



Form: AD1
April 2008

Leicestershire County Council - Arts & Outreach Service

Grant Aid for Arts Development Projects 08-09

Guidelines

Other forms also available:

- Application Form (AD2)

The Shire Grants Scheme

The Arts Development Shire Grants budget supports arts activities in Leicestershire. A total of £29,000 is used to fund a wide range of artforms, arts activity and festivals throughout the County. Support for certain activity is already committed from this budget e.g. The Centre Stage and Centre Screen rural touring schemes are funded from this budget. The remainder of this fund is available as grants awarded through the Shire Grants scheme. In the past grants have been awarded for activities involving music, dance, drama, creative writing, painting, sculpture, photography, animation, print-making, crafts, video, film, story-telling, mime and a variety of festivals.

A grant of up to 50% of the cost of an activity can be considered and grants generally range from a minimum of £100 to a maximum of £2000. Though due to high demands on this fund the maximum amount is very rarely awarded. Please also be aware that due to a limited budget we are not able to fund all eligible applications and successful applications may not receive the full amount of money requested.

Application Criteria

Arts Development Grants are considered according to the priorities for Leicestershire County Council and the Development Priorities of the Leicestershire Strategic Arts Plan. The funding is used to help us meet these aims and priorities. You should think about how your application might address one or more of these when putting together your proposal.

- The Development Priorities are listed in the sheet enclosed with this pack.
- To help you consider whether your project helps meet any of Leicestershire County Council's priorities we ask you indicate in your application form which of the following your project will address:

Increase access to your facilities?

Help provide better facilities in a rural area?

Contribute towards equality of opportunity / access?

Improve people's access to cultural & recreational activities?

Improve an existing, or offer a new, learning or recreational activity?

Encourage new people to become involved in your organisation?

Offer new volunteering opportunities?

Improve the image of your local area?

Involve educational opportunities for children & young people?

Involve children & young people in another way?

Involve people over 55 or will people over 55 be encouraged to participate?

When assessing applications for funding we also consider the following general criteria:

- Arts activities should demonstrate a tangible benefit to the people of Leicestershire and enhance the artistic life of the County.
- Priority will be given to supporting work which involves professional artists. Grants to amateur organisations will be offered in order to help them work with professional artists wherever possible and to disseminate their skills.
- All events which have been funded through Arts Development shall reflect the County Council's Equal Opportunities Policy to encourage the widest possible access to the arts throughout the County.
- Grants are aimed primarily at new organisations/initiatives or at new activities within established organisations.
- Funding will be provided to support activity during the current financial year and it should not be assumed that successive years of funding will automatically be forthcoming.

Environmental Impact

We also now ask you to consider the environmental impact of your project idea and need to know how you intend to limit this.

Time-scale and Monitoring

All activity must be completed and evaluated by March 2009. It is a funding requirement that monitoring information is provided to show who has benefited from this public money.

For an informal discussion on any project please contact:

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Frequently Asked Questions

The following typical questions and answers are intended to assist you in making an effective application:

Where should the activities take place?

Anywhere within the county boundary of Leicestershire will be considered, the choice of venue is yours. Events taking place in either the City of Leicester or in Rutland are excluded as these are unitary authorities with responsibilities for their own services.

How much can I apply for?

While there is no upper or lower limit to the sum that can be requested, up to 50% of the overall cost of a project will be considered. As well as direct grants we can also offer guarantees against loss for a project/event.

What does Arts Development expect in return for a grant?

Various conditions are outlined on the grant offer that will be sent to you if your application is successful. The most important one, which needs to be considered at an early stage, is that all publicity and promotional material for the project/event MUST carry the Leicestershire County Council logo. We will supply this in a variety of sizes for your convenience and require examples of the publicity material for your project/event. You will also be required to complete an

acceptance form for the grant, which will contain details of any special conditions attached to your grant.

Before payment can be made we expect a short report from you which evaluates the project and provides some information about participants and / or audiences who have benefited from the project. We will also provide you with a monitoring form which is used to generate useful statistical information. We need this to show how our grant funding has benefited people in Leicestershire.

Am I still eligible for a grant from Arts Development if I also get grants from other sources?

Yes. We actively encourage joint funding of projects and would normally expect you to approach your District or Borough Council and other funding bodies such as Arts Council England, East Midlands. We can advise you on applications to other relevant funding bodies, and other County Council departments where appropriate. It is vital that we have full information about any alternative sources of funding that you have applied for. Without this information applications may be delayed and possibly even refused. We work in partnership with the other major funding bodies in the region and expect you to keep them informed of your approaches to us. You can search for possible sources of funding using the online searchable database at www.fundingtoolkit.org

Are there any aspects of the arts which are ineligible for funding from Arts Development?

- It is not our policy to fund arts activities which take place in school premises during core curriculum time, although we do fund events that are open to the general public which take place in school or community college premises. Some arts projects may be a mixture of educational and community activities (eg. Residencies), so in those cases apply anyway, making the aims of the project clear, and it may be possible to negotiate funding possibilities for specific elements of the project.
- Students in full time education are not eligible for grant aid towards their courses or any related projects.
- Profit making or fund raising events are not eligible for grant aid.
- We do not give grants for the purchase of capital equipment or for premises costs. (It may be possible to apply to another County Council department for these costs, and we can advise you accordingly).
- Organisations already funded for a programme of work will only be eligible for support for those events/projects over and above their normal activity.
- We do not give grants for religious purposes, but arts activities connected with religious events are eligible on condition that the events are publicised, and the publicity clearly states that the event is open to people of other faiths.

When should I apply for funding?

As soon as possible in the new financial year (April 2008). We do not set deadlines for receipt of applications but encourage you to apply as early as possible, and certainly no less than two months before the event/project is due to take place. We cannot consider applications for activities which have already taken place or have started at the time of application. Leave yourself plenty of time to include the County Council logo on all publicity, and remember it is often useful to discuss your application in more detail with the Arts & Creative Industries Officer before submitting a final version.

If I get a grant, how is payment made and when do I get the money?

All grant payments are made by cheque and will be sent to the address of the organisation/individual. Payment is normally made after the event(s) have taken place on receipt of a short report about the project, end of project accounts and a completed monitoring form. We need these to illustrate how the Shire Grants money benefits people in Leicestershire. In cases where a retrospective payment would cause severe financial difficulties to the client, we can arrange payment prior to the event. Guarantees against loss are not payable until final accounts for the project have been submitted, and the actual extent of the loss is established.

What if my project/event is postponed - can the grant money be used for something else or at a different time?

All activities must be completed during the financial year in which the grant was offered - it is not possible to carry grants over into the next financial year. If your project/event does not take place at the anticipated time for whatever reason, you must inform us immediately in writing, and the grant will then be cancelled and you will need to apply again at a future stage. The grant must only be used for the purpose for which it is provided.

Processing Your Application

- You will receive a letter confirming receipt of your application.
- We will then write to you once we have made a decision about whether to fund your project or not.
- Please allow a minimum of 8 working weeks from the receipt of your application form for us to fully process it.

We hope these guidelines will be helpful and look forward to receiving your completed grant application.

Issued by:

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Further details and application forms are available on the web:
www.leics.gov.uk/shire

Information from this leaflet is also available in alternative versions (e.g. large print, Braille, audio or an alternative language). To request these please contact Emily Horwood, T: 0116 267 0015, E: ehorwood@leics.gov.uk