



Notes for the Application for Funding

Overview

The Authors' Licensing and Collecting Society (ALCS) has allocated an amount of money each year with which to support projects that meet strict criteria. If you are considering applying for financial support for a project, the following notes will help you.

Criteria

ALCS will consider applications for funding for projects that meet one or more of the following criteria:

- Projects that will raise awareness of the importance of writing to society
- Projects that will benefit the writing community, including research, training and sponsorship
- Projects that raise the profile of copyright as crucial to writers of all kinds
- Projects that raise the status and profile of audiovisual writers

Preference will be given to:

- Projects that are UK-based
- Projects that do not duplicate the work of other funding bodies. (We advise you to review funding available from organisations such as the Society of Authors, the Writers' Guild of Great Britain, the Royal Literary Fund and The Arts Council prior to completing the ALCS Application Form.)

Applicants will also have to demonstrate sound management of the project.

Who can apply?

ALCS will accept applications from individuals, charities, organisations and unions for projects that meet the above criteria.

What should the proposal consist of?

In order to be considered, we require your application to clearly demonstrate:

- How your proposal meets the above criteria
- Its overall benefits
- Your organisation's suitability to carry out and manage the project
- Your willingness to demonstrate diligence in key aspects of project management

What sort of projects will be funded?

Projects that meet one or more of the above criteria. Examples of previously supported projects include:

- Copyright awareness campaigns
- Festival sponsorship
- Awards
- Research

How to make an application

Complete the application form which can be downloaded from the ALCS website. We will only consider applications submitted on this form.

We will acknowledge receipt of your application within ten working days.

Your application will then be reviewed by the ALCS Support & Sponsorship Committee at its next meeting. The Committee normally meets four times a year. (Dates of meetings are available on the ALCS website.)

If, however, we receive your application less than two weeks before a meeting, it will be reviewed at the subsequent meeting. This means that your application may take up to 3 months to review.

Once your application has been reviewed and a decision made you will be notified in writing as soon as possible. The decision will be final and there will be no appeal and no correspondence justifying a decision.

You may make a repeat application but not within 12 months of your initial approach.

Application form

All relevant sections of the form must be completed. Please avoid the use of technical terms, acronyms and jargon. Please do not send DVDs or CDs for additional information.

Information about you and your organisation

Name

Organisation name

Address

Telephone

Email

Are you?
(please tick as appropriate)

An individual

A charity

An organisation

A union

Purpose of your organisation

Other information about your organisation
(number of employees, locations, date of inception)

About the project

Project title

Tell us why you propose to undertake this project, who will benefit, how they will benefit (300 words maximum)

Proposed project start date and key milestones

About the project (continued)

Project duration

ALCS criteria (please tick all that apply to the project)

Projects that will benefit the writing community, including research, training and sponsorship

Projects that will raise awareness of the importance of writing to society

Projects that raise the profile of copyright as crucial to writers of all kinds

Projects that raise the status and profile of audiovisual writers

Projects that are UK based

Explain how the project fits in with the specific criteria for funding as described above (300 words maximum)

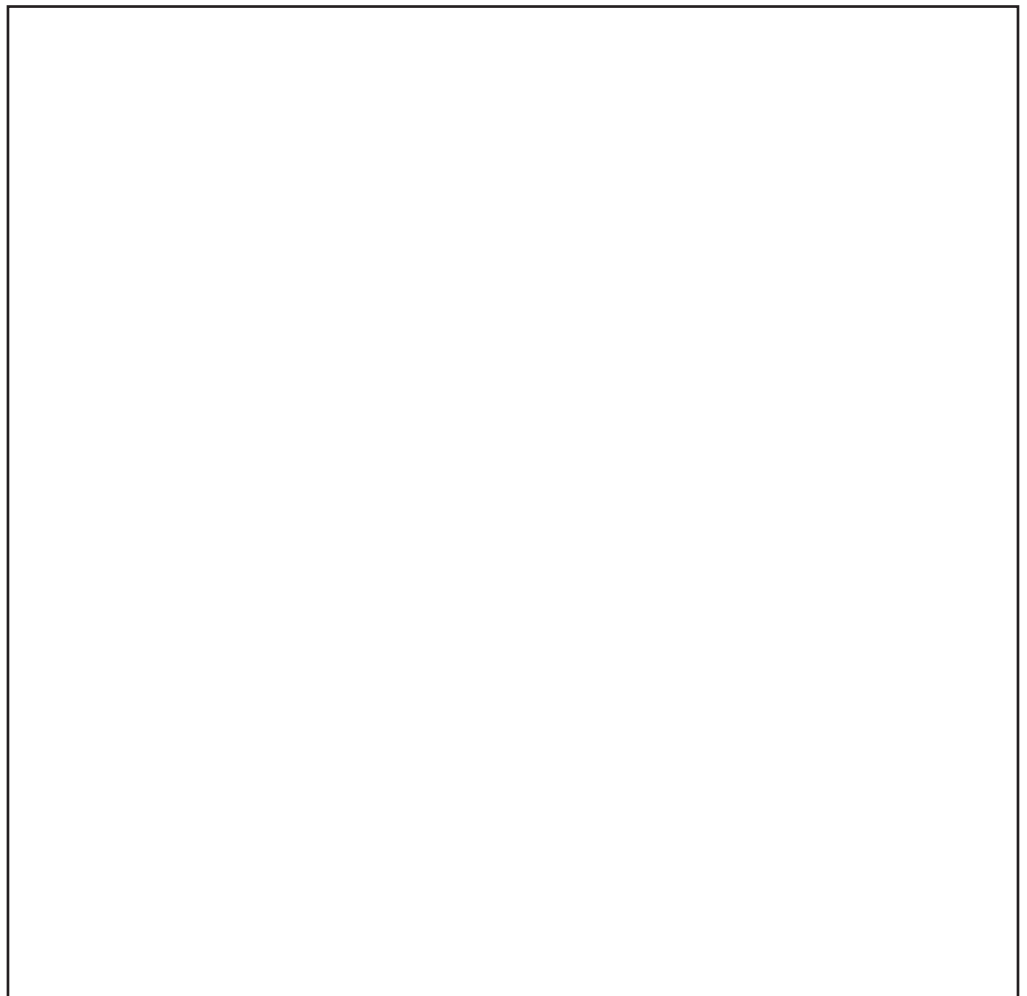
Give details of the practical issues of how the project will work, along with the demonstrable results it will produce and how these will be evaluated. You may use an additional sheet to respond if necessary but do not exceed 500 words in total.

Project management

Who will manage the project and what are their qualifications/ experience for doing so? (experience in the project's area, project management, formal qualifications etc.)



Give details of your budget, identifying appropriate costs, eg, personnel, IT, advertising etc.



Amount of funding requested, detailing stage payments, if applicable

Have other funds been raised for the project? If yes, how much and from whom?

Explain where ongoing funding (if required) will be obtained.

If applicable, please include (as an attachment or separate sheet) your organisation's most recent accounts, agreed by an Auditor or Independent Examiner.

Please submit your application to ALCS by clicking submit or please print and post it to:

SUBMIT

Support & Sponsorship fund applications
ALCS Ltd
The Writers' House
13 Haydon Street
London
EC3N 1DB