

Grant summary

Organisation

Digital Arts Box CIC

Funding request

Funding is requested towards the *Luminate* project. A creative digital arts programme delivered in partnership with local libraries, schools, and community groups, to provide take-home 'technology packs' for Macclesfield residents.

Total cost

£46,500

Funding request

£1,999.98

The difference between the total cost and the amount requested will be bridged by match funding and in kind contributions.

END OF REPORT

DAB2559 - Macclesfield Town Council Large Community Grant application form

Grants from £250 up to £2,000

Community for Voluntary Services Cheshire East (CVSCE) is a registered charity and independent organisation that provides support and services to groups. CVSCE provides support to Macclesfield Town Council's grant programme by reviewing completed grant application forms to ensure they meet the criteria set out in the Council's Grants and Funding Policy. For more information, please refer to the policy.

CVSCE can also offer guidance on completing the application form.

Your Contact details

Please complete table 1.

Table 1 Contact details

Applicant name:	
Position in organisation:	Bid Writer and Fundraiser
Organisation:	Digital Arts Box CIC
Address:	Grangeway Community Centre, Grangeway, Runcorn WA7 5LY
Contact number:	
E-mail address:	
Contact address (if different from above):	
Telephone number:	
Website:	digitalartsbox.org

Contact details for senior member of the organisation

This must be the chair, secretary, treasurer or a senior member of your committee and different from above.

Please complete table 2.

Table 2 Contact details for senior member of the organisation

Senior contact name:	[REDACTED]
Contact address:	[REDACTED]
Telephone number:	[REDACTED]
E-mail:	[REDACTED]
Position in organisation:	Director

Organisation profile

Please complete table 3 to describe your organisation profile, selecting Yes or No where applicable.

Table 3 Organisation profile

Registered charity:	Yes / No
Registration number:	
Voluntary organisation:	Yes / No
Community group:	Yes / No
Company Limited by Guarantee:	Yes / No
Not for profit organisation:	Yes / No
Social enterprise:	Yes / No
Other:	
How long has your organisation been in existence?	Digital Arts Box CIC was founded in August 2016
What does your organisation do? (A summary of this information will be used on our website if your application is successful). Maximum of 50 words:	Digital Arts Box, not-for-profit, empowers communities through free inclusive digital arts programmes. Activities include trauma-informed family arts, digital literacy projects, and arts wellbeing activities, fostering creativity and cohesion. Partnerships with schools, councils, libraries and community organisations alongside public events, strengthen community ties and support marginalised groups.

Please complete table 4 on your organisation's land, premises and facilities, selecting Yes or No where applicable.

Table 4 Land, premises and facilities

Own its own land/premises/facilities	Yes / No
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Hire private land/premises/facilities	Yes / No
Hire local authority land/premises/facilities	Yes / No
Lease the land/premises/facilities	Yes / No
Please give details of lease expiry date/length of lease	expiring April 2027 (with the option to extend)

Please complete table 5 to indicate how many staff, paid or otherwise, are involved with your organisation.

Table 5 Number of staff/volunteers

Number of full time paid staff	6
Number of part time paid staff	2
Number of casual paid staff	9
Number of volunteers	10

Previous funding

Has your organisation received a grant from Macclesfield Town Council before?
Please complete table 6, selecting Yes or No where applicable.

Table 6 Previous funding

Previous funding from Macclesfield Town Council	Yes/ No
If yes, please tell us when and how much was awarded:	N/A
How did you hear about the Community Grant Scheme?	We were made aware by Cheshire East Council.

Your project/activity/event

Complete table 7 to describe you project, activity or event.

Table 7 Project/activity/event description

Date of activity/event or anticipated start date of project:	October 2025
Name of project (maximum 10 words):	Luminate
Briefly describe what the grant you are requesting is required for and why it is needed (maximum 150 words):	As match funding for <i>Luminate</i> , a creative digital arts programme delivered in partnership with local libraries, schools, and community groups, this grant will provide vital take-home 'technology packs' for Macclesfield residents.

	<p>Macclesfield faces above-average levels of social and educational deprivation, and many residents – particularly those with SEND or on low incomes – face barriers to accessing creative opportunities. These packs will enable continued learning at home, using high-quality, state-of-the-art creative tech that would otherwise be out of reach.</p> <p><i>Luminate</i> offers free, welcoming workshops for both young people (8–17) and adults (18+), helping them gain digital skills, build confidence, and feel part of something bigger. Participants create illuminated artworks that will be exhibited at community events showcasing their talent and skills and developing civic pride and visibility.</p> <p>The impact of previous <i>Luminate</i> projects has been profound – 100% positive feedback, with participants becoming volunteers, re-engaging with education, and contributing to their communities.</p>
<p>If you are successful with your application, please describe what your project/event/activity will achieve and what difference it will make to your organisation/area, how it will extend/develop community activity and how it meets the criteria listed in the Policy for the Allocation of Community Grants (maximum 150 words):</p> <p>Strategy: https://www.macclesfield-tc.gov.uk/wp-content/uploads/2023/10/Macclesfield-Town-Council-Strategy-2023-2027.pdf</p>	<p>Through <i>Luminate</i>, 60 Macclesfield pupils, 15 young people, and 15 adults, as well as volunteers, will develop in-demand technology and digital literacy skills.</p> <p>By embedding access to vital free skill-learning workshops in the town centre, we encourage participation in local activities. Creative outputs being displayed during community events provide reasons for re-engagement, and engenders community pride.</p> <p>Many of our participants come from communities affected by social and educational deprivation. For them, this is more than just a course — it's an opportunity to gain confidence, connect with others, and discover new passions. One previous participant described “having that independence while using my own skills” as transformative for their wellbeing.</p> <p>We will provide 40 ‘technology packs’ to residents who face the greatest barriers to accessing creative, tech-based learning and community activities. These packs continue that transformation at home, breaking down financial barriers and creating a lasting legacy of learning.</p>
<p>How will your project or service be sustained in the future? Maximum 50 words):</p>	<p>We actively seek ongoing support from Arts Council England, local authorities, and other grant-makers. We're also exploring partnerships, sponsorships, and earned income models to ensure long-term sustainability. We will provide CPD in digital creativity and teaching to community venues to build lasting local ownership and reduce reliance on external funding.</p>

If your application is for an event and you make a profit, please state how this will be used:	N/A
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Projected expenditure

Complete Table 8 with estimates of your total project costs and provide brief details. Use a separate sheet if necessary and provide quotes.

Please ensure that table 8 and table 9 add up to the same amount.

Table 8 Projected expenditure

Item	Estimated cost	Details
New build/refurbishment	N/A	
Furniture/fixtures/fittings	N/A	
Project Management	£2,500	Project Management - Recruiting & Managing Participants - Organising Workshops - Leasing With Partner Organisations
Advertising/marketing/publicity	£4,000	Online marketing such social media and email campaigns, and in person marketing such as flyers, posters, and networking meetings.
Equipment purchase	£6000	Purchase of technology packs to be given to participants, and technology for us too achieve workshop goals
Equipment hire	£5000	Hire of state-of-the-art technology from local companies, including lights, microphones, speakers for exhibitions and larger scale community activities.
Venue Hire and Volunteer costs	£4000	
Workshops/seminars/training	£17,000	This includes staff wages, travel and fuel, equipment upkeep, and administration costs.
Project Evaluation	£3000	

Item	Estimated cost	Details
Other	£5000	Research and Development, Session Prep, Set up and take down community art display, Refreshments
Total Cost	46,500	

Projected income

Complete Table 9 to specify match funding from other sources (external grants, own contribution etc), selecting Yes or No where applicable.

Macclesfield Town Council will take into account your ability to obtain funding from other sources and from your own existing funds when recommending an award.

Table 9 Projected income

Item	Amount	Applied for and expected to hear date	Confirmed
Matched funding amount (Grants etc.)	£40500.02	Yes/No	Yes/No
Own existing funds/fundraising		Yes/No	Yes/No
Projected income from ticket sales etc.		Yes/No	Yes/No
Other Local Authority e.g. Borough/Town Parish		Yes/No	Yes/No
Sponsorship (Please specify)		Yes/No	Yes/No
Donations (please specify)		Yes/No	Yes/No
Non-cash or in-kind contributions	£4000	Yes/No	Yes/No
Total projected income	£44500.02		
Amount requested from Macclesfield Town Council	£1,999.98		
Balance outstanding	£0		

Please state exactly what the town council funding will pay for:

40 x Microbit starter pack
 40 x Kitronik ZIP Halo HD for the BBC micro:bit
 40 x Draw Strings Bags
 40 x Note Pads and Pens
 40 x 1M 10 LED Fairy Lights, Battery Operated String Lights

If there is a balance outstanding or you are not awarded the full amount requested from Macclesfield Town Council, state below how the shortfall will be covered or whether the project will be delayed:

If full funding is not secured from Macclesfield Town Council, we will apply to alternative funders to hopefully cover any shortfall. While this may delay the distribution of technology packs, we are committed to delivering the project and will adjust timelines as needed to ensure its success.

Item	Amount	Applied for and expected to hear date	Confirmed

Accounts summary

Answer the questions below and complete Table 10 to summarise the organisation's most recent accounts.

Are the figures a projection because the organisation has been running less than 15 months? Yes/No

Are the figures from the organisation's latest accounts? Yes/No

If your organisation is VAT registered, please supply your VAT number:

Table 10 Accounts summary

Account year ending	24
Total income for the year:	£113,405
Total expenditure for the year:	£103,298
Surplus or deficit:	£10,107
Total savings or reserves in the bank at year end:	£32107

Bank details

Complete Table 11 with the organisation's bank details.

Table 11 Bank details

Organisation's bank account name (payee name):	Digital Arts Box CIC
Organisations bank account sort code and account number:	Account number: [REDACTED] [REDACTED] [REDACTED]

Project beneficiaries and equality

Complete Table 12, selecting Yes or No where applicable.

Table 12 Project beneficiaries and equality

Total number of people you expect to access your event, activity or facility:	100
Which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)?	economically disadvantaged adults, SEND, young people, young people, children, etc.)?

Which geographical area (whole parish or ward(s)) will benefit most from your project, event or activity?	whole parish
Does your organisation restrict access on the grounds of age?	Yes/ No
Does your organisation restrict access on the grounds of disability?	Yes/ No
Does your organisation restrict access on the grounds of gender reassignment?	Yes/ No
Does your organisation restrict access on the grounds of marriage and civil partnership?	Yes/ No
Does your organisation restrict access on the grounds of pregnancy and maternity?	Yes/ No
Does your organisation restrict access on the grounds of race?	Yes/ No
Does your organisation restrict access on the grounds of religion and belief?	Yes/ No
Does your organisation restrict access on the grounds of sex?	Yes/ No
Does your organisation restrict access on the grounds of sexual orientation?	Yes/ No

Supporting documentation

Please complete Table 13, selecting Yes or No to indicate if you have the documents. You do not need to send these documents in with your application (apart from your Governing Document, which must be signed, and Safeguarding Policies, to be supplied by e-mail or post within 7 days of submitting this application) but we may request copies at a later date.

Up to date Annual accounts/income and expenditure	Yes /No
Governing Document	Yes /No
Safeguarding policies	Yes /No
Relevant insurances	Yes /No
Quotes/estimates for equipment	Yes /No
Affiliation to a Governing Body	Yes/ No
Equalities and Inclusion Policy	Yes /No
Planning permission	Yes/ No

Data Protection

Please ensure that you read this section before submitting your application.

Grant application administration

Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Please indicate below if you consent to us passing on your name and email address to the local press for this purpose.

Yes / No

Grant application support

Please indicate below if you agree for this form to be shared with CVSCE for the purposes of evaluating the application against Macclesfield Town Council's criteria for grants:

Yes / No

Please indicate below if you agree if you agree to CVSCE contacting me by the following methods to provide feedback or offer additional support on completing this application:

Postal address **Yes** / No

Email address **Yes** / No

Phone **Yes** / No


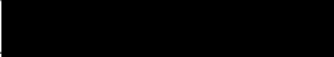
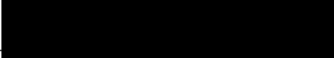
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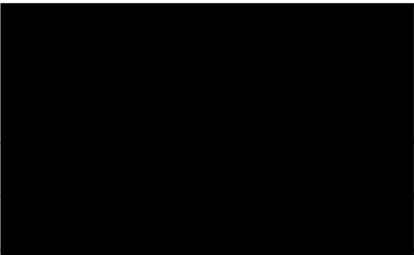
Please complete table 13 – two signatories are required.

I certify that to the best of my knowledge all the information contained within this application is correct.

I confirm that I understand, agree and accept the terms and conditions of this grant as set out in the Grants and Funding Policy.

Table 13 Declaration

Signed:	
Date:	
Name:	
Position in group:	Bid Writer and Fundraiser

Signed:		
Date:		
Name:		
Position in group:	Director	

Return to Macclesfield Town Council, Macclesfield Town Hall, Macclesfield SK10 1EA

For further information on how Macclesfield Town Council processes personal data, please view our privacy policy at www.macclesfield-tc.gov.uk or call 01625 374142.