



**ELMLEY  
COMMUNITY  
ARTS FUND**

## **GUIDELINES FOR THE ELMLEY COMMUNITY ARTS PROGRAMME**

*Please read the following guidelines carefully before filling out the application form.*

- 1 This Elmley Community Arts Programme has two funds -**
  - **Events and Activities Grant** - a fund designed for community groups such as Village Hall Committees who want to pay artists in order to help people from all walks of life to enjoy and take part in arts and cultural activities. The Fund is intended to support small, local projects. The maximum you can apply for is **£2,000**
  - **Arts Equipment Grant** - a capital fund to help with the purchase, by community groups, of arts equipment which improves their ability to run arts events. The maximum you can apply for is **£1,000**

- 2 To be eligible for a grant from either fund, your application must -**
  - a.** Be submitted by a community group within the Counties of Herefordshire or Worcestershire
  - b.** Involve expenditure on artists fees if an Events and Activities Grant
  - c.** Have a total project cost of no more than £10,000 if an Events and Activities Grant
  - d.** Have a total cost of no more than £5,000 if an equipment grant

A Community group is a non-profit promoter, not performers, that operates within a specific community or geographical area in Worcestershire or Herefordshire, aiming to address local arts needs and improve the opportunities and well-being of its residents.

- 3** You can apply for the total cost of your project or equipment. However, please note we will prioritise projects and purchases whose budget includes funds raised from other sources, such as ticket sales, sponsorship or other grants.

- 4** Please ensure that the project budget income and expenditure balance.

- 5** Following completion of your application, we ask you to forward the 'Reference Request' link to an independent referee. Your referee needs to be someone who knows your group and can talk about your work in a professional capacity. They must not be a member of your group. Your application will not be considered until your referee has emailed a completed form to Community First.

**6** If your application is successful and your project involves children/young people, and/or vulnerable adults, we will need to see a copy of your safeguarding policy that has been reviewed within the last two years, and know that you have a named lead member of staff.

**7** **Priority will be given to applications which -**

- Are locally generated and managed
- Demonstrate artistic vision and imagination
- Demonstrate that the equipment will be used regularly or there are plans for long-term usage
- Take place in areas where there is little or no existing arts activity
- Encourage and develop participation in new arts activities
- Encourage new audiences to experience high quality arts activities
- Enable the involvement of people who might otherwise be prevented or deterred from participating

**8** **Please note that we will not fund the following -**

- a.** Applications from schools or other educational organisations; Local Authorities or other statutory bodies
- b.** Activities exclusively for school children or college students in school/college time
- c.** Applications from individuals
- d.** Activities where the person(s) submitting the application will get paid from the grant
- e.** Activities with a total project cost of over £10,000
- f.** Equipment with a total cost over £5,000
- g.** Activities which have already started or taken place
- h.** Equipment that has already been purchased
- i.** Events intended to raise funds for non-arts causes
- j.** Requests to pay off loans or deficits
- k.** Computer hardware or software; cameras, camcorders and mobile phones; costume and clothing; sets; consumables and materials for one-off classes and productions

**9** Ensure that your completed application form is submitted online by 5pm on the deadline date using the online form

See <https://www.elmley.org.uk/community-arts-fund/> to check deadline and decision dates.

**\*Please note that if you have already received a grant under this scheme you cannot apply again until 12 months after the date of that grant offer\***

Administered by:



*For information on other sources of funding and advice on running your group, visit the website of Creative Lives (formerly the Voluntary Arts Network) at <https://www.creative-lives.org/>*