

## Applying for Financial Support Application Form

Please read the [Guidelines for Financial Support](#) in full before completing this application form.

Applications for funding are welcomed throughout the year in March, May, September and November.

The final cut-off for electronic submissions is 12 noon on the day of the deadline and applications not received in time will be deferred to the next meeting. Meeting dates and deadlines may be subject to revision and any changes will be announced at [www.culturevannin.im/grantsawards/grants](http://www.culturevannin.im/grantsawards/grants)

Applications may be written in English or Manx and a Manx version of the form is available upon request.

If you have downloaded this form directly from our website or received it by email you can type directly into it and save your answers. The boxes will expand as you type.

You must not change any questions or alter any part of this form. If you do, we will not accept your application.

We prefer to receive completed forms by email to [funding@culturevannin.im](mailto:funding@culturevannin.im) However, if you need to handwrite your form, please ensure you write clearly and use black ink only.

If you require the form in a different format, or you have any general questions regarding this form then please contact [funding@culturevannin.im](mailto:funding@culturevannin.im)

## Applying for Financial Support Application Form

### 1. About your Project

Your name

Your organisation (if applicable)

Project name (max. 10 words)

Are you applying for a Grant or Underwriting?

### How does your project meet with the remit of the Manx Heritage Foundation Act 1982?

Details can be found at [www.culturevannin.im/grantsawards/grants](http://www.culturevannin.im/grantsawards/grants)

The project must be **of the Island or associated with the Island and its people** and meet at least one of the areas listed below. You can tick more than one box if you think your project meets multiple criteria.

Crafts	<input type="checkbox"/>	Literature	<input type="checkbox"/>	Industrial development	<input type="checkbox"/>
Language	<input type="checkbox"/>	Music	<input type="checkbox"/>	Law	<input type="checkbox"/>
History	<input type="checkbox"/>	Folklore	<input type="checkbox"/>	Ecology	<input type="checkbox"/>
Natural history	<input type="checkbox"/>	Folk dance	<input type="checkbox"/>	Art	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	Archaeology	<input type="checkbox"/>		

**Tell us about your project.** Summarise what you plan to do, how you will deliver it and who your intended audience is. Will your project result in a hard outcome (e.g. artwork, book, event, workshop or digitisation of a piece of work) or in a soft outcome (e.g. skills development). Are you addressing an area which is otherwise under-explored or are you reimagining a body of existing work? You can use as much space here as you need.

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**How will the financial support be used?** Is the funding you require for the whole project or for an element of it? For example, if you are holding an event, are you applying for all costs or partial costs (e.g. venue hire?) 100 word limit.

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**What is the anticipated benefit to the Isle of Man?** Is your project aimed at people who live here, the Manx diaspora or the visitor economy? Consider issues such as how many people the project will reach and why it is needed. 100 word limit.

**Who will deliver your project and what is their relevant experience?** Have you / they had experience in delivering this type of project before? If this is a new field, are you / they able to demonstrate transferable skills? Provide weblinks to examples of relevant work. 100 word limit.

**What kind of barriers to engagement may your audience face and how will you overcome these?** This might include financial obstacles like transport costs or lack of time to volunteer, and physical challenges such as limited accessibility for wheelchair users or lack of hearing loops. Caregiving responsibilities, language barriers, and the perception that Manx culture "isn't for people like me" also discourage participation. Technology gaps, such as limited internet access or unfamiliarity with digital tools, can be a further barrier. Use this space to demonstrate that you are approaching your project inclusively and in an accessible way. 100 word limit.

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### 1. About your Project

**How environmentally sustainable is your project?** Demonstrate that you have considered the environmental impact your project may have and how you plan to reduce or offset this. This may be minimising negative impacts on ecosystems, sourcing local suppliers / providers, recycling products or preserving biodiversity. 100 word limit.

### 2. Project Costs

What is the total cost of your project? Include a full breakdown of total costs as supporting material £

**In the table below give a full breakdown of the costs you are seeking from Culture Vannin.** You can add more rows as required:

Item	Details	Cost
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Total amount applied for from Culture Vannin		£ <input type="text"/>

**Have you applied to any other organisations to fund these elements of your project?** If so, name the source, amount, if your application is being processed or if it has been declined.

Source  Amount £  Status

**If the total cost of your project is higher than the amount you are applying to Culture Vannin for, how would the balance be found?**

Self funded? Yes ☐ No ☐ **If NO, do you plan to apply to any other organisations?** Provide details below:

**How would any financial proceeds from this project be used?** For example, reinvested into a future project / be returned to Culture Vannin / be donated to another charity etc.

**Have you applied to Culture Vannin for funding before?** If yes, please provide details below.

Yes ☐ NO ☐

Amount	<input type="text"/>	Project	<input type="text"/>	Year awarded/declined	<input type="text"/>
Amount	<input type="text"/>	Project	<input type="text"/>	Year awarded/declined	<input type="text"/>
Amount	<input type="text"/>	Project	<input type="text"/>	Year awarded/declined	<input type="text"/>

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### 3. Timescale

#### When will your project start and finish?

Start Date

Finish Date

You can give an approximate date at this stage but note that our standard terms and conditions are that all projects must be delivered within two years of the award date.

### 4. Terms and Conditions for Financial Support

**Fairfield House, Main Road, St Johns, Isle of Man, IM4 3NA. [funding@culturevannin.im](mailto:funding@culturevannin.im) 01624 676169**

**Please check you have the latest version of this form by checking our website, where you will find all grant information, forms and logos: [www.culturevannin.im/fundingawards/grants](http://www.culturevannin.im/fundingawards/grants)**

- Financial awards can only be made within the remit of the Manx Heritage Foundation t/a Culture Vannin.
- Applications must be submitted at least 20 days before an advertised meeting date.
- You are responsible for your project and must ensure that Culture Vannin and the Isle of Man are not brought into disrepute in relation to any award.
- Organisations must attach copies of latest accounts. Supporting material, including safeguarding procedures for venues, events and festivals, and relevant projects, should be noted, along with a full breakdown of costs for any financial support you are applying for - we reserve the right to defer applications if not supplied.
- Incomplete applications will not be considered.
- In the event of a financial award being made, the money must be taken up and the project completed within a period of two years from receipt of the letter of confirmation. Any changes to projected end date must be mutually agreed.
- Financial awards will be released on production of paid invoices and receipts unless agreed otherwise in advance. Evidence that the grant has been used for the purpose set out in the application must be provided.
- The support of Culture Vannin must be acknowledged in all publicity and in publications with the use of the logo and the wording "supported by Culture Vannin". Banners/logos should be displayed at events.
- Publications should include the following wording: "This publication has been supported by Culture Vannin. Culture Vannin has provided funding only and the views, opinions, findings and conclusions or recommendations expressed are strictly those of the authors. Culture Vannin takes no responsibility for any errors or omissions or for the correctness of the information contained in this publication."
- TWO COPIES of any publication should be donated to Culture Vannin for our records and TWO COPIES should be donated to Manx National Heritage Library.
- We ask those of you using social media to consider posting updates about your event or project and tagging/linking to Culture Vannin social media channels.
- An End of Project Monitoring form is due within 3 months of project completion. This must include a summary of the project together with at least one high resolution photo, for use by Culture Vannin in various media including online.
- An individual or organisation must complete outstanding projects funded by Culture Vannin before making a further application, unless there are exceptional circumstances.
- Culture Vannin reserves the right to disallow future applications should conditions of funding not be met..
- In line with relevant legislation/Copyright Act 1991 (Isle of Man) it is the responsibility of the project lead to ensure appropriate permissions are secured from the copyright holder for any material such as literary, dramatic, musical, artistic works, sound recordings, broadcasts or films that are used as part of a project funded by Culture Vannin. Credit must be given to the original creator in all relevant project promotions, presentations, or publications. CV does not accept liability for any possible copyright infringements
- AI tools may be employed during the research and development (R&D) stages of a project funded by Culture Vannin. However, the final output must be an original work created by the project lead or their team. Whilst AI can support idea generation, mind-mapping, and content refinement, the completed project must demonstrate the unique creative input of project contributors.

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### 5. Data Protection and Declaration

#### Data Protection

- Application forms are retained for set periods in accordance with legislation for financial documentation and public records – for full information please see our online Privacy Policy.
- Information relating to financial awards forms part of our annual published accounts and report and will be made available to accountants and IOM Government officers for audit purposes.
- We have a duty to protect public funds and for that reason we may also share information on projects with organisations and individuals with a legitimate interest in our funding programmes such as IOM Arts Council, Manx National Heritage, Manx Lottery Trust and relevant departments of the IOM Government. Shared information is typically limited to the description of the grant, named recipient and award amount.

#### Declaration

I have read the terms and conditions and hereby certify that all the information given in this application is accurate and, if successful, I undertake to credit Culture Vannin in all publicity and to abide by any conditions outlined by Culture Vannin. I confirm I have not altered or deleted the original wording of this form in any way.

Print Name

Date

Signature

With your permission we are happy to promote your project on our social media channels.

Yes

☐

No

☐

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### 6. Personal Information Form - Please keep on a separate page

Your name	<input type="text"/>
Organisation (if applicable)	<input type="text"/>
Position held (if applicable)	<input type="text"/>
Project name (max. 10 words)	<input type="text"/>
Address for correspondence	<input type="text"/>
Email address	<input type="text"/>
Phone number	<input type="text"/>

### 7. Application Checklist

**Please check that you have included the following in your application.**

Have you read the Guidelines for Financial Support? <a href="https://culturevannin.im/grantsawards/grants/">https://culturevannin.im/grantsawards/grants/</a>	<input type="checkbox"/>
Do you have a safeguarding policy in place? Only answer if you are applying for community, events or festival funding.	<input type="checkbox"/>
Have you attached relevant supporting documents such as quotes, a full breakdown of costs and / or organisational accounts as is outlined in the Guidelines for Financial Support?	<input type="checkbox"/>
Have you signed the declaration?	<input type="checkbox"/>
Have you completed all sections of the application form?	<input type="checkbox"/>