MAKING A GRANT APPLICATION TO ANS

IMPORTANT UPDATES AUGUST 2022:

1) We are introducing a **two stage application process**: first you complete an application form, then we will invite the strongest applicants to meet with the Grants Panel to provide more detail and answer our specific questions (see page 4)

2) We are trialling **joint applications** (see page 3) to encourage ANS members to work in partnership, sharing ideas and skills and thereby maximising the potential of this network!

CONTENTS

WELCOME

We are thrilled you are considering applying for a grant from Arts Network Sutton to fund a Sutton based arts project. Please read all the information carefully - even if you have applied before (as we are constantly updating and reviewing this document). If you'd like to speak to us or anything doesn't make sense, see below for support available.

The amount of money you can apply for in this round is:

- One ANS Member (individual or group) can apply for up to **£1000** [SINGLE applicants]

- Two or more ANS Members (individuals or groups) can partner together and apply for up to **£1,500** [JOINT applicants] ***NEW!***

Planning your project: You will need a fairly developed plan in place for your project in order to complete the online form - this includes getting any partners on board, setting dates for events/activities and having an idea of what costs will be involved.

About this Document: All the information that you will need to be able to plan for and complete your application form is in this document - including whether or not you are eligible to apply (see page 5). It follows the format of the online form, so all of this information will be included in the application form too.

Finally, make sure you have enough time to fully complete and submit the online form (available at **Arts Network Sutton Homepage** from 1st September) before the **deadline of 5pm on Friday 30th September 2022.**

Best wishes,

Doug & Gemma
on behalf of ANS

Support available from ANS (before the deadline)

❖ Come along to a DROP-IN GRANTS SURGERY to talk to Exec Committee members about your project, connect with potential partners and seek advice or support:
- **Wednesday 7th September, 19.30-20.30, Online [ZOOM link - click here]**
- **Thursday 8th September, 10.30-11.30, Sound Lounge, 216-220 Sutton High Street**
- **Thursday 8th September, 19.30-20.30, Spotlight Bar, CryerArts, 39 High Street, Carshalton**

❖ If you need any CLARIFICATION or SUPPORT while completing the online form, contact us on info@ansutton.org by Monday 19th September 12pm

❖ Occasionally we receive applications containing basic errors and sadly we have to reject these. ANS can carry out a quick check of your application and flag up any errors if it is submitted by Friday 23rd September. All applications received after this time (and before the deadline) will go forward unchecked.

INTRODUCING JOINT APPLICATIONS   !!! NEW for Sept 2022 !!!

We are trialling **joint applications** to encourage ANS members to work in **partnership**, sharing ideas and skills and thereby maximising the potential of this network!

Two or more eligible ANS Members (individuals or groups) can partner together and apply for up to **£1,500** as JOINT applicants.

While we are open to any combination of ANS members coming together in partnership for this trial, we particularly interested in the following:

● **Skills Sharing Partnerships**

   Examples of how two or more Individual ANS members might choose to work in partnership:

   - A previously successful applicant might partner with a new or previously unsuccessful applicant to provide support and guidance

   - A more experienced artist might partner with a less experienced artist to provide support, guidance and mentorship

   - Two artists with different skill sets might partner together with the intention of sharing ideas, knowledge and expertise with each other

● **Individual and Group Partnerships**

   Examples of how Individual and Group ANS members might choose to work in partnership:

   - A group member might want to offer a specific opportunity to their members and therefore might work in partnership with an artist who has the relevant skill set

   - If an artist has an idea for a project that they think will benefit a particular demographic, they might partner with a relevant Group member that could help promote it within or beyond their membership.

ABOUT THE GRANTS PROCESS

About the Deadline (currently: Friday 30th September 2022, 5pm)

❖ Like most funding opportunities, the deadlines we give are final. There are no exceptions to this, so we encourage you to submit your forms promptly (or early if you want it checked - see p2).

❖ You will receive an automated response from ANS once your form has been submitted. (Please check your Junk folder for this if it doesn't arrive in your inbox immediately).

Stage One - Online Application Review

❖ All applications submitted before the deadline will be reviewed by the Grants panel, which is made up of a small group of members of the ANS Executive Committee* and experienced volunteers. The Grants Panel operate a traffic light system when considering grant applications:

- **GREEN** means your idea and application is a great fit with our criteria. It's clear what you want to do and with whom, and how you intend to engage your audience.

- **AMBER** means your application looks interesting, but we require more information or clarity to know if it fits our criteria.

- **RED** means your application is not clear and may contain errors (for example not all the relevant questions have been answered). If your application falls into this category we will not be able to approve it.

Stage Two - Applicant Meetings

❖ All **GREEN** and **AMBER** applicants will be invited to attend a meeting with representatives of the Grants panel to further discuss their applications and provide more detail, including a more comprehensive budget. These meetings will take place during w/c Monday 10th October or w/c Monday 17th October. (At this stage we will inform **RED** applicants that we will not be able to proceed with their application.)

❖ Following these meetings, the Grants Committee will meet once more to make final decisions about which projects to fund. All remaining applicants will be notified of the committee's decision no later than one month after the application deadline.

Unsuccessful Applications

❖ We want you to succeed - if not this time, then hopefully next time. We provide feedback on all unsuccessful applications to explain our decision. Our hope is that this feedback will help any future applications you may make to ANS or other funders.

NB ANS Executive Committee members cannot receive a grant as individuals; in addition they will be required to declare any conflict of interest if they are named or involved in any group applications and leave the meetings while these are discussed.

ELIGIBILITY (Online Form Section 1)

Before you start the application form, make sure you are eligible to receive the grant money. There are certain rules about who and what we can and can't fund; this is because ANS is a charity, AND because we get our money from London Borough of Sutton.

ELIGIBILITY 1) MEMBERSHIP STATUS
Applications for ANS Grants funding are only open to full members of ANS who have been a member for at least six months before the deadline (meaning you became a member no later than 1st March 2022).
For Joint applications, this applies to both/all parties in the partnership.

You will be asked to confirm whether or not your membership status allows you to apply

---

NOT ELIGIBLE?

If you are NOT eligible, please get in touch with us for advice or consider renewing your membership - we want to make sure you can successfully apply next time round.

ELIGIBILITY 2) FITS WITH OUR CHARITABLE OBJECTIVES *(adapted from our Constitution)*

Arts Network Sutton (ANS) aims to promote, champion, nurture and act as a voice for the diverse range of arts in the London Borough of Sutton.

This will be done by encouraging and facilitating the development and enhancement of local arts community activities, facilities, partnerships and training; to realise the full potential, and benefits, of the arts within the community.

As a registered charity, ANS seeks to engage more local residents in cultural activities, particularly the arts, and support an increase in arts activities.

You will be asked to confirm whether your project fits with ANS's Charitable Objectives

---

ELIGIBILITY 3): GRANTS CRITERIA - what we CAN fund:

ANS Grants Funding is intended for:

- ☐ Events that engage the local community in high quality arts activity as audience or participants
- ☐ Arts projects that involve collaboration and/or partnership working with local artists and organisations
- ☐ Projects or activities that diversify access to arts in Sutton and encourage inclusivity
- ☐ Creative activities that increase the wellbeing of Sutton residents
- ☐ Creative activities that help to address one or more local needs

You will be asked to confirm whether your project fits with this criteria

---

STILL NOT SURE?
If you don't know if you are eligible, or have any issues or questions, please contact info@ansutton.org by Monday 19th September 12pm

ELIGIBILITY 4): GRANTS CRITERIA continued - what we CANNOT fund:

Because we are a charity, and because we get our money from the LBS, ANS CANNOT fund:

- Organisations directly funded by the London Borough of Sutton (excluding grant funding)
- Events where proceeds go to charity
- Political parties, lobbying and campaigning
- Promotion of religion
- An individual's education

You will be asked to confirm whether any of these apply to your project

---

ABOUT YOUR PROJECT (Online Form Section 2)

In this section we will be looking to see all of these:

- That the project idea is realistic and achievable, well thought-through, original and exciting.

- That you have a plan for how people will find out about it

- That it feasibly matches at least one point on the Grants Criteria

- That it will be safe and well managed

And at least one of these:

- something interesting for London Borough of Sutton

- make a difference to the arts in the Borough

- develop the arts / artists / young people in Sutton

NB We do not expect you to change the world with £1,000 or £1,500. Be realistic!

TELL US AS MUCH AS YOU CAN ABOUT YOUR PROJECT:
We will ask you to answer as many of the following questions as are relevant and provide any further information at the end.

Length	What we ask:	What we're looking for in your answers:
	What is the name of your project?	*What will you call the project when you promote it?*
Max 500 characters (roughly 100 words)	What is the project ?	*Sum up your project for us. Tell us information such as: What will it entail? What art-forms will you use? What will happen during the project / on the day of the workshop or session? What will the events / activities be?*
Max 400 characters per question (roughly 80 words)	Who will deliver / lead it artistically?	*Who are the artists / organisations involved?*
	Who will experience it?	*Who will the participants and/or audience be (including anticipated numbers) & how do you plan to engage them?*
	When will it take place?	*Provide dates and times of all activities / events / workshops (include how many sessions / performances / workshops etc)*
	Where will it take place?	*What venues / locations are you planning to use? Are these fully confirmed, provisional or tbc?*
Max 500 characters	What are the project aims?	*What do you hope will be achieved through this project? What will the outcome be?*
	Which of the following apply? ☐ Drop in activities (no booking required) ☐ Ticketed event (pre-booking required) ☐ Exhibition	☐ Performance ☐ Entrance / Participation Fee Charged ☐ Free (no charge) ☐ Other - tell us more

MATCHING ANS GRANTS CRITERIA
How does your project fit with ANS's Grants Criteria?

We will ask you to indicate which of the following points your project is likely to address (tick all that apply):
- ☐ Events that engage the local community in high quality arts activity as audience or participants
- ☐ Arts projects that involve collaboration and/or partnership working with local artists and organisations
- ☐ Projects or activities that diversify access to arts in Sutton and encourage inclusivity
- ☐ Creative activities that increase the wellbeing of Sutton residents
- ☐ Creative activities that help to address one or more local needs

Length	What we ask:	What we're looking for in your answers:
Max 1500 characters (roughly 250 words)	Explain how your proposal reflects the Grants Criteria points you have selected above.	*We are open to your personal response to the criteria - what does the criteria point mean to you / your art-form / your audience? How will this impact the project?*

PROJECT MANAGEMENT / YOUR EXPERIENCE

Length	What we ask:	What we're looking for in your answers:
Max 1500 characters per question (roughly 250 words)	How will this project be managed?	*Who is going to project manage and/or lead the various logistical elements of this project?* *For joint applicants: how will you work together to manage the project?*
	Tell us about previous experience in managing and delivering activity of this kind? Or if this is a new venture, tell us about relevant transferable experiences.	*We are looking to see that you understand what is involved in managing a project of this sort and have the knowledge and skills to be able to do so.*
	In what ways could this be a positive learning experience for you / your team?	*What elements of this project (if any) will be new to you and how do you intend to find out the relevant information about these things?*

WHAT HAVE WE MISSED?
This is your opportunity to provide any further information you think is relevant.

What more do we need to know about you or your project that we haven't already asked?

PROJECT BUDGET (Online Form Section 3)

About the Project Budget

To be able to award you the funding grant, we will need to know that you have a clear and realistic plan of how you will spend the money. This is so we can see that it is in keeping with what you outline in the previous sections and adheres to our charitable objectives and grants criteria.

At this stage we are only looking for a basic outline of what this project will cost and how much you will need in order to fund it.

If the Grants Panel rates your application GREEN or AMBER and you are invited through to the Applicant Meetings, you will then be asked to complete a more comprehensive budget template.

Information about REPEAT FUNDING

If you have previously received funding from ANS, and are applying again for the same or similar project (which is known as 'repeat funding'), 10% of your total budget income will need to be funding from sources other than ANS (this is known as 'match funding').

BUDGET TOP TIPS

- Even though this is just a basic budget estimate, we want to see you have an idea of how much each element of the project will cost

- Be realistic about your fundraising targets and any income from ticket sales etc

- If you are having any issues with this section, please contact ANS well before the deadline and we will do our best to offer support.

Bear in mind that projects funded by charities should not aim to make a profit - all of the income money should be used to pay for making the project happen

EXPENDITURE

Tell us how much you expect to spend on each of the following areas, with basic details to help us understand how you have reached that amount. (Not all categories will apply to all projects).

We want to know how much you will spend on:	What detail we're looking for in your answers:
People's Fees	How much will you need to pay the artists delivering the project? Which other roles do you need to pay and how much will this be? *For example:* *"£350 (one artist, leading 2 sessions, at £175 per session)"* *"£250 (project manager, set fee for whole project)*
Materials / Equipment	*Roughly what will you need and how much will this cost?*
Other Costs that might be incurred: - Marketing / Social Media - Space / Venue hire - Travel	*Give detail wherever possible:* - *What costs will be incurred in spreading the word about your project?* - *If you need to pay for a venue, how much will that be?* - *Will you need to pay for anyone's travel? If so, how much?* - *What other specific costs do you envisage your project entailing?*
What is your expected Total Expenditure	*How much will the project cost in total? (Add up all the total figures you have given above to determine the total you expect to spend on this project.)*

INCOME

Tell us how much money you expect to receive from other sources in addition to this grant funding if successful

We want to know how much you will get from:	What detail we're looking for in your answers:
Amount requested from ANS	*How much are you asking for from ANS?* *(maximum £1,000 for SINGLE applicants; maximum £1,500 for JOINT applicants)*
Income earned by the project	*How much money will the project bring in, eg ticket sales / workshop fees?*
Other funding sources	*Have you / Do you expect to receive funding from other sources? If so, how much and from where?* *[NB This is a necessity if applying for repeat funding - see note on page 8]*
What is your expected Total Income	*How much income do you expect to receive in order to pay for this project? (Add up all the total figures you have given above to determine the total you expect to have for this project.)*

OTHER INFORMATION

Tell us about any DONATIONS of goods or services that you expect to receive in support of this project,

"In kind support"	*How much volunteer time will this project entail? Will you be given free venue hire or resources?*

CREDITING & EVALUATION & POLICIES

By applying for this grant, if you are awarded the funding you agree to:

- advertise that the event / project is supported by ANS (including using the ANS logo on all relevant material produced and using **#artsnetworksutton** in any relevant social media postings)

- complete an evaluation and monitoring form within two months of the event / project completion (ANS will retain 10% of the grant award until the evaluation is submitted)

- ensure that all appropriate policies and insurances are in place by the start of the project

You will be asked to indicate which of the following POLICIES / INSURANCES you have in place (if applicable):

☐ Do you have a safeguarding policy (if you work with adults at risk or children and young people)?

☐ Do you / will you carry out DBS checks on staff working with children and young people?

☐ Do you have an Equality and Diversity Policy?

☐ Do you have a Health and Safety Policy covering staff, volunteers and service users?

☐ Do you have public liability insurance?

NEXT STEPS

- Open the **ONLINE FORM** using the link on the **Arts Network Sutton Homepage** (from 1st September)

- Once you click on **SUBMIT** on the online form you will receive an automated email confirming it has been received and providing you with a copy of your responses for your reference.

- If you have any questions, concerns or issues with the online form, please don't hesitate to contact us on info@ansutton.org

GOOD LUCK!

Doug & Gemma
on behalf of ANS