

ARTS AND CULTURE FUND

GUIDANCE NOTES FOR APPLICANTS

Aim of the fund

Stroud Town Council set up the Arts and Culture Fund in 2016 in order to provide arts and cultural experiences that enrich people's lives. The fund is designed to support public events and projects that will benefit people in Stroud parish through cultural activity.

A primary aim of the fund is to endorse projects and enable applicants to leverage in income from other sources (including from funding bodies such as Awards for All and Arts Council England, crowdfunding, philanthropy, sponsorship and ticket sales). Applications will normally be required to demonstrate that at least 50% of the costs of the project can be met by funding from other sources including support in kind.

For the purposes of the fund, the term “arts and culture” includes (but is not exclusively restricted to) music, sound, dance, mime, drama, theatre, storytelling, creative writing, poetry, architecture and allied fields, printmaking, installation, circus, carnival, painting, ceramics, sculpture, photography, costume and fashion design, textiles, public art, digital arts, video, new media, film and animation.

How to use these guidance notes

These guidance notes accompany the grant application form and are provided to help you make the best possible case for an award from the fund. To make best use of the guidance notes, follow the three steps below:

FIRST – check that your project meets the two **basic conditions** explained below. If it does not do so, you will not receive funding.

Funding will be awarded *only* if:

- the project or event is designed primarily to benefit residents of Stroud parish, **or**, if the project has scope beyond the parish, the application demonstrates that the funding requested as a proportion of total cost is proportionate to the benefit for Stroud's residents **(Q16) AND**
- there is evidence that match funding is available to meet at least 50% of the cost of the project or event, including support in kind, or that there is a realistic expectation of achieving this **(Q13, Q14, Q15)** *(In exceptional circumstances we may be able to provide up to 100 per cent of the cost of the activity. Where this is required you will need to explain why you are requesting more than 50 per cent of your project from us and tell us about your approach to raising as much money as you can.)*

SECOND – if your project meets the two basic conditions, it is important that you make this clear on the application form. Make sure that your answer to the questions indicated after each condition clearly demonstrates that you meet that condition.

THIRD – the more of our **funding priorities** that your project fulfils, the better chance you have of receiving a grant. So, when you fill in the form, be clear as to which of the funding priorities your project addresses and how it does so.

The questions where you can do this most easily are indicated after each funding priority below; you may find other opportunities. You do not have to address all the priorities and you could still be funded even if your project does not address any of them as long as it addresses the main **aim** of the fund (as above).

Funding Priorities

We want to ensure that those arts and cultural activities, organisations and institutions we support further the wider aim of the Council to improve life in Stroud.

To that end we will prioritise those arts and cultural activities that fulfil one or more of the following criteria:

- provides evidence of compliance with previous grant award conditions. **(Q7)**
- demonstrates excellence in ambition, creativity, and delivery. **(Q9, Q10)**
- helps promote the reputation and values of Stroud as a place of creativity and innovation. **(Q9, Q10)**
- develops a stronger and more sustainable creative economy **(Q9, Q10)**
- provides evidence for the quality of the proposed project, including innovation or development in cultural/artistic practice. **(Q9, Q10)**
- is likely to have beneficial effects that extend beyond the period of the project itself. **(Q9, Q10)**
- demonstrates evidence of community support. **(Q11, Q14)**
- the group and/or project is financially sustainable and viable. **(Q13, Q14, Q15)**
- encourages community engagement, and wellbeing for Stroud residents **(Q16)**
- where the project is likely to be long-term or open-ended, the application includes a projection of how it will be funded after any grant awarded by the Town Council is spent. **(Q18)**
- shows evidence of partnership working. **(Q19)**
- shows evidence of a well-managed group. **(Q20 to Q25)**. If you are a new group that is not known to the Council you will need to provide the name and contact details of at least one referee (e.g. a representative of an established organisation) **(Q8)**.

We will not fund:

- additional grants to groups who are already being funded by the Town Council.
- individuals or appeals supporting an individual - applications can only be made by voluntary groups i.e. non-profit making organisations, set up and run by a voluntary, unpaid management committee or community-based companies or organisations that work for the benefit of Stroud residents
- applications from organisations which seek to benefit any of their members.
- general appeals.

- political groups or activities promoting political beliefs.
- religious groups where funding is to be used to promote religious beliefs.
- projects that may take place before an application can be decided.
- equipment or other costs that have already been purchased or incurred prior to the application being considered.
- organisations that have a closed or restricted membership. Please provide a copy of your constitution or memorandum and articles of association (if a company) or rules or other evidence of how members join and how decisions are made.

Additional conditions:

If a grant is awarded:

- Full credit must be given to Stroud Town Council in programmes, advertising and other promotional materials.
- A report back confirming the use of the grant and the success (or otherwise) of any project supported, must be given within 2 months of any event or financial year end.
- In order to safeguard the best interests of its parishioners, the Town Council reserves the right to investigate any activity which they agree to support and if necessary take action to recover any money that has not been spent according to the application.

Submitting your application

- If possible, please complete the form on a computer as handwritten forms can be hard to read. An electronic copy of the form is available on the Town Council's website www.stroudtown.gov.uk or you can obtain a copy by emailing clerk@stroudtown.gov.uk
- Grants are awarded at the autumn meeting of the Council's Finance, Community and Policy Committee. Refer to the Council's website www.stroudtown.gov.uk or contact the Town Council Office for the closing date for applications, which will be three weeks before the meeting.
- If you have any queries about the grant fund or about how to make an application, please contact the Assistant Clerk at: sheral.gardner@stroudtown.gov.uk or phone 01453 762817.
- Completed forms should be submitted to the Assistant Clerk to arrive on or before the appropriate closing date by email: sheral.gardner@stroudtown.gov.uk or by post to:

Stroud Town Council,
 Thanet House,
 58 London Road
 Stroud GL5 2AD



ARTS AND CULTURE FUND: GRANT APPLICATION FORM

Please use this form if you are applying for over £500. The maximum award is normally £3000. If you require funding for a larger amount please contact the Town Clerk in the first instance. You must complete every section of the form. Attach additional sheets if necessary.

1) Organisation applying Name Address			
2) Contact person for this application Name Position in organisation Telephone No. Email address			
3) Payee details Give the name of the account to which any grant cheque should be made payable. (Payments will not be made to individuals.)			
4) Please describe the main activities of your Organisation. Further information/Organisation literature may be attached.			
5) How much are you applying for?	£		
6) Name of project/activity			
7) Give details of any previous applications by your organisation for grants from Stroud Town Council in the past 5 years.	Year	Amount applied for	Amount awarded
8) Is your organisation either new or not known to the Council? If yes, please provide the name and contact details of at least one referee (e.g. an officer of an established organisation).	<input type="checkbox"/> Yes (give referee details) <input type="checkbox"/> No		

<p>9) Brief description of project/activity <i>(up to 200 words)</i></p>			
<p>10) What does the project aim to achieve? <i>If applicable, explain how this meets one or more of the Council's funding priorities (see Guidance Notes for Applicants). Explain how the effectiveness of this will be measured.</i></p>			
<p>11) What evidence do you have that there is a need for this activity in Stroud? Please describe the research undertaken and the outcomes.</p>			
<p>12) How do you intend to spend the grant if successful? <i>(e.g. equipment, materials, staff expenses, training, room hire etc.)</i></p>	Purpose	Total spend	Spend from this grant

13) Give details of other applications for funding for this project. <i>If you have not yet received a decision on other applications for funding, please give the date when the decision is expected</i>	Source	Amount applied for	Amount awarded or expected date of decision
14) In what ways does your project involve volunteers? <i>a) How many volunteers are involved? b) What will they do? c) What is the total number of hours of volunteer time that will be used? You can include fund-raising for the project as well as the project itself. If you are estimating figures this should be made clear</i>			
15) Have you received (or do you expect to receive) any donations in kind to support your project? <i>If yes, give brief details and approximate value if possible (e.g. raffle prizes: £100; furniture: £200)</i>	<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No		
16) Who will benefit from the project?			
17) How will you evaluate whether the project has been a success? <i>You will be required to submit a report at the end of the project.</i>			

<p>18) When do you expect your project to start and finish? <i>If the project is open-ended or continues beyond the time funded by this grant, explain how you expect it to be funded in future.</i></p>	
<p>19) Will you be working with any other organisations to deliver this project? If so, please explain briefly how this will work. <i>In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.</i></p>	<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No
<p>20) How is your organisation constituted? <i>You must attach a copy of your constitution or memorandum and articles of association (if a company) or rules or other evidence of how members join and how decisions are made.</i></p>	<input type="checkbox"/> Charity <input type="checkbox"/> registered or <input type="checkbox"/> unregistered
	<input type="checkbox"/> Company <input type="checkbox"/> limited by shares or <input type="checkbox"/> limited by guarantee
	<input type="checkbox"/> Charitable trust
	<input type="checkbox"/> Constituted voluntary organisation
	<input type="checkbox"/> Other (give details)
<p>21) Does your organisation have a health and safety policy and a risk assessment for the proposed activity or event? <i>We may ask you for copy.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>22) Does your organisation have an equal opportunities policy? <i>We may ask you for a copy.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>23) Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability? <i>If no, please explain.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (give details)
<p>24) Does your organisation have appropriate insurance in place for this project/activity? <i>If yes, give the name of the company, dates, type of cover and amount insured.</i></p>	<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No <input type="checkbox"/> Not applicable

25) Does your project involve children, young people or vulnerable adults? <i>If yes,</i> a) do you have a safeguarding children and vulnerable adults policy? If yes, we may ask you for a copy. b) Are all relevant staff and volunteers DBS checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

You must attach	Attached
Your organisation's constitution and/or rules	<input type="checkbox"/>
Your organisation's latest set of accounts	<input type="checkbox"/>
Have you attached	
Further information about your organisation/project? (optional)	<input type="checkbox"/>

Declaration and data protection statement <i>The declaration must be signed by two authorised representatives of the organisation applying</i>		Agreed
We confirm that the organisation named in this form has authorised us to sign this application on their behalf.		<input type="checkbox"/>
The information in this application is correct to the best of our knowledge.		<input type="checkbox"/>
Any grant aid received will be used solely for the purposes specified herein or returned to Stroud Town Council.		<input type="checkbox"/>
Any grant that remains unspent at the end of the project will be returned to Stroud Town Council		<input type="checkbox"/>
Any proceeds from the project will be reinvested in the project or returned to Stroud Town Council		<input type="checkbox"/>
We agree to our names and details of our organisation being held in paper and electronic files.		<input type="checkbox"/>
Signature		
Name		
Position in organisation		
Date		
Signature		
Name		
Position in organisation		
Date		