



## MAKING A GRANT APPLICATION TO ANS 2024

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# WELCOME

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We are thrilled you are considering applying for a grant from Arts Network Sutton. Please read this document carefully - there are some significant updates for this round!

## What we will consider funding in 2024:

- a) 'Open' project idea (ie an idea you have developed yourself - this is the same as previous grants rounds)
- b) 'Commissioned' project idea (ie in response to a specific brief from us relating to STEAM projects - see page 3)
- c) 'Artist Professional Development' (ie to fund specific training, development or networking opportunity - see page 3)

## How much you can apply for:

- One ANS Member (individual or group) can apply for up to **£1,000** [Single applicants]
- Two or more ANS Members (individuals or groups) can partner together and apply for up to **£1,500** [Joint applicants]

**About this Document:** This document follows the format of the online application form that you will need to complete and submit by the deadline. All of the information that you will need to be able to plan your application is included in here, including whether or not you are eligible to apply (from page 6).

**Access:** If you need any access support to complete this application or require the information in a different format, please contact us on [info@ansutton.org](mailto:info@ansutton.org) by Thursday 22nd February 2024 at midday.

**Planning your project / initiative / professional development:** You will need a fairly developed plan in place in order to complete the online application form - this includes getting any partners on board, setting dates for events/activities (page 8-9) and having an idea of what costs will be involved (page 10-11).

**Drafting your Application:** Following feedback from the previous applicants, we have created a downloadable version of the application form to help you draft your responses before inputting it into the online form. If you'd like a copy of this, please complete this [Request Form](#) (or email us at [info@ansutton.org](mailto:info@ansutton.org)) telling us which format you require.

**Completing & Submitting your Application:** Open the online form using [this link](#), which will go live from 1st February 2024 (it will also be available on the [Arts Network Sutton Homepage](#)). You will need to complete and submit this form before the **deadline of Thursday 29th February 2024, 5pm.**

Best wishes,

*Doug & Gemma, on behalf of ANS, January 2024*

# IMPORTANT INFORMATION - NEW FOR 2024

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## → One Grants Round for the year (Trial | Extended Period)

We are changing the timescale for distributing ANS funding this year by trialling ONE grants round. Key dates are:

- Online application becomes live: Thursday 1st February 2024
- Deadline for applications: Thursday 29th February 2024, 5pm
- Announcements of successful funding: mid-April 2024 (projects to run between May 2024 and June 2025)

The committee believes this will be a better way of allocating our funds fairly across the year. It will also streamline the process for the volunteer Executive Committee, therefore freeing up more of our time for other important initiatives.

## → Introducing “Commissioned Projects” (Trial)

In response to our ongoing Member Engagement consultation with Counterpoints Arts, and in acknowledgement of our developing working partnership with London Borough of Sutton, we are trialling a “commissioning” approach - where members can choose to respond to a simple project brief. If this trial proves successful, we hope that this approach will enable us to work more strategically in the long term, with future commissions developed to address specific local needs or priorities.

*[One off pre-requisite: To have previously received project funding through Sutton STEAMs Ahead]*

**Commission Brief: Design a project that develops or extends on your original STEAM project in an exciting way.**

Your application should outline how this project will involve two or more ‘STEAM’ elements, what learnings you can take from your original project, and how you will further develop relationships with your participants and/or audiences.

## → Artist Professional Development Opportunities (Trial)

Following formal and informal feedback from members we recognise the need to support local artists in their own professional development. This year we are introducing the following opportunities:

- **Apply for Professional Development funding as part of ANS Grants:** Members may apply for an ANS Grant to allow them to attend a training course, develop a new skill or participate in a vital networking opportunity.
- **Consultant support to apply for Arts Council England’s [Developing Your Creative Practice \(DYCP\)](#):** An opportunity for five current ANS members to be supported through the process of applying for this fund. Find out more & express your interest via this form: [Expression of Interest for DYCP support](#) by **26th January 2024 at 5pm**.

## Reminder about Joint Applications

**Joint applications** allow 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, we particularly interested in the following:

- **Skills Sharing Partnerships**

- A previously successful applicant might partner with a new or previously unsuccessful applicant OR an experienced artist might partner with a less experienced artist, to provide support, guidance, 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**

- An ANS Group Member wanting to offer a specific opportunity to their own members might therefore work in partnership with an ANS Individual Member who has the relevant artistic skill set
- If an ANS Individual Member has an idea for a project that will benefit a particular demographic, they might partner with a relevant Group member that could help promote it to their membership.

## Support available from ANS (before the deadline)

- ❖ Come along to a 'DROP IN' event to talk to Exec Committee members about your project, connect with potential partners and seek advice or support:
  - Evening Drink: **Thursday 1st February, 7.30pm - 9pm; Cryer Arts Spotlight Bar**
  - Morning Coffee: **Friday 2nd February, 10am-11am, | Friday 9th February, 10am - 11am; Sound Lounge**
  - Online Chat: **Tuesday 30th January, 8pm** [[ZOOM link - click here](#)]
- ❖ If you need any clarification or further support (including Access support), please contact us on [info@ansutton.org](mailto:info@ansutton.org) by Thursday 22nd February.
- ❖ Occasionally we receive applications containing basic errors, which we have to reject. If you submit your application by Thursday 22nd February 2024 at midday, ANS can carry out a quick check of your application and flag up any errors. All applications received after this time (and before the deadline) will go forward unchecked.

*Please note: ANS checking your application does not guarantee a successful outcome.*

# ABOUT THE GRANTS PROCESS

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## About the Deadline (currently: Thursday 29th February 2024, 5pm)

- ❖ Like most funding opportunities, the deadlines we give are final. There are no exceptions to this, so we encourage you to submit your online application forms promptly (or early if you want it checked - see page 4).
- ❖ You will receive an automated response from ANS once your online application 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 online before the deadline will be reviewed by the Grants panel, made up of members of the ANS Executive Committee\*. The 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 (if applicable) OR how this will support your practice.
  - **AMBER** means your application is interesting, but we require more information 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

[At this stage we will inform **RED** applicants that we will not be able to proceed with their application.]

- ❖ All **GREEN** and **AMBER** applicants will be invited to attend a 30 min zoom meeting with representatives of the Grants panel to further discuss their applications and provide more detail, including a more comprehensive budget where necessary. These meetings will take place on **Saturday 16th March** (morning or afternoon) or **Tuesday 19th March** (afternoon or evening). [You will be asked to indicate your preference on the online form]. These meetings will determine whether applicants become or remain **GREEN**.
- ❖ Following these meetings, the Grants Committee will meet once more to make final decisions about which projects to fund. All remaining applicants [**GREEN** and **AMBER**] will be notified of the committee's final decision by mid-April 2024 (6 weeks following the 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, in the hope this will help you strengthen any future applications you make.

*\*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 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 September 2023).

For Joint applicants, 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

Additions for 2024:

- Continual Professional Development (CPD) Opportunities for a Local Artist / Group
- Projects designed to further develop projects previously funded as part of Sutton STEAMS Ahead

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

### STILL NOT SURE?

*If have any issues or questions, please contact [info@ansutton.org](mailto:info@ansutton.org) by Thursday 22nd February 12pm*

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

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

*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

## ABOUT THE APPLICANT (Online Form Section 2)

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This section requests basic information about the ANS member(s) applying for funding through this form.

*NB Please answer the relevant question for Single applicants or Joint applicants.*

## ABOUT YOUR 'PROJECT' (Online Form Section 3)

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In this section we will be looking to see all of these (where applicable):

- The project ideas are realistic and achievable, well thought-through, original and exciting.
- You have a plan for how people will find out about events involved
- It matches at least one point on the ANS Grants Criteria
- It will be safe and well managed

And at least one of these:

- something interesting for the London Borough of Sutton
- make a difference to the arts in Sutton
- develop artists and/or young people in Sutton

For Commissioned Projects only:

- Identify learnings from your original STEAM project
- Involve two or more 'STEAM' elements
- Explain how you will further develop existing relationships with your participants / audiences.

For Artist Professional Development Opportunities:

- Identify what opportunities the funding would enable you to undertake
- Specify the skills / experience you hope to gain
- Explain how this will aid your development as an artist

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

### WHAT ARE YOU APPLYING FOR?

*Before telling us about your idea, we will ask you to indicate which of the following you are applying for:*

- 'Open' project idea** (ie an idea you have developed yourself, in the usual way)
- 'Commissioned' project idea** (ie responding to brief to develop a Sutton STEAMs Ahead funded project)
- Artist Professional Development** (ie to fund specific training, development or networking opportunity)

*Then proceed to complete all questions on the form that feel applicable to your application [ie some may not be applicable for those applying for funding for Artist Professional Development opportunities.]*

## 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*

- 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
- Professional Development Opportunities for ANS member (individual or group)
- Projects designed to further develop projects previously funded as part of Sutton STEAMS Ahead

## 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:
Max 600 characters  (roughly 100 words)	WHAT?	What is the name of your project?	<i>What will you call the project when you promote it?</i>  <i>For Professional Development applications: this could be your own name or a quick fun descriptor of what you're aiming for, eg 'Dani's Digital Art Discovery']</i>
		What is the project / opportunity?	<i>Sum up your project / opportunity 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?</i> <i>For Professional Development applications: What training / networking events will you attend?</i>
		<b>Which of the following apply?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drop in activities (no booking required)</li> <li><input type="checkbox"/> Ticketed event (pre-booking required)</li> <li><input type="checkbox"/> Exhibition</li> <li><input type="checkbox"/> Performance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Entrance / Participation Fee Charged</li> <li><input type="checkbox"/> Free (no charge)</li> <li><input type="checkbox"/> Attending Training Courses</li> <li><input type="checkbox"/> Attending Networking Events</li> <li><input type="checkbox"/> Other - tell us more</li> </ul>
Max 600 characters (c 100 words)	AIMS?	What are your AIMS?	<i>What do you hope will be achieved through this project / Professional Development Opportunity?</i> <i>What will the outcome be?</i>



Length		What we ask:	What we're looking for in your answers:
Max 500 characters per question  (roughly 90 words)	WHO?	Who will deliver / lead it artistically?	<i>Who are the artists / organisations involved?</i>
		Who will experience it?	<i>Who will the participants and/or audience be (include anticipated numbers)? How do you plan to engage them?</i>
		Who will project manage it?	<i>Who is going to project manage and/or lead the logistical elements of this project? For joint applicants: how will you work together to manage the project?</i>
Max 500 characters per question  (roughly 90 words)	WHEN & WHERE?	When will it take place?	<i>Provide dates and times of all activities / events / workshops (include how many sessions / performances / workshops etc) For Professional Development applications: provide details of any training courses you intend to attend</i>
		Where will it take place?	<i>What venues / locations are you planning to use / attend? Are these fully confirmed, provisional or tbc?</i>
	NEW?	How could this be a positive learning experience for you / your team?	<i>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? For Professional Development applications: how will this benefit you as an artist?</i>

<p><b>WHAT HAVE WE MISSED?</b>  <i>This is your opportunity to provide any further information you think is relevant.</i></p>
<p>What more do we need to know about you or your project that we haven't already asked?</p>

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

## PROJECT BUDGET (Online Form Section 4)

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### 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 / opportunity 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: <ul style="list-style-type: none"> <li>- Marketing / Social Media</li> <li>- Space / Venue hire</li> <li>- Travel</li> </ul>	Give detail wherever possible: <ul style="list-style-type: none"> <li>- What costs will be incurred promoting your project?</li> <li>- If you need to pay for a venue, how much will that be?</li> <li>- Will you need to pay for anyone's travel? If so, how much?</li> <li>- What other specific costs do you envisage your project entailing?</li> </ul>
Professional Development Opportunities	If some or all of what you are hoping to use the funding for does not fit into the categories above, tell us here how you intend to use it.
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.)

## 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 or £1,500 for JOINT applicants)
Income earned by the project	How much money will the project bring in? (eg ticket sales)
Other funding sources	Have you / Do you expect to receive funding from other sources? If so, how much and from where? [NB see 'Repeat Funding' on page 10]
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 figures you have given above to determine the total amount 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?
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## CREDITING & EVALUATION & POLICIES (Online Form Section 5)

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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 this [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

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- If you require a **DOWNLOADABLE VERSION** of the application form to help you draft out your answers, complete this [Request Form](#) (or email us at [info@ansutton.org](mailto:info@ansutton.org) telling us which format you require)
- Open the **ONLINE FORM** using [this link](#) which will go live from 1st February 2024 (also available on the [Arts Network Sutton Homepage](#) )
- **COMPLETE** the online form by **Thursday 29th February at 5pm** at the latest (or by Thursday 22nd February if you want it checked for basic errors, accepting this does not guarantee a successful outcome.)
- 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**, or want to request adjustments or alternatives for **accessibility** purposes, please don't hesitate to contact us on [info@ansutton.org](mailto:info@ansutton.org) by Thursday 22nd February 2024 at midday.

**GOOD LUCK!**

*Doug & Gemma, on behalf of ANS*