

PENNINES TOWNSHIP FUND 2020/21 APPLICATION FORM



REF
PF/17/20

Please read the **Terms & Conditions** and **Guidance for Applicants**. If you need advice or support to complete your application form, please contact Pennines Township Office.

SECTION 1 – NAME OF PROJECT

Name of project	Artists Portal
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SECTION 2 - APPLICANT DETAILS

a) Name of organisation	Create and Connect
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b) Type of organisation

<input checked="" type="checkbox"/> Voluntary/ community	<input type="checkbox"/> Registered charity	<input type="checkbox"/> Sports/ leisure club	<input type="checkbox"/> Limited company	<input type="checkbox"/> Private company	<input type="checkbox"/> Social enterprise	<input type="checkbox"/> Other type
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c) Aims and objectives of your organisation and activities or services it provides

The organisation has been set up to promote artists and art within the Littleborough area. Working with other organisations we want to encourage artists to live and work in the area. We intend to provide an artists network, create opportunities to work together, skill share and socialise with like-minded people in Littleborough.

We want Littleborough to be a creative place to live for all residents and intend to organize and support creative activities that bring people together

In order to achieve our aims we will

- Hold 3 networking lunches a year
- Apply for funding for the above and other events
- Set up a website containing a portal for artists. For a small fee artists can apply to have their name, an image and link to their website. This will be juried to maintain a professional standard
- Work with other organisations e.g. LAF, Ebor, Star Tree Studio to create a vibrant art scene in Littleborough
- Promote Littleborough as a place for artists to live and work at every opportunity.

d) Contact name	Elizabeth White
e) Contact telephone	██████████
f) Contact address and postcode	██ ██ ██
g) Email address	██
h) Web address	

SECTION 3 – ORGANISATION FINANCES

a) Have you applied for or received a Township grant before?

Yes

No

b) If you have answered yes to question a), please give details below

c) Does more than 50% of your annual base budget/income come from Rochdale Council?

Yes

No

If yes, detail below the amounts received and Council Services providing budget/income to your organisation (a copy of your application will be forwarded to your relevant Link Officer for their comments)

SECTION 4 – ABOUT THE PROJECT AND JUSTIFICATION

Details of the proposed project and what benefits will this project bring for participants, organisation, group or wider community?

There is a growing community of artists and makers in the Pennines area. Ebor Studios and Littleborough Arts Festival have attracted creative people to the area and we want to offer them some support. Currently there is no register of artists and people and organisations who want to employ them can only do so by an informal network which inevitably excludes people.

The last year has been particularly difficult both personally and professionally for artists working in the creative industries particularly those working in their own communities. We want to offer them support and build this community.

We propose to set up a website which will act as a meeting place for creative people to gain advice, learn of opportunities and network with other professionals working in the sector. The website will contain a portal where artists and makers can upload an image and a link to their website so people wanting to employ an artist can contact them directly. All local artists and makers will be eligible to apply to have their work on the portal but the work will be juried in order to maintain a professional standard of work.

The portal will be the ideal place for the community to find out more information about creative opportunities, funding and events. It will also enable them directly to contact artists working in the area. We have discussed this with Ebor, LAF, Star Tree Studios, and local artists and they are really enthusiastic about this project.

We want to encourage artists and makers to come to Littleborough to work and live, this is already happening and we feel that this website/portal will form an import step towards the Pennines becoming a creative township for the benefit of all the community.

Project start date

1st June 2021

Project completion date

1st December 2021

SECTION 5 – PROJECT FINANCES

a) Cost of project		£3,180
b) Amount of grant required		£3,180
c) Amount from other sources		£0
d) Details of other funding		
Funder	What they may fund	Dates of funding decisions
e) Breakdown of proposed expenditure relating to the amount of grant required (Enclose quotations, cost estimates or extracts from websites/catalogues. At least two quotations will be required for any items to be funded that will cost £1,000 or more to demonstrate value for money. Costs for items to include VAT only if your organisation cannot claim VAT back from HM Revenue and Customs).		
Expenditure item	Cost	
Website Design	£1250	
Domain Name	£10	
Hosting	£90	
Content management initial set up 60 hours @ £20 per hour	£1200	
Marketing 20 hours @ £15	£300	
Initial Administration 10 hours @£15	£150	
Membership of Artists network for national promotion	£180	
	TOTAL	£3,180

SECTION 6 – SUPPORTING DOCUMENTATION

Please supply the following documents when you submit your application. IF YOU DO NOT SUPPLY THESE DOCUMENTS, WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION. Please tick the boxes to confirm which documents you have attached to this application.

a) Annual accounts and bank statement(s)	<input type="checkbox"/>
b) Constitution/governing document	<input checked="" type="checkbox"/>
c) If your project works with children and young people under 18 years old or vulnerable adults, please confirm your organisation has the following:	
Child protection policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Disclosure & Barring Service (DBS) checked staff and volunteers	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Quotes/estimates/extracts from websites/catalogues for proposed expenditure	<input checked="" type="checkbox"/>

SECTION 7 - DECLARATION

We, the undersigned agree to:

- Abide by Pennines Township Funds Terms and Conditions.
- No expenditure being incurred on this project prior to the grant decision being given.
- Certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
- Use funds, if granted, only as specified in this application, unless receiving authorisation from Pennines Township Office to make changes.
- Send the invoices/receipts for all payments made with this grant along with the completed Project Evaluation Form to the Pennines Township Office.
- Agree to participate in monitoring, auditing and evaluation related to this fund.
- Highlight the support of Pennines Township in all publicity material and agree to Rochdale Council's use of the organisation's name and photographs for promotional purposes.
- Inform Pennines Township Office immediately if either signatory leaves the organisation or can no longer fulfil their responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation.

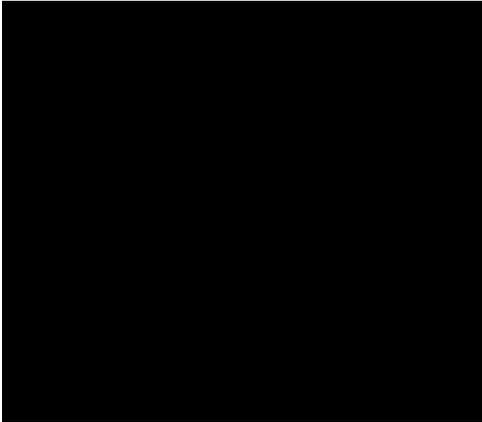
Contact Person		Organisation Chair or Treasurer (Different from Contact Person)	
Signature	[Redacted]	Signature	[Redacted]
Full name	Elizabeth White	Full name	Steve Cooke
Position	Chair	Position	Treasurer
Date	9/2/2021	Date	9/2/2021

Before you send your application to us, please check that you have:

- answered all the relevant questions and
- enclosed all the information requested:
 - Annual accounts
 - Bank statement(s)
 - BACS form
 - Constitution/governing document
 - Quotations/cost estimates/extracts from websites/catalogues

We will return incomplete application forms.

Please send your completed application form and supporting documentation to the Pennines Township Office Email: pennines.township@rochdale.gov.uk and sharon.worrall@rochdale.gov.uk



Freelance Web Designer, Developer & SEO



Quotation for Create and Connect

Website for Create and Connect artist's hub. Hosting/email addresses

Home Page

News Listings

Resources

Contacts

Archive

Content Management system for Artists Profiles including images contact details biog
(possible to be updated by user?) C

Create a website to act as a hub and portal for artists and creative practitioners in the Pennine
Township

Artists to have their own page or listing to provide a resource and opportunity for
commissioners and contacts

Home page to show links to contacts, applications, news. Listing of partners and stakeholders
(arts council, gmca) Mailing list form

£1250 plus hosting



27th January 2021

Brief for Create and Connect Web Site

www.createandconnect.org.uk website domain is available with ionos

Website for Create and Connect artist's hub.

Hosting/email addresses

Home Page

News Listings

Resources

Contacts

Archive

Artists Profiles including images contact details biog (possible to be updated by user?)

Conditions for application and acceptance fees

Create a website to act as a hub and portal for artists and creative practitioners in the Rochdale, Littleborough area. (and wider area?)

Artists to have their own page or listing to provide a resource and opportunity for commissioners and contacts

Proforma for artist page?

Home page to show links to contacts, applications, news.

Listing of partners and stakeholders (arts council, gmca)

Mailing list form

Examples

Rogue artist studios www.rastudios.co.uk

Neo:artists studios www.neoartists.co.uk

Awol studios www.awol-studios.co.uk

Paradise works

Set up account for Instagram

Set up account for Twitter?





Website hosting and domain

Costs vary enormously, but as an example to use the company you quoted:

<https://www.ionos.co.uk/hosting/wordpress-hosting>

Their business hosting seems reasonable.

£12 for first year (ex VAT)

£84 annually thereafter (ex VAT)

Domain free for 1 year

£10 annually thereafter (assuming ex. VAT)

There might be a cost for a WP theme if you want something fancy and further costs for plugins if you want e-commerce of any sort or subscriptions, etc.

I couldn't vouch for these people. I don't use them. But this is a good guide for cost. VAT might need to be considered (always quote ex. VAT as it's possible it will go up 'after' the pandemic).

Design and build

Based on your brief and the examples that you gave, I'd estimate £1000-1500. But this does depend on how much content you would need me to add. For example, the content could be populated by someone else once I have the structure and design in place. Particularly the artist's pages, but personally I wouldn't allow individual artists to have access – that way could lie disaster. I would have the artists submit info and pics via a link on the site, get it checked and then added.

