



Nottinghamshire
County Council

Supporting Creativity



Grant Aid for the Arts in Nottinghamshire

Nottinghamshire County Council Arts Service

Nottinghamshire County Council is committed to make Nottinghamshire a better place, where there are more opportunities for people to engage with the arts to explore and develop their creative talents.



Support for the Arts

The County Arts Service supports the development of arts across the county.

We provide a range of services including:

- Grant Aid
- Advice
- Training
- Research & Development

We also run Rufford Craft Centre & Gallery, set in the grounds of Rufford Abbey Country Park, in North Nottinghamshire

The Arts Service takes an active role to advocate and promote the role arts can play in improving the lives of our communities. We work in partnership with a wide range of organisations to enable to artists to expand thier practice and influence.

Our key aims are:

Increasing opportunities

- Increase the range of opportunities to participate in the arts across the county
- Widen the access to the arts among under participating groups in our communities

Improving quality and performance

- Develop the support offered to the sector
- Develop the skills of our staff and partners
- Improve our own performance to reach the highest standards of service

Building the independent sector

- Develop strong arts organisations across the county
- Secure resources for the sector to develop and thrive
- Build new partnerships across the sector

The Arts Service Contacts

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This brochure is available in other formats -
Please contact the Arts Service for assistance on
0115 977 4589
artsadmin@nottsc.gov.uk

Nottinghamshire County Council Funding for the Arts

The Arts Service provides a range of funding to the independent sector to develop arts across the county. Any proposal must involve professional artists and take place within the administrative boundary of the County Council. This excludes projects that take place in the City of Nottingham.

We ask everyone who receives a grant to evaluate their work and share the results with us. This enables us to identify issues which affect arts across the county and helps us plan and provide the support needed for the arts to flourish.

Nottinghamshire Arts Fund

Our small arts grants scheme offers one-off project support of between £250 and £2,500. These grants are available to individuals, voluntary and professional organisations who wish to run an arts project with a professional artist. Previous successful applications have included:

- Start up costs for a Community Choir
- An Open Studio event
- Specialist tutor fees for a Chinese Brush Painting group
- Fees for a willow artist to take part in an Open Gardens event.

Arts Organisation Development Fund

The Organisation Development Fund is designed for organisations which require an element of match funding for major funding applications. Nottinghamshire County Council funding should provide no more than 15%



of the total project costs and are available for a maximum of three years. Awards are dependent on the success of the major application.

All applicants should discuss their proposal with a member of the Strategic Arts Development Team at an early stage in the development of the project. The County Council will not consider match funding for any project which has already submitted a full application to a funding body before discussing their proposal with the Arts Service.

Strategic Arts Organisation Investment Fund

Our Strategic Arts Organisation Investment Fund provides funding for a small number of professional arts organisations, who provide a unique service across the county. Applicants for the Investment Fund must discuss their proposal, prior to applying, with the Arts Service and have the support of the Strategic Officer Team.

Special Projects Fund

From time to time the County Council will run a special projects scheme in support of a specific County, Region or National Initiative. Details will be available from the Arts Service and published on the website. We do not intend to run this scheme every year.

Partnership Initiative Fund

The Partnership Initiative Fund is not open to applications but managed by the Arts Service team. It is used to develop initiatives which impact across the county. Decisions are based on research and consultation with partners across the county and region. Initiatives supported by this fund include:

- The Nottinghamshire Rural Touring Scheme
- Arts Partnership Nottinghamshire (Young People)
- Arts & Health programme

Application Forms

Application forms for the Nottinghamshire Arts Fund and the Arts Organisation Development Fund are available to download from the County Council website or you can speak to the arts service direct. Contact details are on the back of this brochure.

Nottinghamshire Arts Fund Guidance Notes

All applicants should read these Guidance Notes carefully before completing an application form. You are also advised to talk to a member of the Arts Service before applying.

Who can apply?

The Nottinghamshire Arts Fund is aimed at individuals, voluntary and professional organisations who wish to run an arts project in the County. Groups, organisations or projects taking place in the City of Nottingham are not eligible for support but should discuss their project with the City Council.

The term 'arts project' is flexible. It may be a single event, a series of workshops, a programme of music or an artist residency. However it must be completed within twelve months of the start date. All applicants must show support for their application from the local community.

Previous applicants can re-apply but only for significantly different projects, up to a maximum of 2 successful applications over 3 calendar years.

How much can I apply for?

The Nottinghamshire Arts Fund offers grants from £250 with a maximum award of £2,500.

- Applications up to £500 do not require other sources of funding for the project but applicants are expected to have actively approached other funders including their District or Borough Council.
- Applications over £500 must have additional



sources of funding for the project. Funding from the County Council should not more than 50% of the total cost of the project.

What we do not fund

- Projects which take place outside the administrative boundaries of the County Council.(including the City of Nottingham)
- Projects which promote religious or political beliefs
- Competitive events
- Core organisational costs eg: rent, salaries etc.
- Projects which have already started or taken place
- Duplication of existing provision
- Activities which take place in education settings which are not primarily targeted and designed for the wider community
- Capital developments eg: improvements to offices or workspaces
- Travel Costs/Fees for education and training courses
- Commercial or profit making organisations or fundraising activities.
- Groups and Organisations already in receipt of County Council Funding.
- Groups and Organisations run by local authorities.
- Projects which only have minimal arts content or do not involve a professional artist.
- Projects held in inaccessible venues or where no provision has been made to make the project accessible to people with disabilities.
- Applications over £500 which have no other sources of funding
- Purely amateur or School Productions.

How do I apply?

Application forms are available direct from the Arts Service or can be downloaded from: www.nottinghamshire.gov.uk/home/leisure/arts/artsgrants.htm. You should also read the Help Notes which will explain how to complete the Application Form.

Applications can be made at any time during the year but you should allow at least 8 weeks for your application to be processed. We will inform, in writing, if your application has been successful or not. If unsuccessful you will be eligible to apply again in the future. Please note that we receive more applications than the resources available so submitting an application does not guarantee that funding will be awarded.

The application form is available as both a pdf or a Word Document but if you wish to produce your own word processed version of the application form you must ensure it follows the same format and layout and that every question is answered.

Completed applications should be signed and sent by post , or delivered in person to the Arts Grant Admin at the County Offices (address on page 2).

Applications can be emailed but you must print off and sign the declaration at the end of the form and return it by post or in person to the County Offices (address on page 2). Emailed applications should be sent to artsadmin@nottscc.gov.uk with a subject header of: *Nottinghamshire Arts Fund Application*.

We are unable to return any supporting information and evidence submitted with your application so you are advised to keep a copy of for your records.

How will my application be judged?

Applications will be assessed by the Strategic Arts Officer team in consultation with the Cabinet Member for Culture. In the first instance we assess if the project is eligible for support. We then check all the questions have been answered and any supporting evidence attached. Applications often fail because sections have not been completed correctly. If you are unsure how to complete a section please call the Arts Service for advice.

For those applications requesting more than £500 please ensure you have clearly detailed the other sources of funding for the project. Applications which are eligible for support are then assessed against a range of criteria.

The criteria for assessment are:

- Artistic Quality
- Benefit to the people and cultural life of Nottinghamshire
- Management capability
- Financial control & value for money
- Contribution to the stated aims of the Arts Service

We will also take into account the geographic distribution and range of art forms demonstrated in applications. All decisions will be made within the available resources. (further information on assessment criteria can be found on page 13)

Additional advice and information

The County Council has produced 'A Beginners Guide to Arts Funding' to help with funding applications. Please contact us to receive a copy. It is also available to download from: www.nottinghamshire.gov.uk/home/leisure/arts/artsgrants.htm

Arts Organisation Development Fund Guidance Notes

All applicants should read these Guidance Notes carefully before completing an application form and talk to a member of the Arts Service Strategic team before applying.



Who can apply?

The Arts Organisation Development Fund is specifically designed for organisations that require match funding for another application, eg An Arts Lottery award. The County Council works in partnership with the Arts Council and is keen to see grant aid used to lever additional resources to the Arts in the county.

All applicants must show a clear development plan and demonstrate how the investment will result in a sustainable future for the organisation. The matched application must be a new source of funding for the organisation.

Organisations wishing to apply to this fund must be based within the administrative boundaries of the County Council.

How much can I apply for?

A grant of up to 15% of the cost of an activity can be considered and grants generally range from a minimum of £2,500 to a maximum of £10,000. However, due to high demands on this fund the maximum amount is very rarely awarded. Grants can be awarded for a maximum of three years in line with the major funding application for which the match funding is tied.

Please also be aware that due to a limited budget we are not able to fund all eligible applications and successful applications may not

receive the full amount of money requested.

What we do not fund

- Organisations which are based outside the administrative boundaries of the County Council.(including the City of Nottingham)
- Organisations which promote religious or political beliefs
- Organisations who have not discussed the proposal prior to making the major application.
- Duplication of existing provision
- Activities which take place in education settings which are not primarily targeted and designed for the wider community
- Travel Costs/Fees for education and training courses
- Commercial or profit making organisations or fundraising activities.
- Groups and Organisations run by local authorities.
- Projects which only have minimal arts content or do not involve professional artists.
- Projects held in inaccessible venues or where no provision has been made to make the project accessible to people with disabilities.
- Applications which have no other sources of funding.
- Projects which demonstrate no sustainable future following the life of the grant.

How do I apply?

Application forms are available direct from the Arts Service or can be downloaded from: www.nottinghamshire.gov.uk/home/leisure/arts/artsgrants.htm

All applications to the Arts Organisation Development Fund must show, in detail the other sources of funding for the project and attach a copy of the main application for which match funding is sought.

How will my application be judged?

Applications are assessed by the Strategic Arts Officer team in consultation with the Cabinet Member for Culture. In the first instance we assess if the project is eligible for support (see section What We Do Not Fund above). We then check all the questions have been answered and any supporting evidence attached. Applications often fail because sections have not been completed correctly. If you are unsure how to complete a section please call the Arts Service for advice.

Applications which are eligible for support are then assessed against a range of criteria.

The criteria for assessment are:

- Artistic Quality
- Benefit to the people and cultural life of Nottinghamshire
- Management capability
- Financial control & value for money
- Contribution to the stated aims of the Arts Service
- The legacy to the arts infrastructure in the county following the end of the grant.

We will also take into account the geographic distribution and range of art forms demonstrated in applications. All decisions will be made within the available resources. (further information on assessment can be found on page 13)



Strategic Arts Organisation Investment Fund

Our Strategic Arts Organisation Investment Fund provides funding for a small number of professional arts organisations, offering a unique service, who work across the whole county.

Organisations wishing to discuss an application need to be able to demonstrate existing developed partnerships in the County and a track record of high quality delivery. Proposals must also demonstrate impact across the county.

Applicants for the Investment Fund must discuss their proposal, prior to applying, with the Arts Service and have the support of the Strategic Officer Team. Awards are made for a specific time limited period and must show a sustainable future.

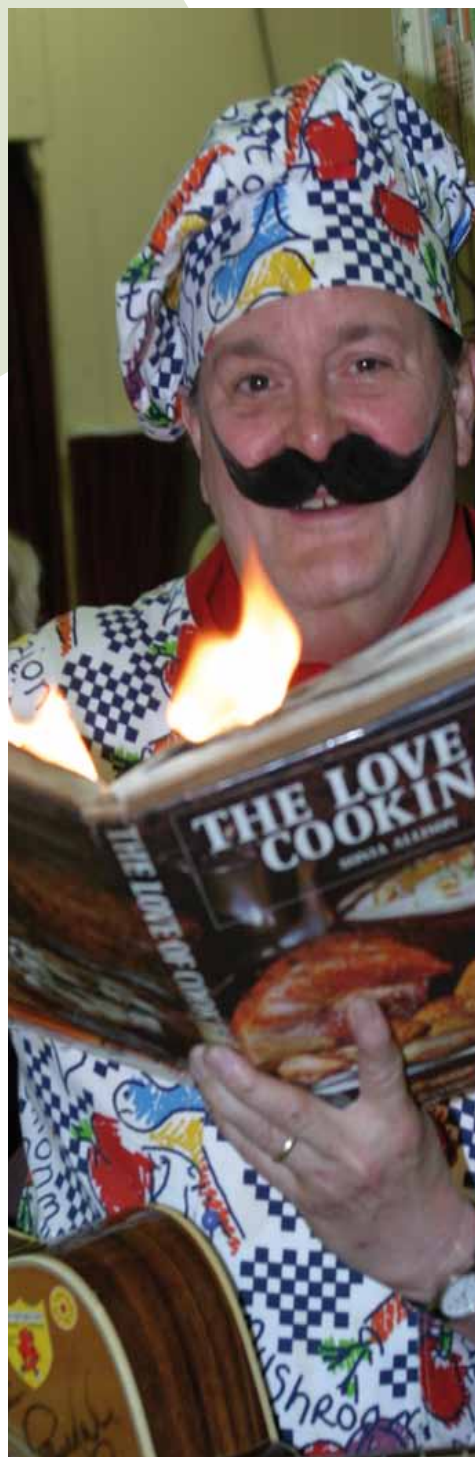
How much can I apply for?

A grant of up to 15% of the cost of an activity can be considered and grants generally range from a minimum of £2,500 to a maximum of £8,000. However, due to high demands on this fund the maximum amount is very rarely awarded.

Please also be aware that due to a limited budget we are not able to fund all eligible applications and successful applications may not receive the full amount of money requested.

What we do not fund

- Programmes which take place outside the administrative boundaries of the County Council.(including the City of Nottingham)



- Programmes which only impact on one area of the County.
- Programmes which do not show active support by partners and communities in the County.
- Projects which promote religious or political beliefs
- Competitive events
- Projects which have already started or taken place
- Duplication of existing provision
- Activities which take place in education settings which are not primarily targeted and designed for the wider community
- Travel Costs/Fees for education and training courses
- Commercial or profit making organisations or fundraising activities.
- Groups and Organisations run by local authorities.
- Projects which only have minimal arts content or do not involve professional artists.
- Projects held in inaccessible venues or where no provision has been made to make the project accessible to people with disabilities.
- Applications which have no other sources of funding.
- Projects which demonstrate no sustainable future following the life of the grant.

How do I apply?

Organisations wishing to discuss an application should contact the Arts Service to arrange a meeting.

How will my application be judged?

Applications are assessed by the Strategic Arts Officer team in consultation with the Cabinet Member for Culture and partners.

Applications which are eligible for support are then assessed against a range of criteria.

The criteria for assessment are:

- Artistic Quality
- Benefit to the people and cultural life of Nottinghamshire
- Management capability
- Financial control & value for money
- Contribution to the stated aims of the Arts Service
- The legacy to the arts infrastructure in the county following the end of the grant.

We will also take into account the geographic distribution and range of art forms demonstrated in applications. All decisions will be made within the available resources. (further information on assessment can be found on the page opposite)

Further Information

The following pages include information on assessment, working with young people and insurance. We have also provided links to other organisations who can provide you with extra help

Information on Assessment

All our grant applications are assessed with reference to the following overall criteria:

1. Artistic Quality
2. Benefit to the people and cultural life of Nottinghamshire
3. Management capability
4. Financial control & value for money
5. Contribution to the stated priorities the Arts Service.

When assessing any application we ask a variety of questions. Not all the questions will apply to every application, but they are the type of issues we consider.

Please don't see this as a list of criteria which must be 'ticked off' in every application.

Our Strategic team use their judgement to decide what issues are relevant in each case, depending on the type of activity and how much money you are applying for.

1. Artistic Quality

- Does your application show originality and imagination?
- Will your project inspire and challenge both audience and participants?
- Do you have a previous track record of excellence?
- Will your project develop your artistic practice and/or your organisation?



2. Benefit to the people and cultural life of Nottinghamshire

- Does your project increase the range of opportunities for people to engage in the arts in comparison with existing arts activities?
- Will your project have a detrimental effect on existing provision?
- Does your project demonstrate you understand the needs and expectations of the local communities?
- Have issues of equality, access and diversity been actively addressed in your project planning and application?
- Will your project result in continued opportunities in the county beyond the funding?
- Is there a clear demonstrable need for this particular activity?
- Does your application show how the evaluation will benefit the cultural life of the county?
- Does your project increase involvement in the arts in a new innovative way?
- Does your project involve a range of active partners?
- Does your project demonstrate creative new ways of engaging the public and benefiting the cultural sector?

3. Management capability

- Is your project realistic and well planned?
- Do you have the resources to manage the project?
- Do you have a track record of the successful management of the same scale?
- Have all legal issues been addressed, including child protection issues?
- Are your management board and any cited partners fully committed to the project?
- Are your aims and objectives clear?

4. Financial control & value for money

- Is the budget clear and realistic for the planned project?
- Are the wages and fees appropriate?
- Are any overheads charged to the activity reasonable?
- Is the required match funding confirmed in the budget?
- Have you got the financial skills and procedures in place to manage public funds?
- Is the projected income reasonable?
- Does the project deliver good value for money?

5 Contribution to the stated priorities of the Arts Service

Strategic provision

- Does your project provide a cultural offer, which is not provided elsewhere?
- Does your project impact across the whole county or sector?
- Does your project address a particular priority identified by the Arts Service and its partners?
- Do you show a history of working in the county and active partnerships?

- Does the application have officer support from the Arts Service?
- Does the application address the sustainability of the programme after the period of Grant Aid?

Development grants

- Does the application address the sustainability of the organisation after the period of Grant Aid?
- Is the NCC funding no more than 15% of total costs?

Special Project Grants

- Does the application address the Special Project Grant criteria?

The Criteria for any Special Projects Grant will be published on the County Council website.

Working with Children & Vulnerable Adults

All groups and organisations working with children develop a child protection policy to ensure they act within the law.

You are responsible for being fully aware of the issues surrounding the protection of children and vulnerable adults involved in your project. You will need to take appropriate action to protect everyone involved.

All voluntary organisations and community groups have a duty to ensure that their trustees, staff and volunteers are fully aware of their responsibilities to any children or vulnerable adults they come into contact with in the course of their work. The County Council insists that organisations receiving grant aid comply with this duty. You will therefore need to ensure that you comply with current laws and regulations.

Further advice and information

Arts Council England publish An Introduction to Child Protection, 'Keeping Arts Safe'. It can be downloaded from their website: www.artscouncil.org.uk

Voluntary Arts Network. publish a range of information sheets which will help you and your group conform to your legal duties www.voluntaryarts.org



Insurance & Licensing

Everyone who receives grant aid is required to ensure they comply with their legal responsibilities with regard to insurance and licences.

Insurance

Public Liability Insurance is essential if you are working with the public. This will insure against damage to 'third parties' – the general public – caused through the negligence of someone acting with the organisation's authority, including the action of your volunteers.

You will also have to consider the insurance implications when you use artists and other contractors, or invite other organisations to take part in your events. They will need to have the necessary insurance in place as well. This will safeguard you, your employees, volunteers and the public.

Insurance is a complex area, so do not leave it to the last minute to organise your cover and take professional advice. Insurance brokers can access the whole insurance market to find the best cover for you; however, you might want to explore what other arts organisations have organised for themselves before you decide what is right for you and your organisation.

Licensing

All regulated entertainment has to be licensed. You will need to check the venue you are using complies with the law. The district and borough councils are responsible for licensing and you should speak to them early in the planning process for any event.

Further advice and information

Voluntary Resource (a selected list of specialist brokers) www.volresource.org.uk

The British Insurance Brokers Association (they can put you in touch with a broker from their UK network) www.abi.org.uk

For up to date information on the Licensing Act contact your local district or borough council Licensing Department or refer to the Department for Culture, Media and Sport's website:

http://www.culture.gov.uk/about_us/tourismleisure/licensing_act.htm,

Artists Newsletter www.a-n.co.uk



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