**UK-Russia Year of Music Grant Scheme for organisations**

**Application form**

**The deadline for submitting applications is 10 February 2019. Please complete the form and send it at cultural.section.moscow@gmail.com by 23:59 GMT+3, 10.02.2019.**

The Cultural and Education Section of the British Embassy in Moscow and the British Council in London will use the information below for the selection process for the grants scheme for organisations.

By giving us information about yourself, you consent to us using this information where necessary for this purpose.

By giving us sensitive information about yourself you consent to us sharing that information where necessary with other bodies involved in the delivery of the event. Under the UK Data Protection Act 2018 and the Russian Federal Law on Personal Data No 152-FZ (2006, amendments 2015) you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in this information.

 **1. CONTACT INFORMATION**

Name of artist/organisation:

Type of organisation (e.g. regional orchestra):

Name and position of lead contact:

Organisational postal address:

Telephone:

E-mail:

Website:

Organisational social media links (e.g. Twitter, Soundcloud, VKontakte):

**2. NAME AND BRIEF DESCRIPTION OF THE PROJECT**

300 words maximum

**3. DESCRIBE THE UK COMPONENT OF THE PROJECT, INCLUDING THE MUSIC TO BE PERFORMED AND ARTIST(S)/INSTITUTION(S) INVOLVED**

200 words maximum

**4. LIST OF PROJECT PARTNERS IN THE UK AND RUSSIA AND THEIR ROLES IN THE PROJECT**

**5. WHEN AND WHERE WILL THE PROJECT TAKE PLACE?**

**(Please include dates, venues, cities, and status of commitment (confirmed / not confirmed / not yet approached). All venues should meet Health and Safety standards)**

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| **6. BUDGET** |
| **Please provide the TOTAL budget for the project and fill in the following table with as much detail as possible. Please add additional budget lines if they are not listed below.** |
| **Expenditure** (please specify) | **Amount** (GBP) | **Income source** (please specify) | **Amount** (GBP) | **Status** (confirmed / unconfirmed) |
| *Musician fees/cost of participant time* |  | *Sponsors* |  |  |
| *Flights and other travel* |  | *Government grant* |  |  |
| *Subsistence* |  | *In-kind income* |  |  |
| *Event participation costs (e.g. conference, showcase)* |  | *Earned income* |  |  |
| *Music hire* |  | *Merchandise* |  |  |
| *Medical insurance* |  | *CD/digital sales* |  |  |
| *Visa costs* |  | *Amount requested from the Grantor (GBP)* |  |  |
| *Marketing and promotion* |  | Please add further lines as necessary |  |  |
| *Accommodation* |  |  |  |  |
| *Production inc venue rent, tech rider, etc* |  |  |  |  |
| *Staff costs* |  |  |  |  |
| Please add further lines as necessary |  |  |  |  |
| *Contingency* |  |  |  |  |
| **Total expenditure** (GBP) |  | **Total income** (GBP) |  |  |

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| **7. AUDIENCES AND MARKETING** |
| **Who are your audiences? Please give a description of your anticipated audience and estimate of audience numbers.** |
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| **How do you plan to market the event(s)? Please provide a rough marketing plan (500 words maximum)** |
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| **In what way will the project help develop contacts and co-operation between professional artists and/or institutions in the UK and Russia? How will this activity support sustainable ongoing exchange between the two countries?** |
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| **What do you consider to be the benefits for the UK partner(s)?** |
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| **8. ADDITIONAL INFORMATION** |
| **Please provide more information about (500 words maximum):*** The organisation applying for the grant
* Position of lead contact, responsibilities and role in the project for which the application is being submitted
* Experience and results of past collaborations with and promotion of international artists, or details of previous experience – please provide links where available.

**Please add any other information that you consider relevant (200 words maximum):** |

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| **9. HOW DID YOU HEAR ABOUT THIS PROGRAMME?** |
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| **10. DECLARATION**Please type your name below to confirm that you accept the conditions of the bursary scheme and that the information you provide is correct and up-to-date |
| Name, Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Thank you for your application!

The results of the selection process will be announced by the end of February 2019.

Please note that in case of any additional questions about your application, the organisers may contact you by phone or email.