

# **ELMLEY SMALL GRANTS ARTS FUND**

## **Events and Activities Grant Guidelines**

The Elmley Small Grants Arts Fund is a scheme 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. The Fund is intended to support 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 project must:**

- Take place within the Counties of Herefordshire or Worcestershire
- Involve professional artists in its creation or development
- Have a total cost of no more than £10,000

You can apply for the total cost of your project, up to the maximum £1,000. However, we prefer to support projects which have also raised funds from other sources, such as ticket sales, sponsorship or other grants.

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

- Demonstrate artistic vision and imagination
- Happen 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
- Enable the involvement of people who might otherwise be prevented or deterred from joining

### **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
- Projects with a total cost of over £10,000
- Capital grants (you may be eligible to apply for our Arts Equipment grant)
- Requests to pay off loans or deficits
- Projects which have already started or taken place
- Events intended to raise funds for non-arts causes

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.

**Please return completed application forms 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

## Events and Activities Grant Application

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

**PLEASE BE SURE TO READ THE EVENTS AND ACTIVITIES GRANT GUIDELINES BEFORE YOU START FILLING IN THIS FORM**

Organisation .....

Contact Name .....

Address .....

.....

.....

Post Code .....

Email .....

Telephone .....

WHO ARE YOU?

WHAT DO YOU WANT TO DO?

Please describe what you are planning to undertake. If you are planning a series of activities, please attach an outline of the programme listing proposed events, dates and venues.

**WHY DO YOU WANT TO DO IT?**

What are your aims?  
How will you judge whether you have achieved them?

**WHERE WILL IT HAPPEN?**

Priority will be given to projects in areas where there is little or no existing arts activity. Please tell us about your area.

**WHEN WILL IT HAPPEN?**

Please give dates.

Start: ..... Finish: .....

**IS THIS NEW WORK?**

Priority will be given to projects which result in new arts work, encourage new participants in the arts or increase the level and quality of arts work in the area.

**WHO WILL BE INVOLVED?**

Priority will be given to projects which encourage new audiences or participants in the arts, particularly from those sections of the community which might otherwise have little opportunity to get involved in the arts.

Who will organise it? .....

Who are the intended audience or participants? .....

How many people will be involved?

As audience? ..... As participants? .....

**WHICH PROFESSIONAL ARTISTS WILL BE INVOLVED?**

How many professional artists/arts workers will be involved? .....

Who are they? .....

Who chose them? .....

**HOW MUCH WILL IT COST?**  
 Please give us a budget for the project in the space opposite. The headings supplied are for guidance only - please include all aspects of the project costs.

Please note the Fund will not normally pay for the costs of equipment or building work

	£	
Artist's fees		.....
Other fees		.....
Hall/venue hire		.....
Materials		.....
Telephone, post, etc.		.....
Publicity costs		.....
Other (please list)		.....
		.....
		.....
		.....
		.....
		.....
<b>Total cost</b>		.....

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

	£	
Local Authority *		.....
Other funding*		.....
Sponsors		.....
Fundraising		.....
Contribution from reserves		.....
Earned income		.....
e.g. tickets		.....
sales		.....
fees		.....
Other (please list).....		.....
.....		.....
.....		.....
.....		.....
Requested from		
Elmley Small Grants Arts Fund		.....
<b>Total income</b>		.....

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

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

.....  
 .....

**PUBLICITY**

Even if the project is very local, you will want to tell people it is happening. How will you do this? How will you encourage participation from people who do not normally take part in arts activities?

**ABOUT YOUR ORGANISATION**

Please use the space opposite to 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 .....

**Please send the reference request form to your chosen referee.**

**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 completion (including full details of income and expenditure).

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

**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

## Events and Activities 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?

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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**