

Allerdale Arts Fund Application Conditions and Guidelines

Please read this document carefully before completing the Allerdale Arts Fund application form.

Aim

To fund arts projects which benefit communities and artists based in Allerdale, by meeting the objectives of Allerdale Borough Council, Arts Council England, North West and the West Cumbria Strategic Partnership.

Allerdale Borough Council's Corporate Improvement Plan is the strategic basis for the development work in Allerdale supported by the Allerdale Arts Fund. A summary of this plan is available on the website at <http://www.allerdale.gov.uk/cip> or by email or telephone request to heritage.arts@allerdale.gov.uk or 01900 702510.

1. Objectives

The objectives of Allerdale Borough Council's Arts Fund scheme can be summarised as follows:-

- *To support artists' development*
- *To support projects working with professional artists*
- *To develop new audiences for the arts*
- *To increase access to the arts*
- *To encourage involvement in new art form areas*
- *To establish new partnerships in arts practice*

The Allerdale Arts Fund budget also aims to meet the priorities of Allerdale Borough Council, Arts Council England and the West Cumbria Strategic Partnership, which are as follows:-

- *Children and young people*
- *Community safety*
- *Healthy communities*
- *Job creation*
- *Living environment*
- *Regeneration & economic development*
- *Skills and education*
- *Tourism*

2. Criteria

Allerdale Borough Council will consider applications for grant aid from individuals, groups or organisations, providing that they meet the following list of criteria. The word 'project' should be taken here to include an event, a workshop, or a performance.

- The proposed project should take place within Allerdale and/or involve people who live and work in the Borough.
- The proposed project involves working alongside a professional artist.
- Every effort should be made to ensure that the project delivered provides the best experience possible for those involved.
- The support of Allerdale Borough Council and Arts Council England, North West must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets. Failure to do this will jeopardise future funding. If your application is successful you will receive logos by email or post. If you do not receive these please email heritage.arts@allerdale.gov.uk or telephone 01900 702510.
- Financial support can only be used for the purpose for which the grant aid is given. Failure to adhere to this condition could lead to the cancelling or reduction of the value of the grant.
- Grants awarded in the form of a guarantee against loss will only be paid on receipt of the necessary financial information showing that such a loss has occurred and be limited to a predetermined maximum sum.
- Grants cannot be given to projects that promote a specific religious or political doctrine.
- Grants will not normally be given to support capital purchases such as equipment.
- If requested, up to two Council officers must be given free access to the event, workshop or performance for monitoring purposes.
- Matched Funding: 100% grants will not be made to any project. Applicants must raise at least 50% matched funding from other sources. The Arts Development Officer is available to offer advice on other grant opportunities.

3. Application Procedure

- Read this document and the two information sheets carefully. The information sheets cover evaluation and useful contacts and information. If you would like a further information sheet about publicity and marketing please email heritage.arts@allderdale.gov.uk or telephone 01900 702510.
- Decide if you are applying for a small grant or a strategic grant. Small grant applicants may apply for a grant of up to £300 by completing and returning the application form. **Strategic grant applicants must discuss their project with one of the Arts Development Officers in advance, and additional information is welcome.** Applicants who do not follow this procedure cannot be accepted.
- Fill in the Allerdale Arts Fund Application Form. It is important to apply for your grant well in advance of your project as we do not fund retrospectively. Applications are assessed at bi-monthly Allerdale Arts Fund meetings on the last Wednesday of the month, then accepted or rejected. If an applicant is successful, a confirmation letter (detailing the amount awarded) will be sent out.
- **Completed applications should be signed, dated and returned by post, with at least 8 weeks' notice before the start of the project.** Send your completed application form to: Arts Development Officer, Heritage and Arts Unit, Allerdale Borough Council, Allerdale House, Workington, Cumbria CA14 3YJ. **Applicants returning their completed application by email must also send a hard copy in the post.**
- Successful applicants will receive an Evaluation Report form as part of the grant offer pack. Agreed project outputs are monitored within the Heritage and Arts Unit. It is essential that all sections of the Evaluation Report are completed in full and returned.
- **A completed Evaluation Report should be received by Allerdale Borough Council no more than three weeks after the project is completed, or by the 1st week of May if the project runs until the end of the financial year (ie 31 March).**
- Grants will be awarded upon receipt of a completed Evaluation Report, unless agreed by prior arrangement with an Arts Development Officer. The Evaluation Report form enables applicants to outline expenditure and income and identify project outcomes.
- Write your Publicity and Marketing Plan and Evaluation Plan (or start considering how to approach publicity, marketing and evaluation) and start planning the event.

4. Filling in the Application Form

Please type or complete your application form in **BLACK** ink using block capitals.

Your grant application will be classed as 'strategic' if:

- the project meets with one or more of the core strategic objectives of Allerdale Borough Council's Arts Development unit. (Please refer to page 1 for further details.)
- the application has been solicited by the Arts Development team at Allerdale Borough Council.
- the application is for a county-wide strategic arts project.

If your application does not meet one or more of these criteria, it will be classed as a small grants application. Small grants applicants may only apply for grants up to £300.

If you are applying for a strategic grant you must speak to an Arts Development Officer before submitting the application.

The Arts Development team can be contacted on 01900 702510.

Section 1: Your details

Please fill in your contact details here as fully as possible, to make it as easy as possible for us to contact you.

Section 2: Your project

This section requires you to explain why your project deserves to receive financial support from Allerdale Borough Council. Please do not leave sections blank unless they are not applicable. Please write N/A in the space if this is the case.

Which artform is most relevant to your project?

It is important that you specify the type of art form for which you are requesting support. This will enable us to produce an overall breakdown of the different art forms receiving support. If you are not sure which category your project fits into, please contact one of the Arts Development Officers in the Heritage and Arts Unit.

Brief description of your project

Please give details about: you and your work or your involvement with the project; your plans for how the project will happen; a brief explanation for your budget spend and how your project meets our objectives.

What is the benefit of this project to the community within Allerdale?

How will the public in Allerdale benefit from your project, either immediately or in the long term? For example, providing access to new/different arts activity in their neighbourhood; the opportunity to try something new, develop new skills, learn etc. Please include details about the people the activity will reach - particularly those who may not normally be reached by the arts, including the audiences and people taking part. Also include any evidence you have that there is a demand for the activity your project is providing.

How is the project benefiting artists and/or the arts in Allerdale?

Will your project, for example, take an artist's practice in a new direction or allow them to develop new skills? Will your project develop the use of a new or existing space?

How many training days are planned as part of the project?

If you are planning to train artists, or to have artists or administrators train others, please state here how many. This could include learning for volunteers, how to work with artists, mentoring or work experience.

Section 3: Finances

Please be as specific as possible when calculating your budget. Income may include any expenses such as projected/predicted ticket sales, sponsorship, and advertising income. Expenditure may include hire of venue/equipment/performers, printing costs, publicity costs, and administration costs such as phone calls, postage, stationery, electricity, licences or insurance.

Section 4: Checklist

It is essential that you have permission from the landowner/venue owner for your event to take place if applicable. It is a good idea to have this in writing if possible. Information sheets on Publicity and Marketing, Evaluation and Useful Contacts (with information on Health and Safety, Licencing and Insurance) have been provided with this pack – please refer to them if you have any questions.

Section 5: Feedback

Please tell us how you heard about the Allerdale Arts Fund.

Glossary

Creative Industries

Organisations and individuals primarily involved in economic or commercial activity with their origin in individual creativity, skill and talent.

Guarantee Against Loss

A guarantee against loss underwrites a project which may involve an element of financial risk when calculating expected income against expenditure. A guarantee against loss provides security by underwriting a reasonable short-fall. For example, if part of the projected income for your project is based on ticket sales, and the project makes a loss, Allerdale Arts Fund will recompense the shortfall (up to an agreed limit). However, if your project achieves or exceeds its projected income, the assistance of Allerdale Arts Fund will not be required.

Live or interdisciplinary

Combined arts, such as carnival.

Matched Funding

Many funders, especially European funders and Lottery funders, will only fund a project if there is money also going into it from elsewhere. Where match funding is a requirement of other sponsors of the project/event, Allerdale Arts Fund can act as a match funder to demonstrate support.

Participant

A participant refers to anyone taking part in the project.

Partnerships

Building and developing good relations with partner organisations or groups.