

Arts Grant Scheme — Individuals

INFORMATION

Who can apply?

Any established or emerging professional artists living permanently in East Staffordshire. They must be able to show that they are aiming to make a living or a part-time living as a professional artist. They will be assessed on the quality of their work, qualifications, track record and references. Please note submitting an application does not guarantee that an award will be made.

How much can I apply for?

Applications will be accepted up to a maximum of £200.

Purpose of grant

To support professional artists living permanently in East Staffordshire to develop their professional career by assisting with expenses incurred for the following purposes:

- Using their professional creative skills to work in partnership with local communities for the benefit of those communities
- Developing a professional arts career including community/participatory arts in East Staffordshire

Examples of activities might include:

- First time attendance and exhibition at a professional art fair.
- Attending training to develop skills in working in the community.
- Running participatory arts workshops with a community group.
- Putting on an exhibition of work in a non-arts venue.
- Attending arts business training.
- Taking part in Staffordshire Open Studios for the first time.

We will not fund:

- Activities that have already taken place
- Fees for curriculum based work in schools
- Non — arts related projects
- Work of an offensive, inappropriate or discriminatory nature
- Individuals who are not living permanently in East Staffordshire
- Higher or Further Education Fees
- Activities or events for the purpose of fundraising
- Work of a party political nature

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Criteria

Applications will be judged against the following criteria.

1. A professional standard of quality, innovation and creativity. These will be assessed by:
 - References
 - Portfolio
 - Qualifications
 - Experience/CV
2. Benefit to the local community and/or economy
3. Promotion of the arts locally

Conditions for successful applicants

Successful applicants must:

1. Reside permanently in East Staffordshire.
2. Agree any changes to the project or activity with Arts East Staffs: Community Team
3. Make photographic documentation of the project/activity if relevant.
4. 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.
5. Ensure the health and safety of all participants, workers and audience involved in the project.
6. Ensure good practice in Equal Opportunities throughout the project or activity
7. Ensure that all relevant licences are secured for events and that the project and participants are adequately insured.
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.

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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.

Conditions

1. Applications will not be accepted for funding of more than 75% of the entire project. 25% match funding is required.
2. Any changes to the project or activity should be agreed with Arts East Staffs: Community Team
3. Successful applicants must ensure good practice in Equal Opportunities,
4. Child Protection and Health and Safety.
5. East Staffordshire Borough Council and Arts East Staffs logo's must be included on all publicity material relating to the project or activity.
6. An Evaluation form must be completed and returned to Arts East Staffs within a month of completion of the project or activity.

How to apply

Complete the form (Arts Grants Scheme – Individuals) 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.

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APPLICATION FORM

Q1.

Name

Address

Postcode

Telephone

Q2.

Please tell us your plan for using the grant. Use an extra sheet if necessary (attach an additional word document to email with this completed form).

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APPLICATION FORM

Q3.

Please tell us how your plans meet the following assessment criteria

- a. Quality, innovation and creativity.

- b. Benefit to the local community and/or economy

- c. Development of own professional arts career

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APPLICATION FORM

Q4.

Please give details of two referees who can comment on your achievements in the arts.

| |
|--|
| Name |
| Address |
| Tel no |
| E-mail |
| Organisation (if appropriate) |
| Job title or position (if appropriate) |

| |
|--|
| Name |
| Address |
| Tel no |
| E-mail |
| Organisation (if appropriate) |
| Job title or position (if appropriate) |

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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

Please give details of your achievements in the arts to date. E.g. qualifications, employment, exhibitions, commissions, projects etc or attach your CV.

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APPLICATION FORM

Q6.

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

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)

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.

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APPLICATION FORM

Application Guidance Notes

Q1.

Your contact details.

Q2.

Describe the project/activity that you are applying for a grant 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.

Briefly describe how your proposed project will achieve the grant criteria.

Q4.

Referees should be people who can comment on your work as a professional artist/arts worker. At least one referee should be an arts professional (i.e. gallery owner, college lecturer, arts officer, theatre director, dance animator). Please contact us if you need more guidance on the type of supporting material to send with your application.

NB members of Arts East Staffs: Community Team are not able to act as referees.

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.

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 — Individuals **CHECKLIST**

Have you:

- Read the Application Guidance Notes
- Completed every section
- Included all supporting material requested
- Informed your referees that they will be contacted
- 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