# Guidelines for Exeter City Council Grant Application for Arts Project Funding 2018/19

The City Council’s planned budget for project grants funding to arts organisations for 2018/19 is £43,350, of which we have £15,000 left to award. Therefore we are delighted to open the Project Grants Funding on Monday 9th July until 5.30pm on Wednesday 15th August.

**Aims of the Grant:**

To improve access to the arts, encourage quality of creative product and increase levels of participation in arts activity by all of Exeter’s diverse communities

All projects should aim to

* Help more Exeter residents to take part in arts and creative activities, particularly those people/communities not currently participating
* Support the development of new partnerships between artists, community groups, arts and commercial organisations
* Create opportunities to celebrate diversity and to increase the diversity of artists working in Exeter

**Priority areas for funding in 2018/19:**

* Community/art form festivals
* Arts projects targeting young people outside school
* Partnership between artists and communities

By celebrating diversity we mean socially inclusive projects that involve wide sectors of the community and take into account social or institutional barriers that prevent people from participating in the arts – race, ethnicity, faith, disability, sexuality, class and economic disadvantage

**Criteria**

Your project must be about the arts and involve artists or arts organisations

* You or your organisation must be based in Exeter and the project must aim to benefit primarily Exeter audiences
* To be considered for funding your proposed programme of work must contribute to the priorities, based on Exeter Cultural Action Plan’s goals as set out below:
* Contribution to Exeter’s status as a regional centre and the development of a vibrant cultural economy
* Contribution to the quality of life of residents and visitors to the city, supporting the development of creative initiatives that engage new audiences and reflect the diversity of our communities
* Contribution towards developing a diverse range of high quality cultural opportunities and experiences including skills development in the creative sector
* Contribution to a cultural sector that is more confident and sustainable
* For applications requesting less than £2000 you must outline how your project/event contributes to one of Exeter Council’s Cultural Goals and Priorities
* For applications requesting more than £2000 : you must outline how your project/event contributes to a minimum of two of Exeter Council’s Cultural Goals and Priorities
* All projects will be expected to secure significant funding from other sources.

# Eligibility/who can apply:

* not-for-profit, fully constituted arts organisations such as Voluntary Organisations, Registered Charities, Companies Limited by Guarantee, CIC’s and Social Enterprises based within Exeter
* individual artists (CVs, examples of art/event work to be produced)
* the project must take place in the city of Exeter (EX1 – EX4) and benefit the residents of Exeter
* this process is available for applications between £1500 and up to a maximum of £8,000.
* the project/event must take place by March 2019.
* the fund is for one off project funding not for revenue funding support or capital projects.
* this fund is NOT open to organisations already in receipt of core /rent funding from Exeter City Council. If an existing funded arts organisation is a member of a separately constituted partnership an application may be made in the name of the partnership for a specific project not covered by their core funding
* schools or educational establishment including colleges may not apply
* any maintained organisations or departments within the local authority may not apply

**This fund will not support:**

* Projects which are for private gain, or result in a profit being made
* Capital material costs
* Development/maintenance of websites
* Study/training fees
* Fundraising events
* Travel
* Activities which promote a particular political, religious view or extremism
* Refreshments or meals
* Regular core running costs
* Loan repayments
* VAT
* Budget deficits
* Promotional videos/films
* Activities which have no public benefit for residents of Exeter
* Activities which have already taken place
* Activities based in a formal education setting as part of the core curriculum
* Recurring or ongoing projects such as regular workshops
* Projects which take place outside of the city of Exeter
* Duplication of existing provision
* Projects without a strong arts component

**The Application Process**

1. **Governance, leadership and management**: you should have appropriate governance, leadership and management to be able to deliver effectively the programme of work that you propose. You will be asked to confirm that your application is supported by the governing body of your organisation.

Individual artists should provide CVs and examples of their work showing their ability to manage projects

1. **About your event** – please give as much information as possible in this section –where, when, what and how you intend to publicise and evaluate your project. **The project must commence after 31 March 2018 and be completed by 1 April 2019.**

This section helps us build up a general picture of your event/project and to see how it might meet our aims and objectives for the grants programme:

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* Contribution to a cultural sector that is more confident and sustainable

# You must tell us how you propose to meet the goals you have selected and give details about the programme of work or the activities you will be doing that will contribute to these goals and priorities

**3. Budget**: you should have appropriate financial controls in place able to deliver effectively the programme of work that you propose.

We will consider how you have planned your income and expenditure for this project. Value for money will be an important consideration.

We expect organisations to generate income from other sources and your budgets should show the different sources of your income.

**When you can apply**

We will accept applications from **Monday 09 July 2018**. Applications must be submitted by email by **5.30pm on Wednesday 15 August 2018 to arts.grants@exeter.gov.uk**.

**When you will know**

You will receive formal notification by the end of September at the latest about whether you have been successful and how much funding we are offering so please allow adequate time before the start date of your project.

Any decision to offer funding may be subject to discussing and finalising a detailed funding agreement. This process could result in agreed changes to your planned activities and budgets and consequently to your level of funding.

**What your application must include**

All applicants will be asked to include details of:

* your current constitution or rules
* a list of your Board members, their length of service and any specialist skills or as an individual artists a CV and examples of your work
* supporting evidence and details of your event/project
* how you plan to use our funding to contribute to our goals and priorities
* your audited accounts for 2016/17
* your management accounts for 2017/18
* fully itemised budget for this project/event in 2018/19

**Grant Conditions**

If your application is successful the following conditions will apply:

* Payment of 80% will be made once the acceptance form and copies of publicity with Exeter City Council logo have been received. The remaining 20% will be sent once an activity report form has been received. Failure to meet all the conditions of the grant may result in payment being withheld
* Successful applicants must acknowledge Exeter City Council support in all communications with the media and the City Council logo must be used on all printed materials and online
* If they are open to the public, projects should be put on Visit Exeter Things to Do website <http://www.visitexeter.com/things-to-do>
* Where possible venues with access for disabled people should be used and access details stated on all publicity
* Following the event or project the applicant must complete and return the activity report to Arts and Events, Exeter City Council **within 4 weeks**. Activity Report Forms will be provided with the notification of a successful grant. Organisations must provide such evaluation materials as specified on agreement of the grant.
* Permission is required from Exeter City Council for the use of Council owned parks and open spaces, housing estates and from Devon County Council for use of Highways or from private landowners if the land is privately owned.
* Those working with or providing activities for children, young people and vulnerable adults must ensure that staff, artists or volunteers working with children, young people or vulnerable adults have a Disclosure and Barring Service check (DBS check) Copies of DBS checks should be kept in your file. For more information: <https://www.gov.uk/disclosure-barring-service-check>