



## Durham County Council

### Arts Development Small Grants Scheme

#### Guidelines

##### **What is the Arts Development Small Grants Scheme?**

A small grants scheme to support projects which contribute to the creative and cultural development of County Durham.

##### **Who is eligible to apply?**

###### **Groups and organisations**

- Community and voluntary
- Arts organisations
- Social enterprises
- Parish or town councils

###### **Individuals**

- Professional artists

##### **Additional eligibility information**

All projects must be based in County Durham and benefit the people of County Durham.

###### **Groups and organisations**

If successful you must be able to provide an adopted governing document, e.g. a constitution or memorandum and articles of association, signed and dated, which defines how the organisation will operate.

We can provide copies of the following documents if our application is successful:

- Written constitution or governing document
- Annual accounts or equivalent 12 month projected income and expenditure signed by the chair, treasurer and secretary (all of whom must be unrelated).

###### **Professional artists**

Please provide your CV as proof of status as a practising professional artist or website.

If successful you must be able to provide evidence of the following:

- Three months worth of bank statements

If we offer you a grant, you can post in copies of these documents or alternatively you can call in to the Rivergreen office with copies for the Arts Officer to check.

### **How much can you apply for?**

**The maximum you can apply for is £500.** However, funds are limited so please only apply for what you need.

### **Our priorities for creative projects**

The funding is to support creative projects which respond to our priorities.

Our priorities are to support:

- more people getting involved in arts activities
- aspirations to achieve high artistic and creative quality
- strengthening existing partnerships or building new ones
- arts development - working across new art forms, learning new skills, reaching new audiences
- meeting one or more council priorities –

### **Council priorities**

For the period 2010 – 2013, council priorities are based on the following themes:

- **Altogether wealthier** – focusing on creating a vibrant economy and putting regeneration and economic development at the heart of all our plans
- **Altogether healthier** – improving health and wellbeing
- **Altogether safer** - creating a safer and more cohesive county
- **Altogether better for children and young people** – enabling children and young people to develop and achieve their aspirations, and to maximise their potential in line with Every Child Matters
- **Altogether greener** – ensuring an attractive and ‘liveable’ local environment, and contributing to tackling global environmental challenges.

For more detailed information about the council priorities please see the council plan, which is available at [www.durham.gov.uk](http://www.durham.gov.uk) .

### **Exclusions**

We cannot fund projects that have already started, or products and services purchased in advance of your application.

We cannot fund repeated projects with no development.

We cannot fund every day running costs of your group, organisation or individual artist practice.

### **Criteria**

#### **Start and finish dates**

Your project must aim to start within 3 months of the application deadline and end no later than one calendar year after the start date.

#### **Match funding**

We expect to see some match funding. This could be cash or “in kind” (i.e. staff time). There is no set level of match funding required.

## **Deadlines**

There are two deadlines for the 2010/11 round of the Arts Development Small Grants Scheme:

- 12 noon on 30 September 2010
- 12 noon on 31 January 2011

We will notify you within four weeks of the outcome.

You may submit applications for multiple deadlines, however please note that organisations that have not already received a grant during the current financial year may be prioritised.

## **Grant payment and terms and conditions**

Successful applicants will be made a conditional offer on the proviso that the appropriate documents and artist/s CVs as outlined above are supplied. Successful applicants are also required to complete a Durham County Council supplier form and sign a formal letter agreeing to the terms and conditions of the grant which are outlined below. The agreement will outline what the council expects in return for grant funding.

Terms and conditions may include:

- Proactive acknowledgement of Durham County Council's funding, i.e. using the council's logo on publicity
- Suggestions of how the project could support wider council arts initiatives which are already planned
- Completion of monitoring information, evaluation and financial information
- Provision of photographs and images, including permissions for use
- Agreement of becoming a case study for the scheme – we aim to visit 15% of the successful projects.
- Other press/ PR cooperation.

To assist with cash flow, the grant payment will be made in two stages:

- 75% of the grant will be available to claim by invoice (quoting the purchase order number provided by Durham County Council) once the signed letter of agreement and appropriate documents have been received.
- 25% of the grant will be available to claim by invoice (quoting the purchase order number provided by Durham County Council) on completion of the project and on receipt of monitoring information.

Grants will be paid by cheque or BACs to a registered business account. If you do not have a registered business account please contact us to discuss further arrangements. Payment will be made within 30 days of invoices being submitted.

## **Evaluation**

All successful applicants must return monitoring and evaluation information. We have aimed to ensure that these forms are as simple to complete as possible. Without this information we will be unable to support your organisation in the future.

## **How will my application be assessed?**

All applications will be scored using a scoring system. An assessment panel will then review the scored applications. It will take into consideration priorities, comments and the need for a balanced programme across County Durham. If you wish to view the scoring matrix please visit [www.durham.gov.uk](http://www.durham.gov.uk).

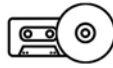

### **About the application form**

The application form itself has been designed to help prompt you to provide the relevant information asked by each question. Please ensure that your responses are clear, succinct and that they answer each question in full. You may also attach additional information about your project.

**Please ask us if you would like this document summarised in another language or format.**

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polSKI (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

artsgrants@durham.gov.uk  
0191 370 8803

 **Braille**  **Audio**  **Large Print**

