

**APPLICATION
ANNUAL GRANT FOR CULTURAL ACTIVITIES
PROVIDERS OF BASIC EDUCATION IN THE ARTS**
Applicant information

Official name of the community		Business ID		Registration date	
Official address of the community					
Postal code		City/Town			
Telephone number		Email			
Domicile		The required number of signatories according to the community's by-laws. ☐ 1 ☐ 2		Listed in the tax prepayment register ☐ Yes ☐ No	
Website					
Bank account number (IBAN)					
Contact person					
Telephone number		Email			
Email address for inquiries and notifications related to the application					
Chairperson of the executive committee					
Telephone number		Email			
Treasurer					
Telephone number		Email			
Auditor					
Telephone number		Email			
Art form (you can choose several)					
☐ Architecture	☐ Visual arts	☐ Handicrafts	☐ Media art		
☐ Music	☐ Literary art	☐ Circus art	☐ Dance		
☐ Theatre					
Area of operations (you can choose several)					
☐ Greater Espoonlahti area	☐ Greater Kauklahti area	☐ Greater Leppävaara area	☐ Greater Matinkylä area		
☐ Greater Tapiola area	☐ Vanha-Espoo	☐ Northern Espoo			
Has the applicant been granted annual, project or general grants by the City of Espoo for the current year?					
☐ No ☐ Yes. If yes, what is the amount of the grant?					

Grant for which you are applying (select one)

☐ Annual grant for providers of basic education in the arts eligible for statutory government transfers.	☐ Annual grant for other providers of basic education in the arts.
Amount of annual grant for which you are applying, in EUR:	
Reasoning for the amount requested:	

Activities last year (fill in the year)

Number of children and young people attending basic education in the arts		Number of children under 7 years old	Number of adult students
Number of attendees on free student places	Number of applicants for free student places in previous year		Number of teaching hours (whole year)
Number of public events organised live		Number of participants in public events organised live	
Number of public events organised online		Number of participants in public events organised online	
Financial result for the accounting period, EUR		Equity, EUR	
Number of employees in total	Number of full-time teachers	Number of administrative staff	
Description of other grants and subsidies applied for and received for the same purpose (basic education in the arts)			
Description of other grants and subsidies applied for and received (other art-promoting activities)			

City facilities being used by the applicant

☐ No
 ☐ Yes, Greater area (you can choose several))

☐ Greater Espoonlahti area
 ☐ Greater Kauklahti area
 ☐ Greater Leppävaara area
 ☐ Greater Matinkylä area

☐ Greater Tapiola area
 ☐ Vanha-Espoo
 ☐ Northern Espoo

Name of the facility, address, and the number of square units used.

Activities next year (fill in the year)**How are the following aspects taken into account in your activities?**

Estimate of the number of participants (Children and young people) attending basic education in the arts in Espoo locations	Number of teaching hours in Espoo
Operational quality and implementation	
Diversity and equality	
Accessibility and availability. Does your community have an accessibility plan?	
Inclusion and participation	
Responsibility and sustainable development	
Cooperation and partnerships	

Pedagogical quality
Describe your cooperation with other providers of basic education in the arts, organisations, and companies.
Plan for own fundraising next year Your own fundraising refers to grants applied for from different sources, ticket revenue, sales revenue, membership fees etc.

Required documents (Note! Fill in the years.)

☐ Action plan and budget for next year ☐ Action plan and budget for the current year ☐ Previous year's approved annual report, financial statement and auditor's report or operations inspector's report, profit and loss account (specified by accounts) and itemised balance sheet. ☐ Rules of the community and document specifying the persons entitled to sign on behalf of the community. ☐ Curriculum confirmed or approved by the City of Espoo. ☐ Report on the use of the annual grant for the previous year.
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Annual grants for providers of basic education in the arts are available for application in the spring.
 For exact application deadlines and more information, visit espoo.fi/grantsforculture.
 The grant application must be submitted to the Registry Office of the City of Espoo, P.O. BOX 1, 02070 CITY OF ESPOO (address Siltakatu 11, 3rd floor, Espoon keskus).
 You can also send the application and the required documents by email to kirjaamo@espoo.fi.
 If you need to, you can send confidential email to the Registry Office by using the service at securemail.espoo.fi.

Signature (Please note! The person signing the application must be authorised to sign on behalf of the community.)

I certify that the information I have provided is correct. I give my permission to publish my name on related City of Espoo websites and in publications of the Cultural Unit. ☐ Yes ☐ No	
Date and place	Signature and name in print
	National identification number
	Potential other signature and name in print
	National identification number