

# **ELMLEY SMALL GRANTS ARTS FUND**

## **Arts Equipment Grant Guidelines**

The Elmley Small Grants Arts Fund has a capital scheme to help with the purchase of arts equipment for small, local projects. Although you can apply for up to £1,000, it is anticipated that most grants will be less than this.

### **To be eligible for a grant from the Fund, your application must:**

- Be for arts equipment to be used in Herefordshire or Worcestershire with a total cost of no more than £5,000

You can apply for the total cost if this does not exceed £1,000.

However, for purchases over £500, priority will be given to applicants who are not asking for the total amount from the Fund.

### **In addition, priority will be given to purchases which feature one or more of the following:**

- Equipment used regularly or where there are plans for long-term usage
- Located in areas where there is little or no existing arts activity
- Encourage and develop participation in arts activities
- Encourage new audiences to experience high quality arts activities
- Are locally generated and controlled
- Equipment which will be used by more than one group
- Small, local community projects

### **Please note that we will not fund:**

- Applications from schools or other educational organisations; Local Authorities or other statutory bodies
- Activities exclusively for school children or college students in school/college time
- Applications from individuals
- Purchases with a total cost of over £5,000
- Requests to pay off loans or deficits
- Items which have already been purchased
- Computer hardware or software; cameras and camcorders; costume and clothing; sets, consumables and materials for one-off productions or activities

The information you need to apply to the Fund is given on the application form.

For information on other sources of funding and advice on running your group, visit the website of the Voluntary Arts Network at [www.voluntaryarts.org](http://www.voluntaryarts.org)

Please note that we expect to receive more applications than we have funds to support. Even if an application fits the Fund's priorities, it may not be possible to make a grant. An independent panel will meet quarterly to consider all eligible applications and to decide which will be supported.

**Once you have completed the application form, please return it to  
Elmley Small Grants Arts Fund Administrator  
Community First  
Malvern View, Willow End Park  
Blackmore Park Road, Malvern  
Worcestershire WR13 6NN**

# ELMLEY SMALL GRANTS ARTS FUND

## Arts Equipment Grant Application

Reference Number (for office use only) .....

**PLEASE BE SURE TO READ THE ARTS EQUIPMENT GRANT GUIDELINES BEFORE YOU START FILLING IN THIS FORM**

WHO ARE YOU?

Organisation .....

Contact Name .....

Address .....

.....

.....

Post Code .....

Email .....

Telephone .....

WHAT DO YOU WANT TO BUY?

Please describe what you are planning to buy.

WHY DO YOU WANT TO BUY IT?

WHO WILL USE THE PURCHASE  
AND HOW OFTEN WILL IT BE  
USED?

Please list the groups you expect  
to use it.

HOW WILL YOU ENCOURAGE  
MAXIMUM USAGE?

WHO WILL BENEFIT?

WHERE WILL THE PURCHASE  
BE STORED?

Please tell us your plans for  
security and insurance.

HOW WILL THIS PURCHASE  
ENCOURAGE NEW  
PARTICIPANTS IN THE ARTS OR  
INCREASE THE LEVEL AND  
QUALITY OF ARTS WORK IN  
THE AREA?

**HOW MUCH WILL IT COST?**  
Please give us a budget for the purchases in the space opposite.

£

Item .....  
Item.....  
Item.....

**Total cost** .....

**HOW WILL YOU RAISE THE REST OF THE MONEY?**  
Please tell us how you intend to cover the costs of the project. This fund is designed for small projects. Please use the headings opposite for guidance, adding extra headings if you need to.

£

Local Authority \* .....  
Other funding\* .....  
Sponsors .....  
Fundraising .....  
Contribution from reserves .....  
Other (please list).....  
.....  
.....

Requested from  
Elmley Small Grants Arts Fund .....

**The figure for total income must equal the figure for total cost.**

**Total income** .....

*\*Please say which funding sources you are applying to and when a decision will be made.*

.....  
.....

**TELL US HOW YOU KNOW THIS IS A GOOD PRICE.**  
It is understood that you may have chosen the best rather than the cheapest option.

N.B. If your item costs more than £1,000 we may request that you get three quotations.

**ABOUT YOUR ORGANISATION**

Please tell us about your group. You do not need a constitution, but must be able to satisfy us of your ability to maintain proper financial and administrative control.

When was your group established? .....

Is it a registered charity? YES/NO If yes, give number .....

Does the group have a constitution? YES/NO

If not, how is your group run? .....

.....  
.....

**BANK ACCOUNT**

Please give details of your group's bank account.

Account name .....  
Account no: ..... Bank sort code: .....

When should the grant be paid?

.....

**INDEPENDENT REFEREE**

Please give us the name of an independent referee. He or she must not be a member of your group nor related to a member of your group. However, your referee needs to be someone who knows your group and can talk about your work in a professional capacity.

Name .....

Occupation/status .....

Organisation .....

Address .....

.....

Email .....

Telephone .....

**We understand and agree that:**

If given a grant, it will be used exclusively for the purposes set out in the application. No major change will be made to how we use the grant, without prior agreement. The grant will not be increased in the event of any overspend. If we do not spend the entire grant on this project, the underspent amount will be returned promptly.

We will complete and return an evaluation report within 6 weeks of the purchase of the equipment (including full details of income and expenditure).

Failure to meet the above conditions will mean that future applications from our organisation will not be considered.

**CONDITIONS OF GRANT**

Please read and sign the conditions opposite.

**Declaration**

I confirm that I am authorised to sign this application and that, to the best of my knowledge, all replies are true and accurate.

Signed .....

Position in organisation .....

Name (please print) .....

Please ensure a copy of your most recent annual accounts, signed by two members of your group, is submitted with your application.

**RETURNING THIS FORM:**

**Please send the reference request form to your chosen referee and ensure it is returned to the address below by the due date.**

**When you have completed this application form, return it by the date indicated to:**

**Elmley Small Grants Arts Fund Administrator  
Community First  
Malvern View  
Willow End Park  
Blackmore Park Road  
Malvern  
Worcestershire WR13 6NN**

# ELMLEY SMALL GRANTS ARTS FUND

## Arts Equipment Grant

### REFERENCE REQUEST

Thank you for agreeing to give a reference for the organisation named below. The Elmley Small Grants Arts Fund is designed to open up new opportunities, to create new work, reach new audiences and enable people from all walks of life to take part in arts and cultural activities. We are grateful for your assistance in ensuring that the money from the Fund is properly used. Your answers to the questions below will be treated in confidence.

This grant application cannot be considered until this form is returned.

**Applicant's details:**

Name of Group .....
Ref no .....
Contact Name .....
Project .....

How long have you known this group and how do you know about their work?

--

Please explain briefly why you are supporting this project.

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Projects funded by the Elmley Small Grants Arts Fund should be well managed and financially accountable. In your opinion, can this group meet these criteria?

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Are there any reasons why this project should not be given a grant?

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**Your details:**

Name ..... Signature .....

Telephone ..... Occupation .....

Email .....

We may contact you for additional information

**Please return this form to:**

**Elmley Small Grants Arts Fund Administrator  
Community First,  
Malvern View, Willow End Park  
Blackmore Park Road, Malvern  
Worcestershire WR13 6NN**