Our Street Our Stage
Task lead: All

Activity plan details

Start date: 05/06/2017
End date: 19/06/2017
Activity or task details: Feedback from businesses
Task lead: Bex Phillips

Activity plan details

Start date: 05/06/2017
End date: 19/06/2017
Activity or task details: Feedback from collaborators and industry
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 05/06/2017
End date: 19/06/2017
Activity or task details: Feedback from companies
Task lead: Madeleine O'Reilly

Activity plan details

Start date: 05/06/2017
End date: 19/06/2017
Activity or task details: Recover of feedback, images and reviews.
Task lead: Richard Sutherland

Activity plan details

Start date: 19/06/2017
End date: 30/06/2017
Activity or task details: Evaluation Completed
Task lead: Bex Phillips

Activity plan details

Start date: 18/03/2017
End date: 18/03/2017
Activity or task details: First Commissioned Company Workshop
Task lead: All

Risk

For applications of over £50,000 we ask you to identify the main risks that could affect the successful delivery of your activity.

After identifying each risk, you should give each risk a rating of major, moderate or minor. This rating should relate to the impact of each risk on the activity if it were to occur.

Using the tool below, please list the main risks to the activity and identify the actions you will take to mitigate these risks (what you will do if these issues occur). You must enter at least one risk.

To add a risk and start to create the table, click the 'Add new item' icon on the left of the screen. To add the next risk, use the 'Save and Add another' button.

Risk factor	Impact rating	Action to mitigate
Unsuccessful funding applic...	Major	Restructure Our Street, Our Stage in accordance to contingency plan
Unsuccessful street closure...	Major	Restructure Our Street, Our Stage in accordance to contingency plan
Residents not being on board...	Moderate	Residents consultancy open meeting in January, constant communication between festival and reside...
Not getting first choice artists...	Minor	Ask companies for several artists they would like to work with, contact artists good amount of ti...
Not receiving support from ...	Moderate	Communicate with traders so we can ensure the event does not have a negative impact on business, c...
Not having correct legal st...	Major	Work closely with Claire Huby who will advise
Crowd management	Minor	Work closely with Prestige Support to ensure a strong stewarding plan is implemented. If high leve...
Payment schedule	Minor	Ensuring we have correct dates of funding coming in whilst creating a cash flow plan - this will ...

Risk details

Risk factor: Unsuccessful funding applications
Impact rating: Major
Action to mitigate: Restructure Our Street, Our Stage in accordance to contingency plan

Risk details

Risk factor: Unsuccessful street closure application
Impact rating: Major
Action to mitigate: Restructure Our Street, Our Stage in accordance to contingency plan

Risk details

Risk factor: Residents not being on board with the road closure
Impact rating: Moderate
Action to mitigate: Residents consultancy open meeting in January, constant communication between festival and residents, marketing and PR to raise awareness

Risk details

Risk factor: Not getting first choice artists for collaborations
Impact rating: Minor
Action to mitigate: Ask companies for several artists they would like to work with, contact artists good amount of time in advance

Risk details

Risk factor: Not receiving support from traders
Impact rating: Moderate
Action to mitigate: Communicate with traders so we can ensure the event does not have a negative impact on business, consider restructuring certain parts if needed.

Risk details

Risk factor: Not having correct legal structures and insurance in place
Impact rating: Major
Action to mitigate: Work closely with Claire Huby who will advise

Risk details

Risk factor: Crowd management
Impact rating: Minor
Action to mitigate: Work closely with Prestige Support to ensure a strong stewarding plan is implemented. If high level of interest in Our Street, Our Stage, consider making it a (free) ticketed event

Risk details

Risk factor: Payment schedule
Impact rating: Minor
Action to mitigate: Ensuring we have correct dates of funding coming in whilst creating a cash flow plan - this will help us accurately plan when we can pay artists and staff

Evaluation

Please briefly tell us how you plan to monitor the progress of your activity and to evaluate your achievements throughout the activity. If we give you a grant, we will ask you to evaluate your work and fill in an activity report form at the end of your activity. Please read the Management section of the How to apply guidance for information on how to complete this section.

Please briefly describe your plans to evaluate this activity:

No more than 1500 characters.

Pre event

We will host monthly meetings with the core team to discuss progress and updates, and regular meetings will be held with mentors to ensure thoroughness in planning stages. A detailed record of press activity will be kept and when setting up the online box office we will capture data from ticket holders.

On the day

Photographers and filmmakers will be employed on day to record as much activity as possible. Feedback questionnaires will be available at all venues and box office, and Venue managers will be required to record number of participants taking part in additional activities by using clickers

Post event

An analysis of our total online media reach will be organised, and feedback from our social media channels will be compiled. An online survey will be distributed immediately after the event sent to mailing list and ticket holders. Feedback will be gathered from our Festival Friends group, traders and participating venues across Newland and commissioned companies will complete an evaluation with questions set by AF creative team. Evaluation meetings will be held with all our major partners post-event whilst AF's creative team will meet to discuss all evaluation material in order to produce a final evaluation document.

Financial attachments

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

Document Type	Required?	Description	Date attached	Attachment type
Click to add attachment...	No			
Click to add attachment...	No			
Click to add attachment...	No			
Click to add attachment...	No			

Attachment details

Description:
Financial attachment type:

Attachment details

Description:
Financial attachment type:

Attachment details

Description:
Financial attachment type:

Attachment details

Description:
Financial attachment type:

Other attachments

The application form is designed to give us the information we need to come to a decision on your application. However, you can upload supporting documents or web links in addition to any mandatory attachments we have asked for.

For applications that are for £15,000 or below only one attachment or web link is permitted.

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

Web link:

Web link:

Web link:

Other Attachment Type:

Document Type	Required?	Document description	Date attached	Attachment type
Click to add attachment...	No	Constitution	15/08/2016	Governance document
Click to add attachment...	No	Letter of Support from Mike Ross	12/10/2016	Other
Click to add attachment...	No			
Click to add attachment...	No			
Click to add attachment...	No			

Attachment details

Document description: Constitution
Other attachment type: Governance document

Attachment details

Document description: Letter of Support from Mike Ross
Other attachment type: Other

Attachment details

Document description:
Other attachment type:

Attachment details

Document description:
Other attachment type:

Attachment details

Document description:
Other attachment type:

Monitoring information

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application. If you do not know some of the information or you would prefer not to provide it, you can fill in the 'Not known/Prefer not to answer' box. Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

How many members are there in senior management and on your management committee, board, governing body or council? 3

Ethnicity:

White:	Number of ethnicity
British	3
Irish	
Gypsy or Irish traveller	
Any other white background	

Mixed:	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed/Multiple ethnic background	

Asian/Asian British:	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	

Black/Black British:	
African	
Caribbean	
Any other Black/African/Caribbean background	

Other:	
Arab	
Prefer not to say	

Age:

Age	Number of age
16-19	
20-24	1
25-59	2
60-65	
65 and over	
Prefer not to say	

Disability status:

Disability type	Number with disability
Visual impairment/Blind	
Hearing impairment/Deaf	
Physical impairment	
Mental health	
Invisible disabilities	
Cognitive or learning disabilities	
Not disabled	
Prefer not to say	3

Gender identity:

Gender	Number of gender
Male (including female-to-male trans men)	
Female (including male-to-female trans women)	3
Non-binary (for example, androgyne people)	
Prefer not to say	

Gender assumed to be at birth:

	Number of gender
Male	
Female	3
Prefer not to say	

Sexual Orientation:

Sexual Orientation	Number with Sexual Orientation
Prefer not to say	
Heterosexual	3
Lesbian, Gay and Bisexual	
Other	

Taking into account the person (or people) who take the key strategic decisions relating to your organisation, do you consider your organisation to be:

BME led: No
Disability led: No
Female led: Yes
LGBT led: No

To update any of this information please return to your applicant profile.

Declaration

Data Protection and Freedom of Information

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on Grants for the arts and how we will use your application form and other documents you give us. We are happy to provide you with copies of the information we hold about you, including our assessment of your application.

We comply with all aspects of the Data Protection Act 1998 – to find out more about how we use your information please read our data protection policy which is available from our website.

As a public organisation we also have to follow the Freedom of Information Act 2000. We also have an information sheet about freedom of information. You must read the 'How we treat your application under the Freedom of Information Act' section of 'How to apply' before you sign your application. This information is also available from our website.

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

1. We will use this application form and the other information you give us, including any personal information, for the following purposes.
 - a) To decide whether to give you a grant.
 - b) To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
 - c) To hold in our database and use for statistical purposes.
 - d) 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, in our print and online publications, and in the publications or websites of the Department for Culture, Media and Sport (DCMS) and any partner organisations who have funded the activity with us.
 - e) If we offer you a grant, you will support our work to campaign for the arts, contributing (when asked) to important publicity activities during the period we provide funding for. You will also give us, when asked, case studies, images and audio-visual materials that we can use to celebrate artistic excellence.

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

Name: Rebecca Phillips

2. You have read and understood the section 'How we treat your application under the Freedom of Information Act'. You accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000. You accept that the information sheet does not cover all cases, as we have to consider each request for information based on the situation when we get the request.

Tick this box if you consider your application or any supporting documentation to be confidential information and would expect us to treat as such on receipt of a request for information under the Freedom of Information

Act.

Please be aware that if we do receive a request for information we will contact you in the first instance to obtain your views on disclosing the information relating to your application and whilst we will take on board your response above, we cannot guarantee that information will not be provided in response to a request as we are required to approach each case individually and ultimately meet our legal obligations.

3. Tick this box to confirm you meet our bank account requirements as set out in our Bank Details guidance.

4. Tick this box if you or any individual involved in the delivery of this activity- has worked for Arts Council England in the last three years- is an Arts Council (area or National) council member- is related to a current member of staff or council member

Submission summary

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

By clicking submit, you are submitting your completed application form for our consideration.

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

By clicking submit, you are submitting your completed application form for our consideration.

Page	Last Updated
Introduction	No Input Required
Applicant details	09/10/2016
Address information	09/10/2016
Contact information	09/10/2016
Financial background	12/10/2016
Advice received	11/10/2016
Basic details	12/10/2016
Artistic quality	13/10/2016
Who is involved	12/10/2016
Beneficiaries	Please Complete
Audience	No Input Required
Participants	No Input Required
Public engagement	Please Complete
Finance	No Input Required
Income	13/10/2016
Expenditure	Please Complete
Finance questions	12/10/2016
Partners	12/10/2016
Location	10/10/2016
Non-touring	10/10/2016
Activity plan	Please Complete
Risk	13/10/2016
Evaluation	13/10/2016
Financial attachments	Please Complete
Other attachments	12/10/2016

Application submission	Page 81	13/10/2016
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Monitoring information

09/10/2016

Declaration

Please Complete

Notes:

The table must be completed as per instructions. [Click here to return to Beneficiaries form.](#)

The total income amount must match the total expenditure amount. [Click here to return to Expenditure form.](#)

Start date cannot be earlier than the Activity start date. End date cannot be later than the Activity end date. Start date cannot be after the End date. [Click here to return to the corresponding form.](#)

Start date cannot be earlier than the Activity start date. End date cannot be later than the Activity end date. Start date cannot be after the End date. [Click here to return to the corresponding form.](#)

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Start date cannot be earlier than the Activity start date. End date cannot be later than the Activity end date. Start date cannot be after the End date. [Click here to return to the corresponding form.](#)

Activity plan list contains 5 incomplete items.

Please attach the Detailed budget breakdown document. [Click here to return to Financial attachments form.](#)

Please attach the required Cashflow projection document. [Click here to return to Financial attachments form.](#)