

Arts Grant Scheme — Community Groups

INFORMATION

Who can apply?

Any community group or organisation will be able to apply for the Community Arts Grant Scheme. They must be able to supply a written constitution or set of rules, audited accounts or a copy of last year's bank statement, and proof of their ability to manage a project (track record, skills of management group, support from other agencies).

How much can we apply for?

Applications will be accepted up to a maximum of £500.

Purpose of grant

To support local organisations and groups in running events and activities that:

- Promote access to participation in the arts,
- Employ professional artists
- Provide opportunities for learning
- Are open and accessible to all.
- Provide new opportunities to participate in the arts

Examples of how the grant could be used might include:

- Towards paying an artist to help a village hall work with the local community to design and make a Welcome Sign.
- To support an arts taster day
- For a voluntary theatre company to work with a professional writer to devise new work
- For a community group to work with an artist to design and make costumes for a carnival.
- To pay for artists workshop sessions at a community event

We will not fund:

- Activities that have already taken place
- Regular events and activities that have taken place before
- Curriculum based work in schools
- Non — arts related projects

Arts Grant Scheme — Community Groups **INFORMATION**

- Work of an offensive, inappropriate or discriminatory nature
- Groups that are not based permanently in East Staffordshire
- Activities or events operated on a commercial or profit basis or for the purpose of fundraising
- Work of a party political nature

Criteria

- Applications will be judged against how the project achieves the following criteria.
- Benefit to local community
- Quality, creativity and innovation
- Life long learning opportunities
- Increasing audiences for, or participation in, the arts locally
- Be accessible to all and promote equal opportunities

Conditions for applicants

1. Groups wanting to apply must meet permanently in East Staffordshire. The project or activity must be for the benefit of residents of East Staffordshire.
2. Applications will not be accepted for funding of more than 75% of the entire project. 25% match funding is required, a proportion of this may be in kind.
3. Applicants must provide a written constitution or set of rules, last years audited accounts or copies of last years bank statements.

Conditions for successful applicants

Successful applicants must:

1. Agree any changes to the project or activity with Arts East Staffs: Community Team.
2. Make photographic documentation of the project/activity.
3. In accordance with the Data Protection Act 1998 obtain permission from individuals or their parents/ guardians if they are under 18, to hold, publish and share their photo images with East Staffordshire Borough Council who may use them for their own publicity and documentation materials.

Arts Grant Scheme — Community Groups **INFORMATION**

4. Ensure the health and safety of all participants, workers and audience involved in the project.
5. Ensure good practice in Equal Opportunities throughout the project or activity.
6. Ensure that all relevant licenses are secured for events and that the project and participants are adequately insured.
7. If the activity or event involves working with children provide Arts East Staffs: Community Team with a copy of your Child Protection Policy.
8. Ensure that everybody working with children or vulnerable adults as part of this project is CRB checked.
9. Use East Staffordshire Borough Council and Arts East Staffs logos on all publicity material relating to the project or activity.
10. Complete and return the report form provided, and return to Arts East Staffs within a month of completion of the project or activity.
11. Complete the project within one year of the offer of funding.
12. Keep all receipts, invoices and financial records relating to the activity funded for two years from the completion of the activity. You may be required to produce them by Arts East Staffs.

If you are successful in your application, additional conditions may be included in your offer letter.

How to apply

Complete the form (Arts Grants Scheme – Community) and return along with any supporting information to **Arts East Staffs: Community Team, Brewhouse Art Centre, Union Street, Burton upon Trent, Staffordshire, DE14 1EB.**

We strongly recommend that you discuss your application with a member of Arts East Staffs: Community Team before submitting your application. Please contact us on 01283 508329 / 508515 / 508462.

A copy of the form is available in large print if required. If you need any further assistance in completing the form please let us know.

When to apply

Applications will be considered throughout the year. Assessment may take up to eight weeks so please ensure that the start date for your activity or project is at least eight weeks from the date of your application.

Arts Grant Scheme — Community Groups **APPLICATION FORM**

Q1.

Name of Organisation

Name of contact

Position in-group

Address

Postcode

Telephone

Tell us what your group/organisation does.

How long has your group been running?

Arts Grant Scheme — Community Groups

APPLICATION FORM

Q2.

Please tell us about the project/activity that you will be using the grant for. Use an extra sheet if necessary (attach an additional word document to email with this completed form).

When will the project take place?

How many people do you expect to benefit from the project/activity?

As audience

As participants

Q3.

How will you ensure that the project will be managed effectively with sound financial planning?

Arts Grant Scheme — Community Groups

APPLICATION FORM

Q4.

Describe how your project will achieve the following grant aid criteria?

a. Benefit to local community

b. Quality, creativity and innovation

c. Life long learning opportunities

d. Increasing audience for and or participation in the arts locally

e. Be accessible to all and promote good equal opportunities practice

Arts Grant Scheme — Community Groups

APPLICATION FORM

Q5.

Please give a detailed budget for the activity/project.

Expenditure		Income		Confirmed
Details	Amount	Source	Amount	
Total		Total		

Amount you are requesting

Name of payee for Cheque

Q6.

If you have applied for any other grant aid from East Staffordshire Borough Council in the past 3 years, please give details.

Arts Grant Scheme — Community Groups

APPLICATION FORM

Declaration

The information in this application is correct and truthful. I have read the guidance notes and understand and agree to the conditions for successful applicants.

Name in full (in capitals)

Position in-group

Signed

Date

Under the Data Protection Act of 1998 East Staffordshire Borough Council will only use information given on the form for the purposes of contacting you regarding the Arts Grants Scheme.

If you would like to go on our database to be kept informed of other arts opportunities and events please tick this box.

Arts Grant Scheme — Community Groups

Application Guidance Notes

Q1.

Briefly tell us about your group e.g. what its aims are, who it is for, give examples of past projects or usual activity.

Q2.

Describe the project that you are applying for funding for, telling us where and when it will take place, who are the intended participants/audience etc. What you hope to achieve by it.

Q3.

Tell us how you will manage the project e.g. is one person organising it or are jobs divided amongst your group. How will you ensure that the project stays within budget? Tell us briefly about other projects activities you have managed. Tell us how you will measure the success of your project e.g. ticket sales, satisfaction questionnaires, register of numbers of workshop participants, evaluation meetings.

Q4.

Briefly describe what in your proposed project will achieve the grant criteria. E.g. Will there be opportunities to learn new skills, is your project bringing a new art form to your group, will it provide opportunities for the wider community how will to experience the arts, will it bring different sections of the community together, you ensure that the project is accessible to all who would like to take part?

Q5.

Your budget should be for the TOTAL cost of the project you are applying for. The totals in the income and the expenditure column should be the same. Include the amount you are requesting from Arts East Staffs in the income column of the table. The value of support in kind should be shown in the income and expenditure columns.

Please include funding in kind to show the additional support for your project. Make sure that amount you are asking for in grant aid is not more than 75% of the total cost of the project.

Q6.

Give dates and details of any ESBC grants that you have applied for, even if you were unsuccessful.

Arts Grant Scheme — Community Groups **CHECKLIST**

Have you:

- Read the Application Guidance Notes
- Completed every section
- Included a copy of your constitution or set of rules
- Included last years audited accounts or last years bank statements
- Signed the application
- Kept a copy of the application for your records

Return the completed application and additional material to:

Community Arts Grants
Arts East Staffs: Community Team
Brewhouse Art Centre
Union Street
Burton upon Trent
Staffordshire
DE14 1EB