

# Introduction

## Culture Recovery Fund - Grants programme

**Thank you for your interest in the Culture Recovery Fund - Grants programme.**

**Through this fund, we want to maintain England's cultural ecology by supporting significant organisations which were financially sustainable before Covid-19, but are now at imminent risk of failure and have exhausted all other options for increasing their resilience.**

**This investment is intended to ensure that, by 31 March 2021, successful applicants are either:**

- a) fully or partially reopened, or**
- b) if not yet reopened, operating on a sustainable, cost-efficient basis, so that they are able to reopen at a later date.**

**We will use the information you give us in this application to decide whether we will offer you a grant.**

**The first few screens are autofilled with information you have already provided in your applicant profile. If you need to make any amendments, go back to the 'Applicants' section and edit your applicant profile.**

**Throughout Grantium, any questions marked with an asterisk (\*) must be answered otherwise you won't be able to submit your form.**

**All our text boxes have a character limit. Please stick to this character limit as any additional text won't be saved.**

**Applications for this round of this programme must be submitted by 12pm (midday) on Friday 4 September 2020.**

## Applicant details

**Applicant name:** Absinthe Promotions Ltd  
**Applicant number:** Section 40 (2)  
**Applicant type:** Organisation  
**What is your organisation's legal name?** Absinthe Promotions Ltd  
**What name is your bank account registered in?** Absinthe Promotions Ltd  
**Please give any other names your organisation uses:** Tomorrows Ghosts Festival  
**Which option most closely describes your organisation?** Commercial organisation  
**Which option most closely describes your organisation's status?** Company limited by shares  
**Which category most closely describes your organisation?** Professional organisation  
**Are you a registered charity?** No  
**Are you based within the UK or the European Union?** Yes

## Address information

**Address name or number:** LIMA ACCOUNTANCY SERVICES,132

**Street:** Street Lane

**Locality:** Gildersome,Morley

**Town / city:** LEEDS

**Postcode:** LS27 7JB

**Main contact number:** Section 40 (2)

**Email address:** Section 40 (2)  
**(Organisation email address if applicant is an organisation)**

**Website address:** [www.tomorrowsghostsfestival.co.uk](http://www.tomorrowsghostsfestival.co.uk)

**Fax number:** none

## Contact details

**Contact type:** Board member

**Is this the main contact for the applicant?**

**First name:** Kirstin

**Middle name:** Roma

**Last name:** Lavender

**Position:** Director and Owner

**Primary contact number:** Section 40 (2)

**Alternate contact number:** Section 40 (2)

**Mobile phone number:** Section 40 (2)

**Email address:** Section 40 (2)

**Fax number:** none

## Basic Details

**Tell us the total amount you are requesting from us: (£):** £55,000

**Activity start date:** 05/10/2020

**Activity end date:** 31/03/2021

**What was your organisation's turnover in the last full financial year? (£)** **Section 43 (2)**

Actual

**Please tell us about your reserves position, including restricted and unrestricted reserves:  
(Please enter '£0' if reserve type is not relevant)**

|                                |        |
|--------------------------------|--------|
| General unrestricted funds     | £0     |
| Designated funds               | £0     |
| Restricted funds               | £0     |
| Other                          | £1,200 |
| Free reserves                  | £0     |
| Current reserves policy target | £0     |

**At the time of the application, how many full time equivalents are employed by your organisation in the UK (including furloughed employees)?** **Section 40 (2)**

**How many contractual/freelance staff do you employ (on average) in a standard year?** **Section 40 (2)**

# Financial Viability and Sustainability

## 1. Tell us how Covid-19 has impacted your financial viability, resilience and sustainability:

(Up to 2,000 characters including spaces, approximately 350 words)

Absinthe Promotions Ltd (APL) was appointed by Scarborough Borough Council (SBC) and Sheffield International Venues (SIV) in 2018 to deliver a new music, film and performing arts festival as the flagship event for the towns' biannual Gothic Festival, which is key to the towns cultural heritage and local economy. APL presented a 5-year plan to expand the festivals artistic scope, economic impact and diversity/accessibility. In return, SIV guaranteed subsidised use of the multi-functional venue (music arena, exhibition, theatre, cinema) and ticketing with advancement of ticket revenue to ensure meet cashflow.

SIV's venue/financial guarantees and event history (>25 years) provided security for APL to invest personal savings to deliver the promised long-term growth. In line with APL's business plan, the event returned to profit in <18 months as April 2020's event income (as of Feb 2020) [Section 43 (2)] and predicted [Section 43 (2)] (inc.Mar/April ticket sales & merchandise) against event costs [Section 43 (2)]. Predicted profit for 2020/2021 was [Section 43 (2)]. Covid-19 had two critical impacts on business viability; 1) April 2020 event was initially postponed to Oct 2020 and now Oct 2021 giving 18-months of no revenue, 2) ticket revenue was not advanced in March due to Covid-19 uncertainty but APL must pay artists to secure Oct 2021 and avoid cancellation. Cashflow cannot be resolved under the current climate. APL has developed a 'Covid-19 Digital Transformation Strategy' (see Response 2) which will restart the business to generate revenue this year but it has upfront costs to deliver which cannot be met. APL is not eligible for other Govt support as no business property or employees to furlough. There are no other overheads that can be reduced and [Section 40 (2)] business continuity loan/personal borrowing not possible without regular income. [Section 40 (2)]

## 2. Tell us your plan for how a grant from this fund will enable you to achieve financial viability by 31 March 2021 in the way that is appropriate for your organisation:

(Up to 2,000 characters including spaces, approximately 350 words)

This grant will provide financial stability by 1) overcoming the immediate cashflow situation so that outstanding artist costs for the rescheduled Oct 21 Festival can be met, and the business continues to trade; and 2) supporting the initial outlay to implement APL's 'Covid-19 Digital Transformation Strategy' which will provide revenue this Oct and flexibility and continued growth of the festival in 2021. This robust plan guarantees financial stability, best value for money and delivery on our cultural and social objectives. No physical festival can take place in Oct 2020 as over 1,000 tickets are already sold for the 1,200-capacity main room so social distancing cannot be maintained so it is rescheduled to Oct 2021. It is however vital that stage payments of artists costs are met so that this event can stay in the calendar, so that out standing tickets remain valid and additional sales can continue. Once the event has been held then all current and future ticket income will be released back to APL, solving the COVID-19 cashflow issues and financing future events into 2022. In the unlikely event it had to rescheduled again, then the resilience described below would allow an alternative COVID-19 complaint event to occur in its place.

APL's 'Covid-19 Digital Transformation Strategy' will deliver a virtual festival in Oct 2020 and use this as a basis for a hybrid format for all future festivals. A hybrid approach provides flexibility to bring back a reduced physical format of the festival in April 2021 in line with govt restrictions and opens up new long-term opportunities for the festival in terms of event scope, audience reach and social, cultural and economic impact.

**(Up to a further 2,000 characters if needed)**

This means that once all restrictions are lifted, the digital format will remain in addition to the physical festival as this will provide the following benefits;

- Streaming of music, film, theatre & guest appearances to a wider geographic and social demographic
- Exhibition traders can also trade to virtual visitors
- Virtual traders can be advertised to festival visitors via an app
- Enhanced online social community via the app/platform
- Increased reach to promote the festivals cultural objectives and to support the local area

We therefore see the current challenges posed by Covid-19 as an opportunity to rethink how the business operates and to bring this back with a greatly enhanced experience for the event visitors and performers.

To deliver the Oct festival we have partnered with UK based Modern Films to provide exclusive content and guests as well as access to increased online audiences for our target demographic. The digital festival will use existing digital infrastructure (Hopin.to), overheads are 10% of normal, with expanded exhibition and sponsorship opportunities and wider geographical reach.

As an experience event organiser, APL has the necessary experience to deliver this strategy and will continue to work closely with our stakeholders (SIV and SBC) to deliver this. We have existing sub-contractors experienced at delivering the physical festival and have partnered a highly credible film company for the delivery of the virtual event.

Financial due diligence and reporting is provided by our accountants (Lima Financial Services). Financial monitoring and controls are built around an ISO 9001 style quality management system and regular reporting can be provided to ACE as required.

## Cultural Significance

### **3. Tell us about your organisation’s work and how it is considered to be culturally significant and/or how it contributes to providing cultural opportunity in England:**

(Up to 2,000 characters including spaces, approximately 350 words)

This grant application details a direct economic benefit of £3M per annum through the delivery of activities in line with ACE’s 2030 Strategy. Whitby is internationally famous for its biannual Gothic Festival which for over 25 years has been a pilgrimage for guests to the area both nationally and internationally. This is in part due to Whitby’s historical links to Bram Stoker’s stay there which inspired and features in the classic literature of Dracula but also due to the architectural and cultural heritage of the town. The cultural character of the town is synonymous and inter-woven with the goth festival with hotels, independent shops, museums, art exhibitions and spectacular displays of the Abbey by English Heritage all a part of this. Most recently Mark Gatiss’ BBC reinterpretation of Dracula brought Whitby back into the spotlight. This gothic festival is a one of a kind in the UK and is of huge economic importance to Whitby and surrounding area as it provides a huge influx of visitors for two off-peak weeks of the year and raises the profile of the town to bring additional tourists year round. Whitby employs >1,000 in the tourism sector (<https://rb.gy/fjzfw0> ) and reviews of council visitor data and previous economic reports (<https://rb.gy/1xzwkl> ), estimates 10,000 visitors over the weekend with direct economic value of £3M per annum to the local economy. In economic terms alone, this grant of £55k provides a return of >50 times the investment in the first year. Supporting data can be provided on request. APL were awarded the contract to run the flagship event in 2018 with remit to expand its cultural significance. The festival hosts live music, exhibitions, markets, guests, films and theatre over 3 days, working closely with our stakeholders (SIV, SBC, Discover Yorkshire Coast, Visit Yorkshire and English Heritage) to maximise the profile of the event and to engage with people/businesses within the area to support long-term cultural development.

**(Up to a further 2,000 characters if needed)**

- (Letters of support can be provided from our Stakeholders and partners)  
The event is curated and planned to ensure activities bring both economic and cultural benefit for the local area with examples including;
- Partnering with The Bram Stoker Family Estate and hosting Dacre Stoker (Bram Stoker relative and Historian) to speak on multiple occasions.
  - Partnering with English Heritage to promote their events at Whitby Abbey and host them as exhibitor
  - Providing free space for local drama groups
  - Hosting local and independent theatre groups
  - Hosting artists with exhibitions at Whitby Museum
  - Hosting actors and film and music historians to speak on the UK's cultural importance in film and music in the gothic and horror genre
  - Hosting markets of over 40 independent traders, providing exposure to high footfall, which has in cases acted as a springboard for traders to move to permanent premises
  - Partnering local companies such as W.Hamond – to promote Whitby's unique mineral Jet and its use in sculpture and jewellery
  - Providing a platform for unsigned musicians to play on the mainstage at each festival

Whilst no comparable events exist in the UK, there are events which attract similar visitors at a larger scale than this in Europe and in the US. The Digital Transformation Strategy will market the event online in these areas, also utilising reach from Modern Films, to raise the international profile of Whitby and drive future tourism. Future hybrid events will also allow us to have a wider programme of guests at the event with some international guests streamed into the Q&A events from abroad.

The Yorkshire Coast region and the nearby North East has many low income areas (<https://rb.gy/jhd78x> ) and lower levels of access to cultural centres than may be found in larger urban areas. We have a focused regional advertising strategy through Discover Yorkshire Coast and will use the digital platform to increase engagement across the region.

## Diversity of Audiences and Workforce

**4. Using the protected characteristics outlined under the Equality Act (<https://www.gov.uk/guidance/equality-act-2010-guidance>), please tell us how you will improve the diversity of your workforce, governance, audiences, visitors and participants**

(Up to 2,000 characters including spaces, approximately 350 words)

APL is dedicated to diversity and has a equal equalities policy in place as do all of our partners and sub-contractors. APL itself is a female run company and we are dedicated to promoting gender equality. For the October 2020 digital festival we are partnering with Modern Films which is a London-based, female-led film production, distribution and event cinema company, committed to supporting female directors in the film industry. The intention is to develop this into a long-term collaboration for the event to screen their films and hold workshops for aspiring film makers.

Whilst APL do not have any direct employees at present, we ensure that all of our sub-contractors, volunteers and partners adhere to our ethical standards. APL have also made clear statement through social media that we stand against all forms of discrimination.

As part of our commitment to fighting all forms of prejudice and bullying, we are a long time supporter of the Sophie Lancaster Foundation, having hosted them at every event and run fund raising auctions for them as well as screening they film and having Q&A's around the issues raised.

We are aware that the cost of travelling to and finding accommodation in Whitby can be a prohibitive barrier to some lower income demographics. We hope that the digital platform will help to provide a wider exposure to those who may not be able to travel and we are working with Discover Yorkshire Coast to explore low cost coach hire to make the festival more accessible as well as to reduce its carbon footprint.

The event is held in a fully disability accessible venue and we have invested in disability viewing platforms for each event. Again, for those unable to attend due to health or disability issues the digital/hybrid event will help to improve access to the cultural content of the festival as well as providing a platform for social connection and interaction to help maintain a sense of community for those who may feel isolated.

## Income details

**Income heading:** Earned income  
**Description:** Section 40 (2) share of 2,000 virtual festival sales @ £12.50 (exc VAT)  
**Expected or confirmed:** Expected  
**Amount (£):** Section 40 (2)

## Income details

**Income heading:** Earned income  
**Description:** Sponsor and Exhibitor Income for Virtual Festival  
**Expected or confirmed:** Expected  
**Amount (£):** Section 40 (2)

## Expenditure details

**Expenditure heading:** Programme delivery  
**Description:** Cost of delivering Virtual Festival  
**Amount (£):** Section 43 (2)

## Expenditure details

**Expenditure heading:** Equipment purchase  
**Description:** Equipment to move to streaming hybrid festival in 2021  
**Amount (£):** Section 43 (2)

## Expenditure details

**Expenditure heading:** Programme delivery  
**Description:** Sub-contractor costs to Esk Audio to trial and Integrate Hybrid Streaming into live events  
**Amount (£):** Section 40 (2)

## Expenditure details

**Expenditure heading:** Overheads  
**Description:** Website maintenance and accounting fees at  
Section 40 (2)  
**Amount (£):** Section 40 (2)

## Expenditure details

**Expenditure heading:** Programme delivery  
**Description:** Band Fees to secure artists for Oct 2021 Festival  
**Amount (£):** Section 40 (2)

## Expenditure details

**Expenditure heading:** Programme delivery  
**Description:** Marketing costs to launch virtual festival format  
**Amount (£):** Section 43 (2)

## Expenditure details

**Expenditure heading:** Staffing Costs  
**Description:** 6 months salary for Director Section 40 (2) to work on Virtual Festival and April Hybrid Festival  
**Amount (£):** Section 40 (2)

## Expenditure details

**Expenditure heading:** Programme delivery  
**Description:** Sub-contractor zig zag integration of visual into streaming format  
**Amount (£):** Section 40 (2)

## Expenditure details

**Expenditure heading:** Overheads  
**Description:** Equipment storage Section 43 (2)  
**Amount (£):** Section 43 (2)

## Expenditure details

**Expenditure heading:** Programme delivery

**Description:** Upfront costs for theatre and film for April 2021  
Hybrid event

**Amount (£):** Section 43 (2)

## Expenditure details

**Expenditure heading:** Programme delivery

**Description:** Cost for delivery of Oct 2021 festival

**Amount (£):** Section 43 (2)

## **Attachment Details**

**Document description:** Casflow Forecast for Oct20 to Mar21 and through to end 2021 modelled with and without ACE support

## **Attachment Details**

**Document description:** Management Accounts up to 31st March 2020

## **Attachment Details**

**Document description:** Balance Sheet 31st July 2020

## Attachment Details

**Document description:** Directors Report and Financial Statements for 2018 -2019

# Declaration

## Data Protection and Freedom of Information

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on applications to this programme and how we will use your application form and other documents you give us. We are happy to provide you with copies of the information we hold about you, including our assessment of your application.

We handle any personal data we receive in accordance with the EU General Data Protection Regulation (2016/679), the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law). For more information about the personal data that we collect, what we use it for, and your data protection rights, please refer to our Privacy Notice.

As a public organisation we also have to follow the Freedom of Information Act 2000. You must read the Freedom of Information (FOI) guidance on our website (<https://www.artscouncil.org.uk/freedom-information#section-6>) before you sign your application.

### By signing this application form, you acknowledge the following:

1. That we will use this application form and the information you give to us, including any personal data as referred to in our Privacy Notice, for the following purposes:
  - a) To decide whether to give you a grant.
  - b) To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
  - c) To hold in our database and use for statistical purposes.
  - d) If we offer you a grant, as a public funder we are obliged to share information relating to the activity we have funded, including the amount of the grant and the activity it was for, with the Department for Digital, Culture, Media and Sport (DCMS) and any partner organisations who have funded the activity with us. DCMS may publish that information. We will publish anonymised information about the grants we make to individuals through this programme on our website.
  - e) If we offer you a grant, you will support our work to campaign for arts and culture, contributing (when asked) to important publicity activities during the period we provide funding for. You will also give us, when asked, case studies, images and audio-visual materials that we can use to celebrate artistic and cultural excellence.
  - f) As an organisation that gives out public funds, we may carry out checks on the personal and financial information you provide us. If you provide false, fraudulent or inaccurate information in your application or at any point in the lifetime of any funding agreement we enter into with you, we may share the information about you with other National Lottery distribution bodies and relevant external bodies to prevent fraud and money laundering. If we identify or suspect fraudulent activity we will report this to the police and take appropriate action.
  - g) If we offer you a grant or other benefit, you will have satisfied yourself, whether by reference to independent legal advice or otherwise, as to compliance with relevant State aid rules.

**I confirm that, as far as I know, the information in this application is true and correct.**

|   |
|---|
| X |
|---|

**Name:** Kirstin Lavender

**2. Tick this box to confirm that your organisation is not in Administration, going through an insolvency process or has been dissolved.**

**3. Tick this box to confirm that you are not already in receipt of funding for the activity that you have applied for or any part of it from any other source.**

4. You have read and understood our Freedom of Information (FOI) guidance (<https://www.artscouncil.org.uk/freedom-information#section-6>) and acknowledge that if information about this application is requested under the FOI Act, we will process that request in line with our obligations under the FOI Act.

**5. Tick this box to confirm you meet our bank account requirements as set out in our Bank Details guidance.**

**6. Tick the relevant box if any person involved in the project or writing the application:**

**7. I am happy to be contacted by Arts Council England, or by a third-party organisation on behalf of Arts Council England, for feedback to help evaluate the programme.**

## Submission summary

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

The submission summary displays a list of all the steps you've worked through. If you have completed a step successfully, there will be a green tick beside it. If a step is incomplete or has not been completed successfully, this will be indicated by a red tick. A hyperlinked statement will tell you what part of each step needs attention. Click on this hyperlinked statement to take you to the step and make your amendments.

| Page  | Last Updated      |
|---|-------------------|
| <b>Introduction</b>                           | No Input Required |
| <b>Applicant details</b>                      | 18/08/2020        |
| <b>Address information</b>                    | 18/08/2020        |
| <b>Contact information</b>                    | 18/08/2020        |
| <b>Basic Details</b>                          | Please Complete   |
| <b>Financial Viability and Sustainability</b> | 21/08/2020        |
| <b>Cultural Significance</b>                  | 21/08/2020        |

|   |            |
|---|------------|
| <b>Diversity of Audiences and Workforce</b> | 21/08/2020 |
| <b>Expenditure</b>                          | 04/09/2020 |
| <b>Attachments</b>                          | 04/09/2020 |
| <b>Additional attachment</b>                | 04/09/2020 |
| <b>Declaration</b>                          | 04/09/2020 |

**Notes:**

Activity start date cannot be in the past and/or the Activity end date cannot be earlier than Activity start date. [Click here](#) to return to Basic details form.

## Project information

### Culture Recovery Fund - Grants programme

**Applicant name:** Absinthe Promotions Ltd

**Project title:** [REDACTED] tival

**Project number:** Section 40 (2)

**Amount requested (£):** £55,000

**Amount awarded (£):** £55,000

## Offer letter

16 October 2020

Kirstin Lavender

**Section 40 (2)**

Dear Kirstin Lavender

Offer letter

**Programme:** Culture Recovery Fund - Grants programme  
**Applicant name:** Absinthe Promotions Ltd  
**Project number:** **Section 40 (2)**

I am writing to offer you a grant of up to £55,000 towards the costs outlined in your application to the Culture Recovery Fund - Grants programme. This grant will be funded by DCMS resources.

You must accept our current standard conditions for grants and the payment conditions and requirements listed, or our offer is not valid. A copy of our 'Standard conditions for grants' is attached on the Attachments screen, and you can also download it from our website.

You must accept this offer within two weeks of the date at the top of this page to show that you accept the current conditions of our grant offer. The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.

The Monitoring schedule and payment conditions screen shows how we will structure the payments for your grant. If any of the dates listed don't fit your project timeline, please contact us.

We will pay your grant in two instalments; the first instalment will be 90% of your grant, and the second instalment will be the remaining 10% of your grant, which we will pay after you have submitted your activity report form.

**When to announce your funding:**

**Please keep your award confidential for now: do not share the news publicly until we have given you the go ahead. We intend to make this news public imminently, and we will be in touch with you very shortly to let you know what we are planning and when, and what you will need to do on the day.**

**Your role in acknowledging this funding:**

**In receiving this funding, you are agreeing to acknowledge this funding publicly by crediting the Government's Culture Recovery Fund. This is a challenging time for the cultural sector, and the 'Here for Culture' campaign aims to build a positive movement uniting the members of the public and people across the sector to voice their support for culture.**

**On the day of the public announcement, we require you to welcome this funding on your social media accounts (using #HereForCulture), on your website using the 'Here for Culture' logo, and in your newsletters. Alongside this, we require you to alert your local media outlets of the news (for example through a press release).**

**What we'll send you soon:**

**When we contact you with a publication date, we will send you logos and useful wording to help you with this work. We will also send you a link to a survey to ask you some more questions that will help us, and you, make the very most of this announcement by making sure this good news travels far and wide.**

**Working with DCMS:**

**In receiving this funding you are agreeing to share the data in your application with the communications teams at Arts Council England and the Department for Digital, Culture, Media and Sport (DCMS), and you are providing your consent for them to contact you to discuss potential communications opportunities that will raise awareness of your organisation, the work you are doing, and this investment.**

**DCMS will also publish details of your award, such as your organisation's name, total award amount offered, and any other publicly available information.**

## **1. Accepting your grant**

**Accepting your grant is done online by working through the ‘offer letter acknowledgement’ workflow. At the bottom of this screen you are asked to confirm that you have read the offer letter. On the following screens you will then view your Monitoring Schedule and Payment Conditions, our Terms and Conditions and bank details form. You will need to complete the declaration stating whether you accept this offer of a grant. Once you press ‘submit’ on the final screen, your acceptance will be sent to us to review, and will be your formal and legal acceptance of the grant and the terms and conditions that apply to it.**

**If you do not accept this offer within two weeks from the date we issued it, it will no longer be valid.**

## **2. Receiving your first payment**

**Once you have accepted our offer and sent us your bank details, you will need to request your first payment. You will be able to view this payment request task in your ‘Submissions’ area once we have reviewed your acceptance.**

**To receive your first payment, you must:**

- Submit your ‘Payment request #1’**

## **3. Managing your grant**

**Managing the rest of your grant is also done online. You will complete your final activity report and request payments using this online system. This process is outlined below. For full guidance on managing your grant using our online system, see the Post-decision support page on our website.**

## **4. Reporting to us on your activity**

### **Final activity report form and payment**

**After your project has finished, you need to complete a final activity report form. The link to the report will appear in your ‘Submissions’ area.**

**Your final activity report must be completed and submitted to us online within one month of finishing your activity. When you have submitted your report, you must then submit your final payment request (including information to meet any other final payment conditions we have set) so we can process your final payment.**

**We reserve the right to ask grantholders for access to all their documentation relating to their activity, and therefore you should keep clear financial and project management records for us to access when required.**

## **5. Freedom of Information**

**Any information we receive from you throughout the course of your grant will be subject to the Freedom of Information Act. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000. For further details, see the Freedom of Information section of our website.**

**If you have any concerns, let us know as some information may be covered by exemptions if it is sensitive or confidential.**

**We hope this support will be welcome news for your organisation at this difficult time. If you have any questions, please contact your Relationship Manager in the first instance.**

**Yours sincerely,**

**Jane Dawson  
Director, Funding Programmes  
On behalf of Arts Council England**

**I have read the offer letter: Yes**

## Submission details

### Payment Request #1 (Initial)

**Due date:** 19/10/2020

**Required?:**

**Submission type:** Payment request

**Scheduled payment amount:** £49,500

### Payment conditions

- Written confirmation that you will participate in a programme evaluation
- A completed bank details form

## Submission details

### Payment Request #2 (Final)

**Due date:** 28/04/2021

**Required?:**

**Submission type:** Payment request

**Scheduled payment amount:** £5,500

### Payment conditions

- A completed activity report form submitted using the online system
- A statement of income and expenditure for the activity that has been certified by an independent qualified accountant (or if your organisation is a Local Authority, University or other statutory body, a qualified accountant from your internal audit function)

## Submission details

### Activity Report #1 (Final)

**Applicant:** Absinthe Promotions Ltd  
**Project:** Tomorrows Ghosts Festival

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Section 40 (2)

**Due date:** 14/04/2021

**Required?:**

**Submission type:** Report

## Attachment details

**Document description:** Bank details

## Attachment details

**Document description:** Terms and conditions

# Acknowledgement

## On-line offer acceptance form

**Programme:** Culture Recovery Fund - Grants programme  
**Applicant name:** Absinthe Promotions Ltd  
**Reference:** Section 40 (2)  
**Name of activity:** Tomorrows Ghosts Festival

**Do you accept the grant offer in relation to the activity named above on the terms and conditions stated in the offer letter?** Yes

**In receiving this offer of funding, you have acknowledged that the grant comes from public funds and the need to comply with State aid law. Please confirm:**

**Whether you regard the public funding to you to not be "State aid":** Yes

**At the date of accepting this offer, please tick to confirm you are not aware of any information which may adversely affect your State aid compliance:**

If you are acting as a representative of an organisation, by accepting this grant offer you are confirming that:

- a) You (the person accepting this offer) are authorised to accept a grant from us on behalf of your organisation.
- b) You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process and life of the grant, or knowingly withhold any information, this could make your grant agreement invalid and you could be liable to repay any funds to us.
- c) You understand that personal data will be collected and used in accordance with Arts Council England's Privacy Notice and will be subject to our obligations under the Data Protection Law and the Freedom of Information Act.
- d) You are able to comply with our terms and conditions of grant, which are attached to this offer and are available on our website.
- e) None of the conditions for grants have been breached and that payment of this grant does not, and will not be used to, breach any of the conditions of grants.

**Name:** Kirstin Lavender

## Submission summary

| Page                       | Last Updated      |
|----------------------------|-------------------|
| <b>Project information</b> | No Input Required |
| <b>Offer letter</b>        | 16/10/2020        |
| <b>Attachments</b>         | 16/10/2020        |
| <b>Acknowledgement</b>     | 16/10/2020        |