



HELP NOTES

Please read all the help notes, together with the Guidance Booklet – they will help you complete the application form and make sure you include all the information we need to assess your application fairly.

Section One: About You

1. Artist / Organisation / Group: The Nottinghamshire Arts Fund is open to both organisations and individual artists. Your organisation can be a limited company or an unincorporated group.
2. Main Contact Name: This should be the person who has completed the application and can answer questions about your application.
3. Address: This will be the address we write to. If you are applying as an organisation this should be the official address of your organisation.
4. Telephone: This should be your main telephone number (either landline or mobile) which we can use to contact you during the day.
5. Email & Website This should be an email which is checked regularly by the main contact person. and the website of your organisation or individual artist.
6. What you do. If you are an individual artist please tell us about your artistic practice. If you are an organisation please tell us about your main aims and the activities you arrange.

Section Two: About your project

7. Project Name: Please give the project you are applying for a name or working title. This will be used in reports.
8. What arts activity does your project involve This information helps us decide who will assess your application.
Craft - eg: Textiles, Ceramics, Woodworking Jewellery, papermaking etc.
Literature – eg: creative writing, storytelling, writer promotion etc.
Performing Arts – eg: Music, Drama, Dance, Circus skills etc.
9. Description of your project. This will be used in reports and to help us identify the range of projects we have supported. It should explain the main focus of your project and who you are working with.

- 10. Project Start & End** We will not fund projects which have started before you receive an offer letter. Therefore please allow enough time for your application to be processed (we need at least 8 weeks) and for you to fully plan your project. Remember some activities, like marketing need a long lead in time.
- 11. Where will the project take place?** Please make sure you complete all the details, including district and full postcode. This information lets us see where the County Council investment is being used.
- 12. How many people will benefit from your project?** 'Taking part' means actually doing the activity 'Audience' includes people watching A performance or going to an exhibition and getting access to work that is printed, recorded, broadcast or available on the internet.
- 13. What are the age ranges of the people who will benefit from your activity?** Please TICK ALL the relevant boxes. This information helps us see who is benefiting from County Council investment.
- 14. Is your project directed at a particular group?** If your project is aimed at 'the general public' leave this section blank.
- 15. Details of a particular focus.** If your project is aimed at 'the general public' leave this section blank. However it will be useful for us to know if you have a particular focus eg: 'we will be working in a day centre' or we will be working with young offenders', or I will be working with carer groups'.
- 16. Contact with NCC Arts Service.** We advise all applicants to discuss their proposal with a member of the Arts team. We may be able to help with contacts with organisations and groups which could help your application.
- It should also be noted that our grant aid fund is a fixed amount each year and therefore can run out if we receive an excessive number of applications. It is best to check there are still funds available before you begin filling in the application form.
- 17. Contact with your District or Borough Council.** We expect applicants to have contacted their local District or Borough Council for support prior to applying to the County Council.
- 18. Budget – Income (i)** You should detail all the income for your project including grants, ticket income, hire charges, course fees, local donations etc. Please be precise eg 'Ticket Income: 200 at £6.50 = £1300, or Course fees 15 at £45 = £675
- 19. Budget – Expenditure (ii)** Please detail everything you expect to spend on your project, including artist fees, venue hire, insurance, marketing & publicity, postage, administration, catering etc. Please be precise eg: 4 artists at £230 per day for 2 days = £1,840 or Printing & Design of 5000 leaflets = £875
- 20. Grant requested from NCC Arts Service** This figure should be the difference between your Expenditure (ii) and the Income you have projected in (i).
- Please ensure you check and re check your figures. We will not be able to process an application which does not add up correctly.
- 21. Full Project Description** The full description of your project should include:
- Details of the artists involved in your project
 - Details of any partners involved in your project

- Details of how you know your project is needed in your community eg: '20 people have already said they are interested in attending textile classes' or 'we have run a successful gala for 3 years attracting an audience of 1200 and we now wish to offer an additional evening concert' or 'a group of 12 artists wish to stage an exhibition' etc
- Details of any relevant previous experience you/ your organisation has of organising arts events.
- A clear description of how the project will run and what you hope to achieve.

Please read the Assessment Chapter in the Grants Guidance booklet for more information. We do not expect you to write pages and pages of information but please be clear so we can assess your application fairly.

22. Declaration

Make sure that your application form is signed and dated. If you are applying on behalf of an organisation please make sure you add what capacity you are signing. Eg: Treasurer, Committee member, chair etc.

Before you send off your application

- Make sure you have answered every question
- Make sure you have checked your figures and your budget balances
- Make sure your full project description is securely attached to your application.
- Make sure you have signed and dated your application.
- Remember to make a copy of your application for your own reference.

Send your Application to:

Grant Administration
Nottinghamshire County Council (Arts)
County Offices
Thoroton Road
Nottingham NG2 5FT

Tel: 0115 977 4589