## **The Bedfordshire & Luton Community Foundation (BLCF) manages the Luton Arts programme for Luton Borough Council.**

Please make sure you carefully read the criteria document on our website [www.blcf.org.uk](http://www.blcf.org.uk) before applying. Please get in touch with the Luton Arts team before applying to ensure they can best help you with your project goals.

How to apply:

All applicants must submit an online form, so please only use this document to plan – we cannot accept this word document. When you register, you will get a unique link which you can save as you go, and the team at BLCF can help you by viewing your in-progress grant application.

**The deadline for online form submission is 15th August 2025 at 12pm (midday.)**

Next steps:

Applications will be reviewed, and applicants will be notified of the outcome by the end of September 2025.

Project delivery period: Activity must be completed by the 30th June 2026.

For any questions, please email grants@blcf.org.uk

## Personal Circumstances

You will be asked to provide your name and contact details, and your date of birth to cross-reference with your identification later.

Please tell us a bit about yourself. What current work are you undertaking as an artist and what experience you have, and what is your connection to Luton? (250 words)

I’m an emerging producer based in Luton, passionate about supporting and growing the creative scene in my hometown. Luton has a rich and diverse cultural identity, and I’m excited by the opportunity to contribute to its creative future.

In my role as Assistant Producer with Luton-based theatre company **[insert name of theatre company]**, I’ve developed strong skills in administration and coordination. My responsibilities have included drafting contracts, booking rehearsal spaces, and supporting the smooth running of productions. This hands-on experience has given me a solid foundation in the practical side of producing and deepened my understanding of what it takes to bring a creative project to life.

Being part of Luton’s arts community has been incredibly inspiring. I’ve attended local scratch nights and creative networking events, where I’ve seen the wide range of artforms, and storytelling styles being explored. These experiences have shown me how powerful and varied creative expression can be, and they’ve strengthened my commitment to enabling and supporting artists as a producer.

Now feels like the right time for me to take the next step in my journey—leading projects from start to finish. I’m particularly interested in exploring commercial producing models and how they might be used to create more sustainable opportunities for artists in Luton and beyond. I want to continue building my career here, helping to shape a vibrant, inclusive creative landscape that reflects the voices and stories of our community.

Would you like help tailoring this further for a specific fund or programme?

*(Feel free to link to external sources in the online form if relevant, such as a web link to a portfolio if it supports this question)*

Please tell us why you are applying- what work are you proposing to be funded? Where is it going to take place? Please be as specific as you can be at this stage. (250 words)

I’m applying to attend **[insert details]** Producing Workshop in **[location]** in **[insert time of year]** The workshop will help me understand how to manage larger production budgets, raise investment, and plan recoupment schedules. These skills will support me in producing my own theatre projects in Luton and beyond.

It’s also a great chance to meet and learn from other producers at a similar stage in their careers. I’m applying for support to cover the cost of the workshop, travel, and accommodation.

What skills do you wish to develop? What would make this opportunity the most impactful to you and those you work with? (250 words)

I want to build my skills in fundraising, budgeting, venue programming, and touring. I hope to use these skills to support Luton Artists by turning creative ideas into real projects and sharing stories that reflect our local community and beyond.

I also want to learn more about commercial business models for theatre and arts projects. Most of my experience has been with publicly funded work, like projects supported by Arts Council England. This programme would help me grow my career by expanding my skills, allowing me to work in different settings, and helping me continue producing work in a more sustainable way.

You will then be asked to provide details of your referee. Your referee should be a person who can tell us about your abilities and can confirm your identity.

## Your Request for Funding

How much money are you applying to us for?

£755

Please provide a breakdown of expected costs for your commission (These can be estimates at this stage, and we can work with you to build on this proposal where appropriate.) (250 words)

£425 – Workshop Fee

£30 – Travel cost to/from **[Location]**

£300 – Accommodation cost in **[Location]**

## Additional Information

There is a final section where you can add anything that you think has not been covered above This may be additional support you need, or anything else you think has not been covered elsewhere. (250 words)

Finally, you will be asked where you heard about this funding opportunity.

## Supporting Documents and Declaration

**Data and Evaluation**

**What will we ask you to provide to support your application?**

The following supporting documents must be uploaded with your application:

\* Copy of ID which also shows current address (photo ID- Passport or Drivers License)

\* Copy of your bank statement (dated no longer than 3 months ago)

We also welcome:

\* Additional examples of your work (PDF, Image files and Docs can be uploaded, or this could also be link to a media file/video)

Please upload these with your form. If you have any issues, you can email your documents to grants@blcf.org.uk

**What are the evaluation expectations of participating in this programme?**

RMR are a group of research and evaluation specialists who have partnered with Luton Arts to help understand what they do, the difference they make, and what they can do better.

RMR, the evaluation partner of Luton Arts and BLCF, require involvement from successful applicants throughout the course of the project delivery. As part of understanding the difference we make, RMR would like to ask you to reflect on your learning and feedback, which includes the completion of 1) a minimum of three reflections logs (at the start of your project, during, and on completion), 2) attendance at least one reflection session (an online informal conversation with one of the evaluators to discuss how you felt the project went), and 3) completion of at least three ‘outcome wheels’ (a light-touch reflection exercise that allows project teams to self-reflect on their learning journey). The latter will be managed by BLCF, and training will be provided by RMR.

In accordance with the Data Protection Act (1998) and Bedfordshire & Luton Community Foundation Privacy Policy, if you are awarded a commission, your details will be collected and stored for a maximum of 6 years after receiving the commission payment. The personal data will be used solely for administering and monitoring this grant programme and will be shared with Luton Arts team at Luton Borough Council for the purpose of considering and supporting the application. Personal data will not be shared with any further third parties not identified in this statement.