

COCKAYNE

Cockayne Grants for the Arts in London - Application Instructions

How do you apply for a grant?

To apply to the Cockayne Grants for the Arts in London programme please include the following information, in the following order, in a Microsoft Word document with the font formatted in Times New Roman size 10:

About Your Organisation

1. Name, address and website of organization
2. Registered Charity Number
3. Artistic and Executive Director details, including telephone and email
4. Contact details, phone and email, of main contact person dealing with the application if different from the above, plus their role within the organization (it is useful, also, to provide a general administration email/ phone number in case of staff changes)
5. Current and Previous Year Organisational Budget
6. Governance, including a list of current trustees

About Your Project

1. Project Name
2. Basic project timeline, including projected performance/ exhibition/ completion dates
3. Planned project venue details/ options
4. A brief resumé of your project (not more than a paragraph, c.200 words)
5. An extended description of your project, including key personnel (not more than 1000 words)

Project Budget

1. How much are you applying to Cockayne for?
2. What is the total anticipated cost of the project?
3. How much has been raised so far, and from whom?
4. Are you seeking other funding sources for this project going forward, and for how much/from whom?

Please send your email application and supplementary documents (see below) as attachments to admin@cockaynefoundation.org , copied to info@cockaynefoundation.org

If you do not receive an email acknowledgement of receipt within 24 hours, please send a separate email requesting assistance to both addresses listed above.

Supporting Documents

Supporting documents you need to submit are:

1. Separate project and general organisational budgets (including salary/ fee details of key personnel)
2. Relevant articles/reports/reviews in support of your organisation and its work (up to 4)
3. A copy of your signed governing document e.g. Memorandum and Articles of Association or Constitution.
4. A copy of your most recent signed annual accounts

You need to submit all of your supporting documents **at the same time** as your main application. Please reduce the file size of your supporting documents by placing in a zip folder, otherwise you risk your application being too large for successful transfer. Applications and all associated documents must all arrive by the **Grant Application Deadline: noon on Friday 18 July 2025**. We regret that we are unable to consider incomplete or late applications. The foundation encourages timely/ early application to avoid last minute glitches.

Contact with Cockayne

Cockayne welcomes emails from applicants to clarify Cockayne programme guidelines and application procedures.

For guideline queries please contact:

info@cockaynefoundation.org

For all application procedural related questions please contact:

admin@cockaynefoundation.org, copied to info@cockaynefoundation.org

Please note that all meetings to discuss applications are initiated and scheduled by Cockayne. Please wait to be contacted by the foundation regarding any possible meetings following your application submission.