

Arts For Rutland

Grant Scheme



Application guidelines for groups

Note 1	Contact details:	<p>Please give the name of the group making the application and the contact name and details of the person completing the application form.</p> <p>The group must be based in Rutland</p>
Note 2	Project Title:	Please give a title for your project
Note 3	What is the funding for?	<p>Please give outline details of the project, including details of location and timing.</p> <p>Groups may apply for arts project funding up to a maximum of £1,000. The term 'arts project' is flexible and could include:</p> <ul style="list-style-type: none"> • A single event, concert, performance or exhibition • A music festival • A series of workshops • An artist residency • Upgrading equipment to improve facilities on an ongoing basis • Commissioning of a new work for your group <p>Eligibility</p> <ul style="list-style-type: none"> • The application should be for a project you are planning in the future • The group must provide financial statements / accounts to validate the need for the grant • Any costs for asset requirements included as part of the application must be based on a minimum of two competitive quotations and not estimations • The project should be for the benefit of the people of Rutland • The project must demonstrate accessibility and inclusion <p>We are unable to fund any group for:</p> <ul style="list-style-type: none"> • Projects leading to financial profit or commercial gain for the applicant • 100% of the total item/project cost • Repeat projects, irrespective of timescale, e.g. a second application to Arts for Rutland for a very similar project. • Core organisational costs e.g. rent, salaries • Capital developments e.g. improvements to offices or workspaces. • Projects that promote religious or political beliefs • Fundraising activities

		<ul style="list-style-type: none"> Projects that take place in education settings which are not targeted and designed for the wider community <p>Groups and organisations run by local authorities are not eligible for funding from Arts 4 Rutland.</p>
Note 4	Previous projects:	Please give details of any past projects that contribute to the development of this one.
Note 5	Who will benefit?	How many people, who are they, and how will they benefit? This could include members participating in the project directly, or the general public attending an event. How will the project inspire and challenge audiences and participants, and enhance community inclusion in Rutland?
Note 6	Might the project develop?	Is there any long term impact on individuals or communities? Is there any scope for the project to develop into a more regular event?
Note 7	What skills and controls are in place?	What personnel are in place or would be engaged to manage the project? How will income and expenditure be budgeted and monitored? What other sources of funding have been obtained or are being explored?
Note 8	Why is funding needed?	<p>Please give a brief outline of why the funding is required and cannot be met from existing funds.</p> <ul style="list-style-type: none"> Please supply a copy of your most recent audited financial accounts in support of this statement. If unable to supply audited accounts, please supply a copy of the group's bank statements for the last 6 months and an income and expenditure account if possible.
Note 9	What are the costs?	<p>Please give a full breakdown of the costs, including the costs of items covered by donations in kind.</p> <ul style="list-style-type: none"> We will require documentary evidence in support of any expenditure. Any costs for asset requirements included as part of this application must be based on a minimum of two competitive quotations and not estimates.
Note 10	How will the project be funded?	Please give details and amounts from all sources, including funding in kind (balancing the costs above), and any funding from your organisation's own reserves.
Note 11	Impact if application not successful or only part successful:	Would you be able to make up the shortfall from your own funds or other sources? Would the project have to be abandoned, or would it continue in a reduced format?
Note 12	Checklist:	Please ensure that you have completed all sections and attached all documentation required as incomplete applications will be returned.

Successful applicants will be required to:

- to give something back to the community, perhaps by taking part in a concert, exhibition or other event.
- Complete a project evaluation form within one month of completion of the project
- Provide a post project expenditure summary together with documentary evidence
- Include reference to Arts 4 Rutland in all press releases related to the project

Any applicant may be asked to meet with members of the Arts 4 Rutland Committee to review the application if more information or clarification is required.

For Groups, our judging criteria will include:

- The application must fulfil the eligibility criteria
- A secure project plan with artistic quality, originality and imagination
- Priority will be given to new initiatives
- Ability to inspire and challenge both audiences and participants
- Ability to respond to the creative ideas of participants
- Ability of people to learn or try something new
- Ability of the project to develop your organisation
- Any long term impact on individuals or communities
- Impact on community inclusion
- Previous track record of excellence
- Necessary skills and financial controls in place
- Funding from other sources in place or applied for, where appropriate