ARTS NETWORK SUTTON

TOP TIPS FOR MAKING A GRANT APPLICATION TO ANS

Guidance Information for Grant Round September 2021

Please read this through carefully before submitting your application (even if you've successfully received grants from us before).

Before you start the Application Form:

1) Check you are eligible to apply (page 2) and that your project idea fits with:

    a) ANS's Charitable Objectives (below)

    b) ANS Grants Criteria (page 2-3)

2) Make sure you have developed a plan for your project and have an idea of the costs involved so you can complete the budget section

3) Make sure you have enough time to complete and submit the application form well in advance of the deadline of **Thursday 30th September at 5pm** (see page 6)

ANS CHARITABLE OBJECTIVES *(adapted from the ANS 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.

ANS GRANTS CRITERIA

Who can apply?
- Individual, Group or Commercial Members of Arts Network Sutton (ANS)
- Must have a minimum of 6 months continuous membership prior to the current grant deadline

What ANS CAN fund:
- 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

For September 2021 we are particularly interested in:
- Creative activities that support COVID recovery (eg helping reduce feelings of loneliness and isolation)
- Projects involving working with Youth Groups and/or Intergenerational participation

What ANS CANNOT fund:
- Organisations directly funded by the London Borough of Sutton (this does not include grant funding)
- The core costs or running costs of an organisation or Capital costs (eg buildings and equipment)
- Commercial ventures
- Events where proceeds go to charity
- Projects where, in the view of the panel, there is already adequate financial provision
- An organisation with significant unrestricted reserves
- Proposals that do not benefit the arts in the Borough
- Political parties, lobbying and campaigning
- Promotion of religion
- An individual's education
- Projects that have already commenced
- Projects without fixed dates
- Private events such as exhibitions where the works displayed are available for commercial purchase
- Applications from individuals or groups who are not a member of Arts Network Sutton, or who have less than six months membership by the Grant Deadline

Tips for Completing the Application form:

Question 1: **Provide a brief description of your project.**

In this question we want you to tell us:

- What is the project? Include the relevant key facts, such as:
    - The art-form(s) you will be using
    - Who will the participants be? How do you plan to engage them?
    - What will happen during the project / on the day of the workshop or session?

- When and where is it taking place?

- Who are the artists / organisations involved? Are there any partners involved?

- What will be achieved through this project? What will the outcome be?

We will be looking for:

__All of these:__

- That the project idea is:
    - i)   realistic and achievable
    - ii) well planned and thought-through
    - iii) original and exciting

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

- You use plain English (don't make assumptions about sector understanding)

- That you care about the project

__And at least one of these:__

- The project will be something interesting for the Borough

- The project will make a difference to the arts in the Borough

- The project will develop the arts / artists / young people in the Borough

Question 2: **In what way does your proposal reflect the current Grants Criteria?**

Go back to the Grants Criteria on page 2 - this is your opportunity to explain how your project matches one or more of these points.

- Identify which criteria point(s) your project matches and explain how it will make a difference

- 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?

NB We do not expect you to change the world with £1,000. We are, and you should be, realistic!

Question 3: **Please provide detail of your previous experience in managing and delivering activity of this kind.**

We need to see that the project will be safe and well managed, so in this question we want to know:

- How will this project be managed? Who is going to manage and/or lead this project?

- Tell us what experience you / the people involved have of running similar events.

  Or, if you've not done this kind of thing before, tell us about the transferable skills you have that will be relevant.

- 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?

- Who are the people who might be mentoring / supporting you?

- Which partners could support / bring specific expertise?

<u>Question 4:</u> **Please provide a detailed budget for the activity, including the grant requested and other sources of funding.** (Use the template provided in the form)

This is a really important section of the application. In order for an application to be seriously considered, we will need to see the following:

- ○ You have a clear and realistic plan of how you will spend the grant money (up to £1,000)

- ○ Your budget balances; this means that the amount you intend to spend (Expenditure) will match the amount you will have to deliver the project (Income).

Please provide a detailed budget (using the template) for the activity including grant requested and other sources of funding – please note that repeat applicants are required to demonstrate match funding of at least 10% of total budget.

Please provide a breakdown of all costs e.g. daily rate, number of ticket sales etc Income and expenditure should be equal

EXPENDITURE	
Artist fees	
Staff costs	
Marketing	
Materials	
Space/venue hire	
Travel	
Other	
TOTAL	
INCOME	
Earned income e.g. ticket sales/workshop fees	
In kind support (please detail)	
Other funding sources (please detail)	
Amount requested from Arts Network Sutton	
TOTAL	

* 'In kind' support is the donation of goods or services, rather than money. This could include volunteers' time, free venue hire etc. The amount you include in the budget should be an estimate of the value of this support (i.e. how much it would cost if you had to pay for it).

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

Budget Top Tips:

- Give enough detail so we can see you have carefully planned how the budget will work

- Provide detail on the full budget - not just how you will spend the grant of up to £1,000 from ANS

- Be realistic about your fundraising targets and the project income

- 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

- Repeat Funding: ANS members can apply for repeat funding for a maximum of 2 years, if they can demonstrate match funding of at least 10% of the total budget. Priority will be given to applications that show that they can use ANS funding to lever in additional funding for their project and where the ANS grant makes a significant contribution to the budget.

About the Grants Process

Support available from ANS (before the deadline)

- If you need any clarification or support while completing your form, contact ANS ASAP (ideally no later than 10 days before the deadline).

- If you would like ANS to carry out a quick check of your application, it must be submitted no later than seven days prior to the deadline.

About the Grant Window deadline (currently: Thursday 30th September 5pm)

- Application deadlines are final. There are no exceptions to this so we encourage applicants to submit promptly.

- Occasionally we receive applications containing basic errors and sadly we have to reject these. ANS can carry out a quick check of your application if it is submitted no later than seven days prior to the current grant window deadline. All applications received after this time (and before the deadline) will go forward for evaluation unchecked.

Who decides?
- The panel is made up of a small group of members of the ANS Executive Committee and experienced volunteers.

  (NB ANS Executive members cannot receive a grant as individuals and will be required to declare any conflict of interest in group applications in which they are involved and leave the meetings.)

Timeline

- Applications will be considered at the next ANS Executive Committee meeting after the deadline.

- Applicants will be notified of the committee's decision one week after this meeting and no later than one month after the application deadline.

How decisions are made

At ANS we 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. Subject to the ANS budget being sufficient, your application will be approved.

- **AMBER** means your idea and application looks interesting and useful, but it may be slightly less clear. If we feel your idea is strong, we will come back to you with some clarification questions, which if answered successfully may result in an approved application.

- **RED** means your application is not clear and may contain errors (for example the budget doesn't balance word count exceeded). If your application falls into this category it will not be approved.

Unsuccessful Applications

- We want you to succeed and so we provide feedback on unsuccessful applications, which we hope you find useful, particularly if and when you choose to reapply.

Crediting & Evaluation & Policies

A Note for Applicants

By applying for this grant you agree to:

- advertise that the event / project is supported by ANS

- use the ANS logo on all material produced in connection with the project or event

- 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.