

Applying for an Arts Activity Grant

Please ensure you read these notes carefully before applying for an Arts Activity Grant, as they include both useful and important information.

Thank you for your enquiry into Hampshire County Council's Arts Activity Grants.

The Arts Service is committed to maintaining its support for local arts activity through a variety of ways, including grant giving. The Arts Activity Grant scheme provides funding support for groups to organise arts activities that benefit the people of Hampshire.

Arts Activity Grants cover a broad range of activities, you could apply for, for example; a one off arts project, an arts festival, a one off or series of performances or a series of workshops.

Included in this pack you will find information detailing eligibility for application, information on the grants scheme and how decisions are made, advice on what you need to tell us in your application and guidance notes referring to the questions on the form.

Before making an application to the scheme, we ask that you first discuss your proposal with the Grants Administrator (phone: 01962 846966, email: arts.office@hants.gov.uk) to provide a basic overview of the activity you intend to apply for. This will ensure that the activity meets the criteria and may also provide you with extra information.

If you do not have access to a computer, we are happy to send a hard copy of the application form, although you could also consider using the **PEOPLE'S NETWORK** at your local Hampshire Library. (All Hampshire libraries have People's Network PCs, where you can surf the net, e-mail and make documents etc, for **FREE**. You can also benefit from the library staff's knowledge and assistance.)

The following notes include information on:

- **Who can/can't apply?**
- **What activities we do/don't fund?**
- **When to apply?**
- **What happens next?**
- **Other sources of income**
- **Filling in your application form**

Who can apply?

To be eligible for support the **applicant must:**

- be an organisation and not an individual
- be a non profit making group/organisation
- have approached or actively sought local or district, borough, town or parish council funding

Who can't apply?

We cannot fund

- individuals
- profit making organisations

What activities do we fund?

To be eligible for support the **activity must:**

- benefit Hampshire people in Hampshire
- contain a community focus
- be a non profit making activity
- not be part of the curriculum and not part of the normal school day, if taking place in a school or involving school children

It is also preferable that **activities should**

- be of an innovative or developmental nature
- where appropriate, involve Hampshire based professional artists, musicians or performers

What we can't fund

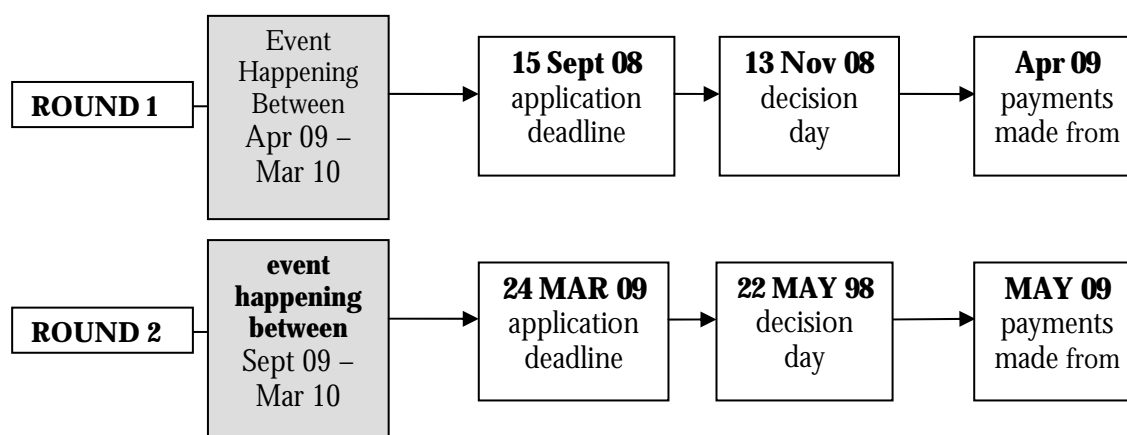
We cannot fund

- capital schemes - i.e. buying musical instruments, equipment or mending a roof
- activities that are primarily fundraising activities for a third party
- travel and performance costs for Hampshire arts organisations performing outside of the county
- setting up an organisation e.g. a play scheme
- further or higher education, personal development or training for individuals
- production or rehearsal stages for films or performances unless it contains high quality outreach work that is of genuine benefit to the piece and the participants
- ongoing organisational costs unless they are part of the costs of running the activity
- activities taking place outside of the county, e.g. in Southampton or Portsmouth

Please Note: Partnership projects where Hampshire County Council is taking a lead role should check with The Arts Office that their project is eligible for funding before applying.

When to apply

There are two decision days per year for which you can apply for an Arts Activity Grant, the diagram below details the procedure for 2009/10.



Approximately two thirds of the grant fund available will be allocated in round 1 and one third allocated in round 2. Essentially, by reserving money in the budget for round 2, we hope to be able to support more organisations and have a more even spread of applications.

What happens next

Once your application is received it will be processed by the Arts Administration Assistant, who will then pass a copy of your application and a summary report to the Head of Hampshire's Arts Service.

The Head of Hampshire's Arts Service will then look at all the applications received in the round and make a recommendation of award based on how closely the activity fits with the County Council's Corporate Priorities and also the current size of the grant fund. This recommendation is presented with a summary report to the Executive Member for Recreation and Heritage, who then agrees a final decision. An award may come in a variety of forms, for example, you may be offered an outright grant, a guarantee against loss or a conditional award.

Other Sources of Income

Funding the whole entirety of an activity is **NOT** something that we would consider doing. We would therefore look to see that you had contacted other funding sources and actively sought funding wherever possible. We want to see what local or other support your project has.

As a minimum, we would require you to have contacted your district or borough council. Please note that funding from these sources does not necessarily come from the arts department, so please look into other departmental funding e.g. community, youth provision and leisure. You should also consider approaching town and parish councils for support and funding if appropriate.

Basingstoke and Deane Borough Council (Arts Development Officer: 01256 845291)

Funding opportunities: Leisure Initiatives Fund

Phone: 01256 844844 Web: www.basingstoke.gov.uk/leisure/workingwithus/grants

East Hampshire District Council (Community Project Worker: 01730 234391)

Funding Opportunities: Community Initiatives Fund and Area Development Grants

Phone: 01730 266551

Web: www.easthants.gov.uk/home.nsf/PortalPageListHomePage/Community?OpenDocument

Eastleigh Borough Council (Head of Arts and Heritage: 023 8068 8187)

Funding opportunities:

Community Development Grants (up to £250)

Local Area Committee Grants (up to £1,500; applications taken annually in September/October)

Phone: 02380 688367 Web: www.eastleigh.gov.uk/ebc-1667

Fareham Borough Council (Partnerships and Development Officer: 01329 824714)

Funding Opportunities: Community Grants

Phone: 01329 236100 Web: www.fareham.gov.uk/town/community/grantsintro.asp

Gosport Borough Council (Arts Development Officer: 02392 603598)

Funding opportunities: Community Grants

Phone: 02392 545319/545722 Web: www.gosport.gov.uk/index.asp?pgid=10843

Hart District Council

Please contact Leisure Services on 01252 774478

Havant Borough Council (Arts Development Officer: 023 9244 6633)

Please contact the Arts Development Officer for advice on funding opportunities.

New Forest District Council (Arts Development Officer: 01425 619983)

Funding Opportunities: Revenue Grants

Phone: 01425 619983 Web: www.newforest.gov.uk/index.cfm?articleid=5189

Rushmoor Borough Council (Arts and Cultural Officer: 01252 398743)

Funding Opportunities: Voluntary, Community, Youth, Arts and Sport Grants

Phone: 01252 398743 (arts) Web: www.rushmoor.gov.uk/index.cfm?articleid=4643

Test Valley Borough Council (Senior Arts Officer: 01264 368844)

Funding Opportunities:

Test Valley Borough Council Arts Grants

Phone: 01264 368844 Web: www.testvalley.gov.uk/Default.aspx?page=373

Test Valley Arts Foundation

Phone: 01264 738083 Web: www.testvalleyarts.org

Winchester City Council (Arts Development Officer: 01962 848 303)

Funding Opportunities: Community Chest Grants.

Contact: Partnership and External Funding Officer

Phone: 01962 848582 Web: www.winchester.gov.uk/AdviceAndBenefits/Grants

Advice on voluntary organisation's and fundraising can be found at your districts Council for Voluntary Service (CVS), please go to www.hampshireiwcvs.org.uk for a contact list of your appropriate service or contact Community Action Hampshire on 01962 854971.

Please also consider contacting the following funding sources:

Arts Council England - Grants for the Arts

Arts Council England distribute National Lottery funds to arts organisations and arts professionals around the country. Grants for the Arts are for activities that benefit people in England or that help artists and arts organisations from England to carry out their work. Awards range from between £200 and £100,000.

Web: www.artscouncil.org.uk Phone: 0845 300 6100

The National Lottery

- Awards for All

Awards for All is a Lottery grants programme aimed at local communities

Web: www.awardsforall.org.uk Phone: 0845 600 20 40

- Big Lottery Fund

The Big Lottery Fund is committed to improving communities and the lives of people most in need.

www.biglotteryfund.org.uk Phone: 0845 4102030

To view information on all National Lottery funding streams please go to www.lotteryfunding.org.uk

Filling in your application form

Please complete all Questions

Contact details for your organisation

Q1:

If your organisation has applied to Hampshire County Council for funding before under a different name, please note this on the application form.

The main contact person for this application

Q3:

Please make sure that this person knows about your activity and is able to talk about it with a grant officer if required.

Q4:

Please ensure you include a contact phone number and email address.

Q5:

For example: Chairperson, Treasurer, Secretary or Fundraiser.

Information about your organisation

Q6:

Your organisation may fall under more than one category – please tick as many boxes as appropriate.

Q7:

Please note that this question is asking for the aims and objectives of the **ORGANISATION** and not the activity. Your organisation should have a constitution or governing document and the aims and objectives should derive from this.

Your project

Q9:

This question is where we will find out the most information about your activity. Please therefore, take the time to answer it thoroughly, using the guidelines below, but also try not to write more than 100 words. If you require more space, please add a supplementary sheet.

What to include in your description:

- A brief overview of what the activity involves
- What do you aim to achieve by organising this activity, what are the activity aims?
- If a grant is awarded, what precisely will it pay for/be put towards?
e.g., the costs of a community arts project, to pay for a workshop programme as part of an arts festival or to go towards paying a professional choreographer as part of a dance project.

Note: If it is the case that an award would go towards a specific part of the activity, please describe both the wider event and the aspect that you are applying for. e.g., if you are applying for the arts aspect at a community festival, you need to briefly describe the whole festival and also describe in detail the arts programme. If appropriate you could also attach an arts activity programme.

Q10:

Included in this answer could be any market research that you have completed, direct demand, lack of existing provision, local problems, national or local guidance or general local/community awareness.

Q11:

You can find information about Hampshire County Council's three corporate priorities at www3.hants.gov.uk/corporate-strategy-home/performance-plan.htm. If you do not have access to the internet please contact the Arts Administration Assistant for a hard copy. Alternatively you could

visit your local library and use the **PEOPLE'S NETWORK**. (All Hampshire libraries have People's Network PCs, where you can surf the net, e-mail and make documents etc, for **FREE**. You can also benefit from the library staff's knowledge and assistance).

The three Corporate Priorities are

- Hampshire safer & more secure for all
- Maximising wellbeing
- Enhancing our quality of place

Your organisation/activity is not expected to support all of these priorities, please select the most appropriate priority/priorities and explain how your activity supports the detail of that priority.

Q12:

Explain here how you intend to reach your target audience/participants or those who will be involved in your activity. Marketing information should be included in this section.

Q13:

If you don't yet have a confirmed venue or date, please list suggested or provisional bookings and make it clear that this is yet to be confirmed. If you are applying for a touring activity, please include a supplementary full tour schedule.

Q14:

This question is about monitoring and evaluation. The success factors will be dependent on your activity. They could include meeting certain aims of your project, financial successes, audience/participation figures or audience/participation satisfaction.

Some of the ways in which you could record these for example are; customer feedback, counting participants/tickets sold, photos, local press coverage, your actual budget or a brief written evaluation of the project aims and what was achieved. This information could be used in future applications to the Arts Activity Grants scheme.

Finance for your project

Please use pounds and not pence e.g. £100, not £100.26

Q15

This amount should be no higher than the shortfall amount given in Question 17.

Q16:

We have separated the budget into specific titles, this is to make the processing stages easier but it is also a useful guide as to what should be considered and budgeted for.

Under each title are 2 or 3 boxes, within these please list the specific costs of your budget. If you are unsure which title a cost should be listed under please add it to 'Other'. If you have a contingency amount, please also list this under 'Other'.

Note: The figures listed under the 'In Kind' expenditure should match the costs in the 'In Kind' income.

Q17:

As above, please list your specific income under the appropriate headings.

Next to each cost you will see two columns titled A and B. If you have a confirmed income amount, please tick column A. If your application for funding or income figure is not confirmed, please write the date that you are likely to have confirmation by in column B.

If you are contributing from reserves, please list these under 'Other'.

Note: (As above) The figures listed under the 'In Kind' income should match the costs in the 'In Kind' expenditure.

Local Authority Grants and Other Grants

Please ensure that you write which specific Local Authority or grant fund you have or are planning to apply for. The date section under these titles is very important, therefore ensure that if you have income under these headings and it is not yet confirmed, that you include the expected result date.

Q18:

Please list the total figures that appear on the expenditure and income sheets.

Q19:

Please explain to us what you will do if your fundraising target is not reached. This could include ideas such as, certain aspects of the activity would need to be cut, other fundraising would be sought or that the organisation would contribute from a reserve/contingency fund.

Q20:

We are aware that although you may have approached other sources for funding, that you may not have made an application. Reasons for this can include lack of money on the grant givers part, the activity/applicant may be ineligible or you may have missed deadlines.

REMEMBER it is now part of the criteria that you **MUST** have approached or actively sought local or district, borough, town or parish council funding, so please include any details of this.

Monitoring supplement

This information is collected in order to monitor our grant programmes for equality of opportunity. The answers you give will not affect your application for a grant from Hampshire County Council.

Independent Referee

This page needs to be completed by a respected person in a relevant field, who will stand as an independent referee for both the organisation and the event detailed in the application. This should also be someone from a formally constituted organisation such as a local councillor or theatre who will not benefit from any grant awarded.

If you have any questions or would like any further help with completing the application form, please contact

**Grants Administrator
Hampshire County Council, Arts Office
Mottisfont Court
High Street
Winchester
SO23 8ZF
Phone: 01962 846966
Email: arts.office@hants.gov.uk**