



Cultural Grants

Please print in black ink

- **Please read the Cultural Grants Guidance Notes at the back of this booklet before completing the application form.**
- It is advisable to phone the Arts Development Officer to discuss your application prior to submitting (contact details in the guidance notes).
- All information must be submitted on the original form; additional sheets will not be accepted.

Applicants applying for:

- Funding towards training – complete sections A,B,D,G,H
- Funding towards a project, event etc – complete sections A-D & F-H
- Funding towards equipment costs – complete sections A,E,G,H
- Funding towards both project and equipment costs should complete the whole form.

Application Form

SECTION A – THE APPLICANT

GRANT CATEGORY:

Individuals/Artists:

Name

Art Form

Organisations/Groups/Schools:

Organisation's Name

Your Name

Your Position in Organisation

SECTION A (continued)

CONTACT DETAILS:

Address

.....

..... Postcode

Tel. No. (day) Fax

EmailWeb

YOUR STATUS: [please tick appropriate box]

- | | |
|--|---|
| <input type="checkbox"/> Registered charity
Registration no..... | <input type="checkbox"/> Voluntary Organisation
[Unincorporated association] |
| <input type="checkbox"/> Sole Trader
[Self-employed freelance artist] | <input type="checkbox"/> School / College |
| <input type="checkbox"/> Health Authority | Other |

1) What insurance do you/does your organisation hold? *State type of insurance, policy number, insurance broker and limit of insurance (£)*

2) Are you (individuals)/is your organisation a member of Maidstone Area Arts Council? YES NO

3) What are your aspirations (Individuals) / your aims and objectives (Organisations)?

SECTION B – YOUR PROPOSAL

4) What is the funding for? *[Please tick the appropriate box(es)]*

- Project Event Workshop Training Research
 Exhibition Forming of a New Group Other [please state]

5) What is the title of the above?

6) Where will it happen?

7) When will it start?

8) What is your expected completion date?

9) Give a description of the activity/event or how this money will be spent?

SECTION B (continued)

10) How do you think this proposal will benefit the people of Maidstone?

SECTION C – PROJECT SPECIFICS

11) How many people do you anticipate will be involved?

Participants Audience Professional Artists

12) Will the project involve working with or direct contact with children / vulnerable adults? YES NO

IF YES: Have all the adults working with the children/ vulnerable adults been Disclosure checked? YES NO

IF YES: Please state their names and Disclosure check numbers

.....

13) How will you publicise?

14) Who do you think your target audience are?

SECTION E - EQUIPMENT PURCHASE APPLICATION

Only fill in this section if you are applying to buy equipment

17) Please list below the equipment you intend to purchase:

Equipment	Model No	Net Price £	VAT £	Gross Price £
TOTAL EQUIPMENT PURCHASE				£

18) How much are you applying for in grant aid from the Borough Council to fund this equipment purchase?

£

19) Is the organisation registered for VAT?

YES

NO

20) Can VAT be recovered on these items?

YES

NO

21) How often will the equipment be used?

22) Will technical instruction on the use of equipment be provided by professionals and what systems have you in place to ensure that the equipment is used safely?

23) What steps will you take to ensure the equipment is securely stored (locks, alarms etc)

24) Do you foresee a problem in loaning this equipment to Arts Development or other local arts organisations?

YES

NO

SECTION F – PROJECT SALES (INCOME)

The grant application is only valid if 50% match funding is proven.

You need to show in this section of the form how you have raised the remaining 50% of the proposal costs.

25) Will you sell tickets/charge an admission?

YES

NO

IF YES:

What will you charge?

Adult £ Child £ Student/OAP £

Family £ Group £ Other £

AND:

How much income do you anticipate this will generate?

Show breakdown of admissions (eg X Adults at £X =£ etc.)

TOTAL ADMISSIONS

£

26) Will you sell anything else?

(e.g. programmes, artwork etc.)

YES

NO

IF YES:

What will you sell? How much for?

Show breakdown of sales (e.g. X programmes at £X =£ etc.)

TOTAL SALES

£

SECTION G – ATTRACTED INCOME

27) Have you applied for grants, sponsorships or donations from any other sources with regard to this application? YES NO

IF YES: Please complete the grid below

Applied to	Amount Requested	Confirmed
	£	YES / NO
	£	YES / NO
	£	YES / NO
TOTAL AMOUNT APPLIED FOR FROM OTHER SOURCES		£

28) How much money (both in cash & in kind) will you/your organisation be putting towards this proposal?

In Cash £ In Kind £ TOTAL IN CASH & IN KIND £

29) Please describe your 'in cash' and 'in kind' contributions

30) Please check your budget below

	EXPENDITURE	
Total Budgeted Expenditure (Question 15)	£ <input type="text"/>	TOTAL EXPENDITURE £ <input type="text"/>
Total Equipment Purchase Costs (Question 17)	£ <input type="text"/>	
Amount Requested From Council - PROJECTS (Question 16)	£ <input type="text"/>	TOTAL INCOME £ <input type="text"/>
Amount Requested From Council - EQUIPMENT PURCHASE (Question 18)	£ <input type="text"/>	
Total Admissions (Question 25)	£ <input type="text"/>	
Total Sales (Question 26)	£ <input type="text"/>	
Total from Other Sources (Question 27)	£ <input type="text"/>	
Total In Cash/In Kind (Question 28)	£ <input type="text"/>	

For question 30, The TOTAL EXPENDITURE BOX must equal the TOTAL INCOME BOX . If it does not, you will not be eligible for funding

SECTION H – REFERENCES

31) Please give details below of two referees able to vouch for your work/the work of your organisation?

Referee 1

Name Position

Organisation.....

Address

.....

Tel Email

Referee 2

Name Position

Organisation.....

Address

.....

Tel Email

I believe that the information provided in the above application is true to the best of my knowledge. I have read and understood the terms and conditions of receiving a grant from Maidstone Borough Council as described in the arts grants guidance notes.

Signed Name [please print]

Position Date

We wish to store your details on computer to inform you of future grant opportunities and require your permission to do so, in order to comply with the Data Protection Act. Your details will be stored for this purpose only and will not be passed on to other sources. PLEASE TICK THE BOX IF YOU DO **NOT** WISH YOUR DETAILS TO BE STORED.

Enclosures

Please make sure that you include the following, as they are essential to the consideration of your application by the Cultural Panel:

Organisations

- Your accounts for the last financial year
- A copy of your annual budget.

Individuals

- A C.V.
- Copies of publicity for relevant work you've generated in the last two years?

Cultural Grants Guidance Notes

Please read carefully



How to apply

- Before applying discuss your project with Wendy Deans (Arts Development Officer) who can advise you on your application and may save you unnecessary work.
- Applications must only be made on the official Cultural Grant Application Form
- Supporting information may be submitted and may be used by the Arts Development Officer in making a recommendation to the Cultural Panel. This information will not be seen by the Panel.

When to apply

- There are 2 rounds of funding each year (spring and autumn). The deadlines for receipt of applications are: 31st March (spring round) and 30th September (autumn round).
- Applications to the spring round cover the period from May to the following March.
- Applications to the autumn round cover the period from November to the following March.
- No projects can be funded retrospectively.

Who can apply for a grant & how much for?

Professional or voluntary arts organisations or other groups or bodies,

- To engage in new arts activities/events/projects.
- All organisations need to be formally constituted with a committee and designated bank account.
- **Applications for up to 50% of project costs (applications in excess of £4,000 are unlikely to be successful)**

Local Schools

- For arts activities which take place outside of school hours and involve the wider community, not just school pupils. Open to public sector schools only.
- **Applications for up to 50% of project costs (applications in excess of £4,000 are unlikely to be successful)**

Local Health

- Open to local public hospitals, healthy living centres, day care centres and residential homes.
- For arts projects, workshops installations etc which involve patients, staff and visitors working with professional artists.
- The proposal will need to identify the health benefits to patients, visitors and staff.
- **Applications for up to 50% of project costs (applications in excess of £4,000 are unlikely to be successful)**

Individuals

- To develop a new area of work a specific project or undertaking training to facilitate this. The panel may ask for a presentation by the artist in order that they can assess the need for the grant.

- **Applications for up to £200 to support their work.** In the event than an artistic endeavour funded through Cultural Grants is financially successful for the artist, the Borough Council may require reimbursement of the grant either in money or in kind.
- Should two or more artists be working together, this will be seen as a group endeavour, therefore applications to the group category will apply.

Grants for the Purchase of New Equipment

- New equipment e.g. lighting, sound equipment etc. can be applied for
- **Applications will be limited to £500 per applicant/organisation** for new equipment (eg, lighting, sound, photography etc). If the equipment cost is less than £500, no match funding is required.
- It is a requirement of this grant that the equipment purchased would be made available to the Arts Development Service and on loan or at preferential rates of hire other local arts organisations.

Who/what will funding be awarded to?

- To individuals/organisations who are members of Maidstone Area Arts Council (MAAC). If you are not a member of MAAC, should you be offered a grant, it will be on condition that you join MAAC for at least one year.
- To arts activities which will happen in the Borough of Maidstone and are beneficial to the arts provision of the Borough.
- Grants will only be given to new arts activities/events/projects and cannot be used to fund established annual programmes.

What are the criteria for distributing grants?

- To provide grant aid (according to eligibility and within the approved budget) to organisations and individuals demonstrating a financial need, in order that they can undertake their artistic programme.
- To encourage exciting, innovative and challenging work across all art forms
- To ensure that due consideration is given to the quality of the experience had by the local community made available to them by the artist/arts organisations
- To encourage strategic planning and effective use of resources by organisations/individuals
- To promote greater understanding of the arts and to widen access to activities and events, especially to those who have limited access.
- To ensure professional standards and maintain health and safety within the arts, applicants must carry insurance and hold a disclosure check where necessary.

How can I find out more about Cultural Grants?

- A full list of amounts awarded to whom and examples of previously funded applications can be viewed on the website www.maidstonearts.com under the grants and funding section.

How are applications assessed?

- Applications are considered by the Cultural Panel who meet twice a year
- The panel is made up of four Councillors, a number of arts professionals and representatives from local arts organisations.

What happens after the Cultural Panel have met?

- You will be notified of the outcome of your application within two weeks of the panel meeting. These meetings normally take place within four weeks of the deadline.
- If you are successful you will be sent a letter of acceptance outlining the panel's decision and details of any special conditions. The acceptance form must be returned within 30 days. Failure to reply invalidates the grant offer.
- Special conditions may require that you provide the panel or the Arts Development Officer with further information before you can proceed or that you spend the grant aid on particular areas of expenditure. All grants must be claimed within the financial year in which they are awarded.
- Once the acceptance form is signed and returned to the Arts Development Officer the first grant cheque will be authorised.
- Grants are awarded in two instalments: the first (75% of total grant) at the outset, providing all conditions have been met; the final payment (25% of total grant) once the end of year report has been received. The Cultural Panel reserves the right to offer the grant in more than two instalments if it so chooses.

What if an application is rejected?

- Although your project may be a very good one and your application has been filled out correctly you may not receive a grant. The reason for this may be that the grant scheme has been over subscribed, or that you do not meet the criteria. If you are unsuccessful you will receive a letter explaining why. Rejected applications can be re-submitted at the next round of funding.

What happens if the project is cancelled?

- If there is a cancellation of all or part of the event/tour/project for which funding has been given, the grant or a proportion of the grant should be returned to the Borough Council. You will have to agree to this as part of the terms and conditions of accepting the grant.

What happens if the project is delayed?

- Should the project not happen before the end of the financial year in which the grant is given, the grant money should be returned to the Borough Council. It may be possible to arrange for the grant to be carried over but only if you submit your request in writing to the Arts Development Officer in time for the Cultural Panel meeting in March. Any decision will be confirmed in writing.

Are there exclusions?

- Events aimed primarily at fund raising cannot be funded.
- Successful applicants cannot reapply within the a year of receiving funding.
- Previous applicants who have failed to meet the terms and conditions of grants they have been awarded cannot be funded.

Return the completed application form to:

Wendy Deans (Arts Development Officer),
Maidstone Borough Council,
The Archbishops' Palace,
Mill Street, Maidstone,
Kent ME15 6YE Tel: 01622 765854 Fax: 01622 -675046
Email:wendydeans@maidstone.gov.uk Web: www.maidstonearts.com

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT. IF REQUIRED PHONE 01622 765854.