

APPLICATION FOR GRANT AID, GUARANTEE AGAINST LOSS OR CAPITAL EXPENDITURE

Please return to:
Perdiswell Young People's Leisure Club
Perdiswell Park, Droitwich Road
Worcester, WR3 7SN
worcsarts@btinternet.com



Please read accompanying guidance notes, especially the 'Priority' section, before completing this form.

Types of grants available:

- **Grant Aid:** to support Events or Projects.
- **Guarantee against loss:** to support Events or Projects where a loss could occur.
- **Capital Grant:** to support purchase of equipment.

Section A. About the Member

Name of Membership:

Contact Name:.....

Tel. No:..... Mobile No: Email:

Address for Correspondence:

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Section B. About the Project /Event /Item

Description of the "Project / Event / Item" for which funding is requested, including where and when it will take place. *Please confirm below that the Venue for this event is within the Worcester City Boundary.*

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Declaration: I confirm this venue is within Worcester City Boundaries

Why is Worcester Arts Council funding required?

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Are there aspects of this "Project / Event / Item" which are new to you? (YES / No)

If so, please give details:

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If you are applying for a **Capital Grant**, please give details of how, when and where it will be used. Please also show how it could be made available to other Worcester Arts Council members and how the item will be stored, maintained, and kept secure in accordance with the Guidance Notes Section C-2 Budget items 3 & 4

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Please describe who will benefit from the "Project / Event / Item" as active participants, support staff, audience or in any other way. (please give your best estimate of numbers where possible). (Please indicate if any of the participants receive remuneration and if so, please show how many receive remuneration and the total cost.)

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How will the support of Worcester Arts Council be acknowledged? (Note that there is an expectation that for grants relating to events, Worcester Arts Council will be offered two complimentary tickets)

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Section C-1: Budget for a Project or Event.

Please supply a carefully prepared realistic budget showing in detail the basis of estimated costs.

Expenditure		Income	
Professional Fees:		Box Office/Entrance	
Materials		Programme Sales:	
Production costs:		Bar/Catering Income:	
Admin/Marketing:			
Other (please specify):		Other Income (please specify):	
Total Expenditure:		Total Income:	
Amount of Grant Requested: £		Type of Grant Requested?	

It is important to complete both the income and expenditure columns.

You may insert or attach your own budget in place of this section if preferred.

A full post-event account is required within 6 months for Guarantee Against Loss Grants

Section C-2: Budget for Capital Grants:

Please supply at least two quotes for the item(s) in question and **if not wholly funded** by Worcester Arts Council please show where the balance will come from.

Capital Grant requested from Worcester Arts Council £.....

Please provide receipts within 6 months of the grant offer being made.

Section D. Declaration

To the best of my knowledge the information included in this form is correct.

Signed:.....Name:.....Date.....

Position in Organisation.....

All Applicants:

Please provide a copy of the latest accounts including income and expenditure account and balance sheet if available.

Grants WILL NOT be considered unless provided.

GUIDANCE NOTES AND CRITERIA FOR GRANT APPLICATIONS



Worcester Arts Council gratefully acknowledge financial assistance
from Worcester City Council

Who can apply?

Any member of Worcester Arts Council is eligible to apply for a grant. See the website (<http://www.worcesterartscouncil.co.uk/>) on how to apply for membership.

What can you apply for?

You can apply for up to £500 to support projects or events taking place within the City of Worcester, for example: performances, festivals, exhibitions, training, etc. You can apply for a capital grant for projects or equipment, for example: scores, music stands, musical instruments, art supplies, etc.

Activities taking place outside the City are not eligible although members based outside Worcester wanting to put on an event within the City boundary may apply.

When should you apply?

Awards are made periodically throughout the year at the Executive Committee Meetings. Check the website (http://www.worcesterartscouncil.co.uk) for the date of the next meeting. Aim to get your application in at least two days before the meeting.

How do I apply?

Apply using the application form provided.

It is important that you answer all the questions fully as possible and include all the supporting documentation required to avoid delays in processing your application.

Section A. About the Member.

Please describe any previous experience related to your application, for example, how often and where it has taken place.

Section B. About the Project or Event

Worcester Arts Council receives its funding from Worcester City Council. To ensure “best value for money”, we seek to support, as many people as possible so please identify all persons involved in the project or event, or, all those who will benefit from a Grant to purchase a capital item.

Please give as much information as possible about your proposed project including the number of people involved, such as active participants (e.g. cast, students, orchestra, conductor, tutor etc.), support staff (e.g. back stage crew, front of house etc.) and audience numbers

(If the Project involves a public performance or exhibition, e.g. in the street or as part of a festival, please give your best estimate of the number of people who will see the performance or exhibition).

Feel free to continue on additional sheets if necessary. You may find it helpful to read the section on ‘How will the application be assessed?’ in order to ensure that you include all the relevant information for your project to receive a full and favourable assessment. If the grant is related to a performance, there is an expectation that WAC will be offered two complimentary tickets.

SECTION C - BUDGETS

There are three Types of Grant so please state clearly what Type of Grant you are requesting (i.e. *Grant Aid* (For when you cannot fully fund the project), (*Guarantee against Loss* when you do not expect the project to make a loss but there is an element of risk.), (*A Capital Funding Grant* to assist with a Capital Expenditure.) Please clearly state how much you are requesting from Worcester Arts Council

Section C-1: Budget for a Project or Event

Please provide a full and detailed budget.

Example:

Expenditure		Income	
Fees: Hire of Professional Artists	£600	Box Office/Entrance 80 Tickets :@£5	£400
Materials/Production costs: Venue Hire	£250	Programme Sales: 80 @ £1	£80
Transport Costs	£75	Bar/Catering Income: Tea & Coffee	£50
Admin/Marketing: Advertising	£30	Other Grants (please specify): Elmley	£100
Other (please specify): Special Lighting	£50	Other (please specify): Sponsorship	£75
Total Expenditure:	£1005	Total Income:	£705
Amount of Grant Requested: £300			

It is important to complete both the income and expenditure columns. You may insert your own budget in place of this section if preferred.

SECTION C-2 . Budget for a Capital Funding Grant.

1. Please provide a **MINIMUM** of **TWO** quotations.
2. Please note that any item purchased using a grant becomes the property of Worcester Arts Council until written off at 20% per annum (i.e. five years).
3. It is a condition of a Capital Funding Grant that the property purchased will be insured by the Grant Applicant and that it will be made available to other Arts Council Members where possible.
4. The Grant Applicant should, when lending the property to other parties, ensure that the borrower accepts responsibility for any loss or damage to the property whilst in their possession.
5. **Please Note: An incomplete or unrealistic budget is likely to result in the application being unsuccessful.**

If applying on behalf of an organization a copy of your annual accounts **WILL BE** required and an application will **NOT** be considered without this.

If applying as an individual and you do not have an annual account, you may be asked to attend an Executive Committee Meeting in person to state your case.

How will the application be assessed?

Applications are considered by the full Executive Committee. The following points will be taken into consideration when assessing applications:

Quality

Quality of work/event/programme/performance will be a fundamental consideration in assessing grant applications. Whilst recognizing that the notion of 'quality' is subjective, the Committee is convinced of the need to affirm its importance and encourage members to strive for the highest possible standards in all that they undertake. A further fundamental consideration is the recognition of the need to support events that employ professional artists.

Balance

The Arts Council Committee will seek to maintain a balance between all art forms, innovative and traditional..

- Priority** - Will be given to applications which:
- will enable a member to try something new or different
 - support work with young people, minority groups and the wider community
 - provide the local community with access to all forms of the arts in Worcester City
 - encourage inclusion
 - involve the member collaborating with professionals.

It is not necessary to meet all of the above for funding.

Equal Opportunities -

The Arts Council Committee will seek to support events and members that show a clear commitment to equal opportunities both for participants and audience.

Who will benefit from the project and how?

It is important for you to identify the groups of people who you believe will benefit from your requested funding. Typically, those who may benefit, will be Professional Performers, background support helpers, amateur performers and artists, selected audiences, targeted speciality groups of incapacitated or under privileged persons.

What are the conditions of funding?

- Members in receipt of a grant **MUST** acknowledge the financial assistance of Worcester Arts Council in any relevant publicity material, by use of the logo.
- Members in receipt of **Grant Aid** must provide evidence of the event taking place within three months of the event taking place.
- Members who have been awarded a **Capital Grant** must provide purchase receipts within three months of the capital grant being awarded.
- Members offered a **Guarantee Against Loss** must complete a **FULL** post-event account and return it to Worcester Arts Council within six months of the event taking place, before payment can be made.
- Payment of grants will normally be in one instalment upon receipt of satisfactory evidence.