



**11. Please indicate your expected audience / participant numbers?**

**11. For what purpose/project do you need the grant and when will the project take place?**

**When will the activity/ project take place?**

**Where will the activity/ project take place?**

**(Please submit your project proposal on a separate A4 sheet)**

**12. If you hold events open to the public, will the venue used be accessible to people with disabilities?**

**If you are holding an event(s) open to the public, where will the event be advertised?**

**13. Please state how the grant will contribute to the ongoing development of your group.**

**14. Please state how you intend to continue to fund the activity after the grant money runs out.**

**15. Total estimated cost of project:**

**16. Amount of grant requested:**

<b>17. How is the balance to be raised?</b>	
Source of funding:	Amount:
<b>18. Sources of grant received in previous financial year.</b>	
<b>19. Has an application been made for a grant to any other body for this proposal? (please tick)</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>20. If Yes, was a grant made?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Awaiting result <input type="checkbox"/>
<b>21. If Yes, how much was granted?</b>	
Funder	Amount
<b>22. Estimated Reserves at 31<sup>st</sup> March, 2008.</b>	
Please tick to show that you have included the following documents:	
a) A copy of the rules or memorandum of association of the organisation	<input type="checkbox"/>
b) A copy of the balance sheet and accounts for the past year (audited where available)	<input type="checkbox"/>
c) A completed copy of the budget template (Appendix I).	<input type="checkbox"/>
d) (If this is the first time you have applied to us) a brief C.V. of the main organiser(s) of the project.	<input type="checkbox"/>
e) Equal Opportunities statement form	<input type="checkbox"/>
Please indicate by ticking the box that you have read and understood the following data protection statement.	
<b>Data Protection Act 1998</b>	
I accept that the information provided on this form will be processed and stored in accordance with the principles of the Act for the purpose of this Service Request by the East Riding of Yorkshire Council.	
I agree	<input type="checkbox"/>
Signed----- Date-----	

## EQUAL OPPORTUNITIES STATEMENT FORM

The Race Relations (Amendment) Act 2000 places a number of duties on the Council including a positive legal duty to eliminate discrimination. For example, the Council must ensure, when participating in partnership based activity, that it continues to meet those duties.

Also, under the requirements of the Equality Standard for Local Government, the Council should seek to ensure that its equalities policy and objectives are incorporated into those partnership arrangements in which it is involved.

**Do you have an equal opportunities policy? Yes/ No -----**

If not, are you willing to endorse the Council's Equality Policy Statement as set out below? Please sign to endorse the statement and provide evidence that your organisation has adopted this statement, such as a copy of a minute from a committee meeting.

**'All partners will seek to eliminate discrimination and promote equality of opportunity and good relations between all groups. Partners will also act in accordance with the Council's Equality Policy Statement, namely that they will, as/where applicable, through the use of appropriate policies and procedures, be equal opportunity employers and, through the provision of their goods and services, ensure that residents of the East Riding enjoy full equality of opportunity irrespective of their colour, culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographic location or any other status.'**

Our organisation agrees to adopt the above statement.

Signed ----- Date -----

## EQUAL OPPORTUNITIES MONITORING

For monitoring purposes only, please indicate how many people from your organising committee are from the following backgrounds.

	Number
British	
Irish	
Other White (write in)	
White and Black Caribbean	
White and Black African	
White and Asian	
Other Mixed (write in)	
Indian	
Pakistani	
Bangladeshi	
Other Asian (write in)	
Black Caribbean	
Black African	
Other Black(write in)	
Chinese	
<b>Other</b> (write in)	

Female	
Male	
Disability	
No disability	

**Arts Development Service  
Arts Grants over £1000 - Guidance Notes**

**1. How to apply:**

- Complete the application form and send it with the supporting documents to:  
**Arts Development Manager, County Hall, Beverley, HU17 9BA.**
- Alternatively, complete the application form online at [www.eastriding.gov.uk/culture/arts](http://www.eastriding.gov.uk/culture/arts) (click on 'Funding for the Arts')

**Supporting documents:**

- a) A copy of the rules or memorandum of association of the organisation
- b) A copy of the balance sheet and accounts for the past year (audited where available)
- c) If the application is for a grant or guarantee for a particular event, please supply estimate of income and expenditure for that event, using the supplied Budget Template (Appendix I).
- d) If you have not applied to us before, a brief C.V. of the main organiser(s) of the activity.

**2. Who can apply for a grant?** Arts organisations that undertake arts activities in the East Riding can apply, only one application per organisation per year.

**3. What can you apply for?** You can apply for a grant to help with an arts-related activity, performance, exhibition, event or project. We will fund a broad range of art forms that includes, for example, music (instrumental and vocal), dance, drama, mime, folk arts, community arts, creative writing, architecture, painting, sculpture, crafts, textile design, costume, cinema, video, computer based artwork, photography and puppetry. Examples of the kinds of things we might fund include: running costs, marketing and publicity, room hire costs, programme costs, performance costs.

**4. How much can you apply for?** You can apply for amounts over £1000.

**5. Who CANNOT apply?**

- Individuals
- Individual students needing support with activities related to their course of study or their tuition fees.
- Activities that take place outside of the East Riding of Yorkshire
- Activities that do not involve the arts

**6. When should you apply?** Applications should be submitted by the end of February each year.

**7. What are our priorities for evaluating Arts Grants Applications?**

We will prioritise Arts forms, events and projects which:

- Contribute to National Indicator 11 (Engaging in the Arts)
- Foster and encourage the establishment of and the continuation of the arts activity after the event/project has finished
- Demonstrate good management practice, value for money and clear accounting principles
- Contribute towards the economic development, tourism potential and/or the improvement of the quality of life of the residents of the East Riding
- Enable residents of the East Riding to participate in an arts activity from which they would normally be excluded

- Can demonstrate and can prove that other sources of funding have been explored
- Explore potential partnership arrangements
- Do not directly and unnecessarily duplicate the work of other organisations or the core work of the Council, but rather complement the work of other organisations and the Council.

### **8. What is the procedure for assessing your application?**

After the applicant submits the application form and supporting documents, the Council will consider the eligibility and financial aspects of the application, based on an appraisal form. The application will then be submitted to committee for a final decision.

- a) The assessment process will be delayed if the applicant does not provide the full range of information required to enable the assessment to proceed. Officers are available to advise and assist potential applications on all aspects of their grant's submission.
- b) It will not be possible to indicate the likely outcome of any application in advance of the meeting that will consider its submission. Applicants are, however, entitled to know the recommendations made by officers.
- c) Merely submitting an application to the Council will not guarantee that a grant will be awarded since the funds available to the Council are limited. Applicants should not expect to receive a grant, nor should they enter into any contracts/ agreements for which they will be liable financially until in receipt of a formal offer of grant from the Council.

The final decision on assessment of applications and level of any grant award offered (if any) lies with East Riding of Yorkshire Council.

### **9. General Conditions**

Applicants must satisfy the following conditions:

- a) If the grant or the facilities grant aided are put to purposes other than those for which the grant was awarded without the prior approval of the Council, the recipient organisation may be required either to repay the full amount of the grant or to surrender an appropriate proportion of the grant;
- b) Once a grant has been awarded no variations in charging may be made for the activity without further consultation with the Council;
- c) The Council reserves the right to require representatives to attend events for the purposes of evaluation and monitoring and in such cases would expect that charges would be waived;
- d) All books, accounts, receipts and invoices relating to the activity must be made available, if required, for examination by the Council's representative;
- e) appropriate public acknowledgement of the Council's support will be made by the applicant. Officers will advise and assist applicants on their publicity proposals;
- f) Applicants will be expected to meet a proportion of the project's costs. This could include grants from other sources. Officers from the Council will be glad to advise and assist on other grants' availability.

#### **Further information**

**For further assistance please do not hesitate to contact the Community Arts Officer, East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA, Tel. 01482 392651.**

Appendix I. Budget Template for Arts Grants Over £1000

Income for your activity or project

Income from other sources

**Earned Income** (eg. ticket sales, selling publications etc)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please  as appropriate  
 Amount: Appl  Approved

Arts Council England funding

\_\_\_\_\_  
 \_\_\_\_\_

Other public funding

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Private income** (eg. Trusts and Foundations, individual donations, funds out of your organisation)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Support in kind** (eg. volunteer time, goods and services donated that you would otherwise pay for)

\_\_\_\_\_  
 \_\_\_\_\_

**Subtotal for Support in Kind** (NB. This should be the same as the subtotal value of Support in Kind in the expenditure budget).

**A. Total income from other sources** (total the amounts in the shaded boxes)

**B. Amount you are requesting from Arts Development**

Total Income A) + B)

£

## Expenditure for your activity or project

Amount (£)

### Artistic expenditure

_____	
_____	
_____	
_____	

### Organisational development *(eg. feasibility studies, training costs, consultants)*

_____	
_____	
_____	
_____	

### Marketing and audience development *(eg. design and print, mailing etc.)*

_____	
_____	
_____	
_____	

### Overheads

_____	
_____	
_____	

### Assets *(eg. Equipment, instruments)*

_____	
_____	
_____	

### Value of support in kind *(eg. donated goods and services that you would otherwise pay for, value of volunteers' time)*

_____	
_____	
_____	

### Subtotal for Support in Kind *(NB. This should be the same as the subtotal value of Support in Kind in the income section).*

### Other expenditure

_____	
_____	
_____	

### Total Expenditure (total the amounts in the shaded boxes)

£
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The total expenditure should be the same as total income for this activity. Please tick to confirm that this is the case.