ARTS NETWORK SUTTON

MAKING A GRANT APPLICATION TO ANS

IMPORTANT UPDATE FOR Grant Round March 2022

We are trialing an online application form for this Grants Round in a bid to make the process easier and more straightforward. Your feedback as ANS members will be most appreciated to help us continue to strengthen this part of our programme.

Complete your application here: **ONLINE APPLICATION FORM**

WELCOME

We are thrilled you are considering applying for funding from Arts Network Sutton! You can apply for up to a maximum of £1000 to fund a Sutton based arts project.

Please read all the information carefully and if anything doesn't make sense, or if you'd like to speak to someone, please contact us on info@ansutton.org by Monday 21st March 12pm.

We want to see developed project plans, not just your initial creative ideas. So, before you start completing the Online Application Form, make sure you have made a robust plan for your project, including getting any creative or venue partners on board, setting fixed dates for events/activities, and knowing 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. It follows the format of the online form (so all of this information is included in the online form too).

Finally, make sure you have enough time to fully complete and submit the Online Application Form before the **deadline of 5pm on Thursday 31st March 2022.**

Best wishes,

Doug & Gemma
on behalf of ANS Executive Committee

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ABOUT THE GRANTS PROCESS

Support available from ANS (before the deadline)
- Talk to Exec Committee members about your project and seek advice or support at our Drop-in GRANTS SURGERY sessions: Weds 2nd March (19.30 |on Zoom) and Sat 5th March (10.30 - 12pm | at The Sound Lounge.)

- If you need any further clarification or support while completing the online form, contact us on info@ansutton.org by Monday 21st March at the latest.

- If you would like ANS to carry out a quick check of your online application, it must be submitted no later than seven days prior to the deadline (Thursday 24th March).

About the Grant Window deadline (currently: Thursday 31st March, 5pm)
- Just like most funding opportunities, the deadlines we give are always final. There are no exceptions to this, so we encourage you to submit your forms promptly. 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).

- 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 by Thursday 24th March. 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 while these are discussed.)

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 (end of April 2022).

How decisions are made
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, but slightly less clear. If we feel your idea is strong, we will come back to you with some clarification questions, which, when answered, may result in an approved application.

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

Unsuccessful Applications

- We want you to succeed - if not this time, then hopefully next time. We provide feedback on unsuccessful applications, which we hope you find useful, particularly if and when you choose to reapply.

ELIGIBILITY

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 6 months before the deadline (meaning you became a member no later than 1st October 2021).

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 3a) 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

ELIGIBILITY 4): GRANTS CRITERIA - 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

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

- That the project idea is realistic and achievable, well planned and thought-through, original and exciting.
- That you have a plan for how people will find out about it
- That it realistically 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. We are, and you should be, realistic!

TELL US AS MUCH AS YOU CAN ABOUT YOUR PROJECT:

We 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 ?	*Tell us details 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 500 characters (roughly 100 words)	Who will be involved?	*Who will the participants and/or audience be (including anticipated numbers) & how do you plan to engage them? Who are the artists / organisations involved? Are there any additional partners involved?*
Max 500 characters (roughly 100 words)	When will it take place?	*Please provide dates and times of all activities / events / workshops (including how many sessions / performances / workshops etc).*
Max 500 characters (roughly 100 words)	Where will it take place?	*What venues / locations are you planning to use? Are these fully confirmed, provisional or tbc?*
Max 500 characters (roughly 100 words)	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?	☐ Performance

	☐ Drop in activities (no booking required)	☐ Entrance / Participation Fee Charged	
	☐ Ticketed event (pre-booking required)	☐ Free (no charge)	
	☐ Exhibition	☐ Other - tell us more	

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

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 (roughly 250 words)	How will this project be managed?	*Who is going to manage and/or lead the various elements of this project?*
Max 1500 characters (roughly 250 words)	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.*
Max 1500 characters (roughly 250 words)	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? Who are the people who might be mentoring / supporting you? Which partners could support / bring specific expertise?*

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

PROJECT BUDGET

This is a really important section of the application.

To be able to award you the funding grant, we 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 above and adheres to our charitable objectives and grants criteria.

You will also need to make sure your budget balances; this means that the amount you intend to spend [EXPENDITURE] must be the same as the amount of money you will have to deliver the project [INCOME].

(NB 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)

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').

How to show us your budget - your choice!

1) You can UPLOAD a budget document using the Excel template provided on our website.

2) You can show us how you've worked out your budget in the questions on the form (included below).

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 involved in the project - 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.

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:
Artist / Creatives Fees?	*How much are you paying for fees for the people delivering the project? For example: "£525 (one artist, leading 3 sessions, at £175 per session)"*
Staff costs?	*Which other roles do you need to pay and how much will this be?*
Marketing / Social Media?	*What costs will be incurred in spreading the word about your project?*
Materials / Equipment?	*Roughly what will you need and how much will this cost?*
Space / Venue hire?	*If you need to pay for a venue, how much will that be?*
Travel?	*Will you need to pay for anyone's travel? If so, how much?*
Other costs?	*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:
Earned Income?	*How much will the project earn through things like ticket sales / workshop fees?*
In kind support?	*This is the DONATION of goods or services in place of money. For example: volunteers' time or free venue hire. The amount you include here should be an estimate of the monetary value of this support (i.e. how much it would cost if you had to pay for it).*
Other funding sources?	*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').*
Amount requested from ANS?	*How much are you asking for from ANS? (maximum £1,000)*
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.)*

Double check: Does your budget balance?
The amount you intend to spend [EXPENDITURE] must be the same as the amount of money you will have to deliver the project [INCOME]. If these numbers are not the same, you will need to adapt your plans to ensure the project is affordable and/or that you will not be left with unspent money at the end (profit).

CREDITING & EVALUATION & POLICIES

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.

For our reference, please indicate which of the following POLICIES / INSURANCES you already 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

- Now complete your application here: **ONLINE APPLICATION FORM**

- 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 Executive Committee