

**Kirklees Council
Communities and Leisure Services**

Arts in the Neighbourhood 2011/12

This information pack contains:-

1. Funding Rounds Timetable 2011/12
2. Guidance notes
3. Criteria for funding
4. Conditions of Grant aid
5. Details of Events Database (for publicising events in Kirklees)

If you have any queries about Arts in the Neighbourhood, need help to complete the form or require advice about other sources of funding, please contact the Arts and Creative Economy Development Unit on 01484 222087 and one of the team will try to help you.

If posting your application form, please make sure that you use the correct postage stamp to ensure that your application reaches us. Thank you

Arts in the Neighbourhood

Funding Rounds Timetable 2011/2012

Round 1 ***Deadline*** for receipt of applications – **30 April 2011**
(for projects taking place after 1 August 2011)

You will hear from us with the result of your application by the end of June.

Round 2 ***Deadline*** for receipt of applications – **31 August 2011**
(for projects taking place after 1 December 2011)

You will hear from us with the result of your application by the end of October.

Round 3 ***Deadline*** for receipt of applications – **31 December 2011**
(for projects taking place after 1 April 2012)

You will hear from us with the result of your application by the end of February 2012.

Note: We cannot grant retrospective funding

Arts in the Neighbourhood Grant Aid Programme

Guidance Notes

Please read these notes carefully before completing your application form.

What is the grant for?

It is to help community and voluntary groups set up arts and cultural projects and events by contributing towards the costs. Projects must be wholly or mainly for the benefit of Kirklees residents, involve Kirklees residents and be organised by Kirklees based groups.

The grant can be used to contribute towards the cost of an arts project, workshop or event including:

- fees and salaries of artists
- promotion, printing, transport, postage and stationery
- hiring rooms, vehicles, equipment or costumes
- materials
- production/reproduction costs eg replicating music CDs as part of a music project or film DVDs as part of a film project; fabricating a piece of public art/permanent artwork.

Kirklees Council is keen to support a wide range of cultural projects and events. Examples of the types of projects we fund are:

- poetry, creative writing, reading or music workshops
- music festivals, concerts or competitions
- community celebration events or projects which have a high arts content
- plays, operas or puppet shows
- health-related arts projects
- multicultural events which have a high arts content
- photographic or art exhibitions
- art and design projects (including public art)
- film or digital image projects.

If the arts element of your project or event is only a small part of what you are organising, you can still apply but only for the arts content. You should only include a proportion of the overall costs to organise this project or event which relates to the percentage of the project or event which includes the arts.

The grant **cannot** be used to pay the ongoing running costs of a project, group or organisation. Those organisations designated a Creative Partner by Kirklees Council are not eligible to apply.

We particularly welcome applications for experimental and innovative arts projects. If you apply for funding for the same or similar projects for which you have previously received Arts in the Neighbourhood funding, the application must highlight the developmental aspects of the project, for example, audience development work or educational work with young people.

Those projects which contribute to at least one of the Five Ambitions in *Creative Kirklees* - the Arts and Creative Economy Development Strategy 2010 – 2012 - will be prioritised. The Five Ambitions are:

- Kirklees is known and seen as an exceptional creative place locally and worldwide
- More people in Kirklees experience and enjoy the arts and creative activities
- Creativity is widely used throughout Kirklees to reduce inequalities and build strong, healthy, united communities
- Kirklees has a flourishing and sustainable creative economy
- All children and young people in Kirklees are able to develop creative skills and enjoy the arts

A full copy of *Creative Kirklees* and a summary illustrated copy can be downloaded from <http://www.kirklees.gov.uk/community/leisure/arts/artsstrategy.shtml>

We will also be prioritising applications which contribute to Kirklees Council's Communities and Leisure Services' vision of:

'Inspiring and supporting more people to be active and creative, feel safe and be involved in their communities.'

You are strongly advised to contact us to discuss your application and to ask for any guidance on how to complete the application form.

How much is available?

The grant can pay up to 50% of the costs of your project. The amount applied for must be between £150 and £2,000. We pay the grant in two parts – 75% before the project or event starts and the remaining 25% afterwards when we have received your evaluation form (see 'After the project or event' below).

When can I apply?

See attached Funding Rounds Timetable 2011/12.

How do I apply?

Please complete the application form. The form asks for general information about your organisation and also for more specific information about how well your project meets our funding criteria.

You should read the attached conditions of grant aid and funding criteria before you complete the form.

Your application will have a better chance of success if the project meets our criteria for funding and if you can raise, or show that you have attempted to raise, the remaining funds towards the project from other sources.

What happens next?

Two Council officers will score your application against our funding criteria. A panel of Council officers then meets to discuss the applications. We may contact you in writing or by telephone if we need more information. The panel will then pass your application to the Assistant Director of Communities and Leisure Services who will decide whether to fund your application based on the panel's assessment.

We will then write to say whether your application has been successful or explain why not. Sometimes we may decide to award less than the amount of grant aid requested in your application. We will award you 75% of your grant once you have accepted these conditions.

After the project or event

We will ask you to complete an evaluation form. This will help us to establish whether your project or event achieved its aims. We will then arrange to send you the outstanding 25% of your grant.

Arts in the Neighbourhood Grant Aid Programme

Criteria for funding

The application form asks you to show how well your project meets the following criteria. These are the criteria against which your application will be scored:

- A realistic project budget and supporting information has been provided.
- Funding from other sources has been attracted or attempts are being made to raise funding or income.
- The project takes account of equal opportunity issues.
- The project promotes excellence, creativity and innovation.
- The project seeks to increase participation and involvement in the arts, particularly by involving local people in acquiring arts skills or using the arts to address community issues.
- The project is able to prove how it contributes to at least one of the five Ambitions in *Creative Kirklees - Arts and Creative Economy Development Strategy 2010-2012*
- The project is a new activity or it seeks to develop an activity which has taken place before.
- The applicant has demonstrated why the group needs the grant.

Arts in the Neighbourhood grant aid scheme

Conditions of Grant Aid



1. Your organisation must:
 - be run on a 'not for profit' basis
 - be democratic, representative of its users, have a management structure, and produce annual accounts
 - demonstrate good financial management including having a bank account requiring at least two signatories
 - appropriate insurances and licences in place
 - complement the council's ambitions (young, green, diverse and economically strong) and equal opportunities policy
 - actively encourage participation and membership
 - not support or oppose a political party or party political aims
2. In some circumstances we may make specific conditions about the use of grant aid.
3. Organisations employing staff must use nationally or locally agreed rates of pay and conditions of service.
4. You must only use the funding for the purpose given in your application form, unless we have agreed a change of use with you in writing. We reserve the right to reclaim unused funds or funds not used for the purpose given in your application form.
5. Projects must be wholly or mainly for the benefit of Kirklees residents.
6. Grant aid cannot be used to support religious activities, although religious organisations can apply for funding for non-religious projects.
7. You must be able to supply us with genuine invoices and /or completion certificates if we ask for these.
8. You must not use funding to pay for food, gifts or outings.
9. We reserve the right to have a representative at appropriate meetings of your organisation.
10. You must make every reasonable effort to acknowledge the contribution of Kirklees Council to the project and include the Council's logo on all promotional material relating to the project including on your website if you have one.

11. You must use the grant within the agreed time scale as we cannot guarantee that funding will be available after this date.
12. You must complete an evaluation form. If you do not, the Council reserves the right to request the full repayment of the grant already paid out.

Communities and Leisure Services Arts & Creativity Economy Development Team

If your project/event is taking place in Kirklees and you would like this to be publicised via the Communities and Leisure Services' Events Database, which is free of charge, please visit our website:

www.kirklees.gov.uk/events

and follow the instructions for publicising an event, or alternatively contact our Marketing Team on 01484 416836 or email events@kirklees.gov.uk

Events listed on the database are included in the bi-monthly "See What's On" publication, the Kirklees Website Events page and will be included in Press Listings.

Your project/event can be publicised via the Events Database whether your Arts in the Neighbourhood application is successful or not - your event does not have to be funded by Kirklees to appear on the Events Database – it just has to take place in Kirklees!