**GUIDELINES AND CONDITIONS**

**FOR FINANCIAL ASSISTANCE**

**GENERAL GUIDELINES**

Exeter City Council has approximately £10,000 per year to distribute in small arts grants. The maximum single offer is £1,000, but most grants are less. A guarantee against loss may be offered. Meetings take place three times a year (schedule of meeting dates and application deadlines below).

**We do fund:**

* Arts events taking place within the City of Exeter boundary. Funding may be considered for events taking place on the fringes of this boundary, if it can be proven to be a benefit to the citizens or artists of Exeter
* Events to which the general public has access

And in respect of the above criteria we will fund:

* Artist fees
* Production costs (eg hire of PA, screens etc and excluding purchase of equipment
* Marketing

**We cannot fund:**

* Work within the educational field
* Travel expenses for artists
* Any organisations already in receipt of funding from Exeter City Council
* Organisations fundraising on behalf of charities.
* Hospitality, ie the cost of private views or launches
* Capital costs

# HOW TO APPLY:

Exeter City Council will require a clear description of the nature of the project:

* What is the project?
* Who is the audience?
* Where will it take place?
* When will it take place?
* Apply 4/5 months before the project is due to start.
* A full statement of the costs involved.
* Details of the artist or group of artists seeking support.
* Details of projected audience.

**FINANCIAL CONDITIONS**

1. The Application Form must be completed in full.
2. The event must take place within the financial year in which it is awarded. Financial year runs 1 April-31 March.
3. The grant must be claimed by 20 March, within the financial year in which it is awarded.
4. Grants awarded in March of any year, will be for the financial year beginning 1 April (ie the following financial year).
5. Applicants will generally be expected to generate a level of match funding, this can be from their own resources, box office, ‘in kind’ support and/or financial assistance from other funders.
6. Guarantee Against Loss payments will only become payable on production of event accounts.
7. Acknowledgement of financial assistance on ALL printed material should be shown as, ‘Supported by Exeter City Council’. Logo will be supplied.
8. Immediately after the event, please complete and return the Event Form, which you will receive if your application is successful. This will ask for a basic account of your event.
9. Exeter City Council reserves the right to inspect the accounts of the organisation or the event.
10. Exeter City Council to be sent a copy of any publicity material connected with the event.
11. Exeter Arts Council will not consider recurring grant requests. A gap of one year is required following a successful application before another will be considered.