



Please read the guidance notes before completing this form. Send the completed form with the supporting documents to: **Community Arts Officer, East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA.**

| | | |
|---|---------------|-----------------|
| 1. Name of organisation: | | |
| 2. Name and address of contact: | | |
| | | |
| | | |
| 3. Position of contact within the organisation: | | |
| 4. Tel. No: (Work) | (Home) | (Mobile) |
| | | |
| Email address | | |
| | | |
| 5. Facilities provided by the organisation at present: | | |
| | | |
| 6. Number of Members of the organisation at present: | | |
| | | |
| 7. Are there any restrictions on membership?' | | |
| | | |
| 8. Date Organisation Formed: | | |
| | | |
| What type of group are you? (eg. Registered Charity, company limited by Guarantee, other) | | |
| | | |
| Charity Registration Number (if applicable): | | |
| | | |
| 9. For what purpose do you need the grant? (Please include a detailed proposal on a separate A4 sheet) | | |
| | | |
| When will the activity/ project take place? | | |
| | | |
| Where will the activity/ project take place? | | |
| | | |
| 10. Please indicate any regular events that your organisation stages. Eg. shows, exhibitions etc. | | |
| | | |
| If you organise events open to the public, are the venues that you use accessible? | | |
| | | |

| | |
|---|---------|
| 11. Please indicate expected audience / participant numbers? | |
| 12. Total Estimated Cost of Project: | |
| 13. Amount of Grant Requested: | |
| 14. How is the balance to be raised? Source of funding/ income: | Amount: |
| | |
| 15. Sources of Grant received in previous financial year: | |
| 16. Has an application been made for a grant to any other body for this proposal? Yes / No (delete as appropriate) | |
| 17. If Yes, was a grant made? Yes / No / Awaiting result (delete as appropriate) | |
| 18. If Yes, how much was granted? | |
| Source | Amount |
| | |
| 19. Estimated Reserves at 31st March, 2008 | |
| 20. Please tick to show that you have included the following 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 last year (audited where available) | |
| c) Details of income and expenditure for the proposal | |
| Please indicate by ticking the box that you have read and understood the following data protection statement. Data Protection Act 1998. 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"/> | |
| Date: ----- Signed: ----- | |

Remember to keep a copy of the completed application for your records.

Arts Development Service Grants under £1000 - Guidance Notes

1. How to apply:

- Complete the application form and send it with the supporting documents to:
Community Arts Officer, East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA.
- Alternatively, complete the application form online at 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.

2. Who can apply for a grant? Arts organisations that undertake arts activities in the East Riding can apply no more than once during any financial 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 any amount less than £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 may be submitted at any time. We aim to inform you of the result of your application within 6 weeks of receiving the application and sooner than this if possible.

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

We will prioritise Arts forms, events and projects which:

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

- f) Can demonstrate and can prove that other sources of funding have been explored
- g) Explore potential partnership arrangements
- h) 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 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. Payment procedure

To receive payment of any grant awarded, the applicant will need to send us evidence of expenditure and request the payment in writing. The Council reserves the right to visit and inspect the activity at any stage in order to verify that its grant is being used for the purpose intended.

10. 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; All books, accounts, receipts and invoices relating to the activity must be made available, if required, for examination by the Council's representative;
- d) Appropriate public acknowledgement of the Council's support will be made by the applicant. Officers will advise and assist applicants on their publicity proposals;
- e) 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.

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