

# Guidance Notes for Arts Funding 2012



## Introduction

The following information provides you with all you need to know about making an application for funding from the Guernsey Arts Commission. Please read all the information carefully.

## Are you Eligible to apply?

The Guernsey Arts Commission will consider applications from individuals, non-profit arts organisations and other people who use the arts in their work for the benefit of the local community and to provide a backdrop for leisure and business visitors. The event/project must take place mainly in Guernsey/for the benefit of the Guernsey community and/or artists and visitors; however the Sub-Committee can award grants for international/national events/projects at their discretion.

## Fundraising Events

Organisers of events where the aim is to give all or most of the income raised to charity, are asked to contact the Arts Development Team to discuss your application. Email [info@arts.gg](mailto:info@arts.gg) or call 709747.

## Those who are not eligible

If you fall into one of the following categories unfortunately your application will not be assessed:

- Students - for activities directly related to their course of study or their tuition fees.
- Commercial organisations, commercial galleries, commercial enterprises & exhibitions with a commercial slant or individual artists' commercial projects.

## Grants awarded

You will receive a grant award letter outlining our offer together with a Contract which contains the terms of the offer which must be acknowledged, signed and returned before any payment can be processed. A post-activity Event Evaluation Form and a Finance Form will also be included and must be completed, as well as information on how the Guernsey Arts Commission can help to promote your event or project.

Support will be in the form of (or in a combination of):

- **a grant** Payable once the Contract has been signed and proof of the conditions of the grant are met (see below).
- **a sponsorship match** Matching of funds already raised/to be raised. Payable on receipt of written proof of sponsor's commitment.
- **post event underwriting** At an agreed upper value. This will be payable after the event on receipt of full accounts for the event/project showing loss. N.B. If the event made a profit or broke even then no support will be given. Please note: Due to limited funds, if an event/project has the potential to make a profit and essentially support itself then an underwrite will usually be awarded.

## Grant Conditions

**No payments will be sanctioned until the Contract is acknowledged, signed and returned and the grant conditions are adhered to. Examples of your publicity material clearly showing the GAC logo must be submitted together with every GAC Finance Form. No funds will be paid without evidence that the GAC support has been acknowledged.**

- The **Guernsey Arts Commission's logo must feature on all printed material** produced which supports and promotes the event/project (the logo will be sent to you at the time of our funding offer).
- A completed Event Evaluation Form must be returned within two months of the end date of your event/project. Failure to return the form may harm future funding applications from you or your organisation.
- To receive payment for a **grant** a fully completed **GAC Finance Form & examples of any publicity material** must be returned as soon as possible to ensure swift payment. (a maximum period of two months from the end date of your event/project is allowed beyond which you will not receive payment).
- To receive payment of an **underwrite** you must produce full accounts, with information illustrating the shortfall, within two months of the end date of your event/project or you will not receive payment. **Ensure that the completed GAC Finance Form & examples of any publicity material are included.**
- To receive payment for a **sponsorship match** written proof of a sponsor's agreement to provide funding or account information is required before payment will be processed. **Ensure that the GAC Finance Form is completed & examples of publicity material are included.**
- Should you no longer require the grant, underwrite or sponsorship match that has been awarded to you then we request that you inform us as soon as possible so that the funds allocated to you/your organisation can be reallocated.

## When to submit your Application

The Guernsey Arts Commission Funding Sub-Committee will meet six times a year to make decisions on applications. Your application must arrive by the following deadlines for consideration at the allocated meetings:

Funding Sub-Committee meeting dates	Deadlines for applications
24th January 2012	applications to be received by <b>Tuesday 10th January 2012</b> applicants notified of outcome by 7th February 2012
21st February 2012	applications to be received by <b>Tuesday 7th February 2012</b> applicants notified of outcome by 2nd March 2012
27th March 2012	applications to be received by <b>Tuesday 6th March 2012</b> applicants notified of outcome by 10th April 2012
22nd May 2012	applications to be received by <b>Tuesday 8th May 2012</b> applicants notified of outcome by 5th June 2012
25th September 2011	applications to be received by <b>Tuesday 4th September 2012</b> applicants notified of outcome by 9th October 2012
20th November 2012	applications to be received by <b>Tuesday 6th November 2012</b> applicants notified of outcome by 2nd December 2011

The above structured system is to ensure that applications are fairly considered and that applicants have enough time to plan their event/project.

**Late applications will not be considered.**

### For applications of £5,000 and over

It has been agreed by the Guernsey Arts Commission Board that any applicants requesting £5,000 or more will have their applications further assessed by the Board of Commissioners after being processed by the Funding Sub-Committee. The GAC monthly meetings are scheduled for the last Monday of each month, therefore applicants should hear about the outcome of their application within the above stated dates, although at times the notification letter may be sent later than stated above. We will endeavor to notify applicants as soon as possible.

Please note that the GAC does award some larger grants, sponsorship matches or underwrites, but the majority of our awards are £5,000 and below (previous awards are listed on the Commission's website, arts.gg).

### Unsuccessful Applications

Incomplete applications will not be considered. Therefore if you have not included all required material (please see section below 'Completing your Application') you will be asked to re-submit your application, with the required information. Please note the application will not then be assessed until the next scheduled meeting.

Should the Funding Sub-Committee decide that an application does not adhere to any of the funding criteria, based on the Guernsey Arts Commission's priorities, the application will be unsuccessful. (see section 'Completing your Application').

Should you wish to re-apply, we request that you review your application with a member of the Arts Development Team before re-submitting.

## Completing your Application

The Guernsey Arts Commission issues grants for many varied arts' events across the year. To heighten your chance of a successful application we ask you to carefully consider how your event matches some, or all, of the following criteria based on the Key Priorities of the Guernsey Arts Commission.

You can find out more about our Key Priorities in the About Us section of our website, arts.gg

Should your event/project match any or all of these criteria it will have a much better chance of receiving funding from the Guernsey Arts Commission, though we appreciate that not every aspect of the criteria applies to every event/project.

### 1. Accessibility and Communication:

- To engage a wider audience
- To broaden opportunities for attendance of arts events
- To increase involvement

Your event/project aims to be accessible to as wide a proportion of the local population as possible. It will aim to increase the general public's involvement with the arts and broaden the public's opportunity to attend arts events. You will promote your event to the widest audience possible through your own means and through assistance offered by the Guernsey Arts Commission.

### 2. Audience Engagement:

- To increase understanding of the arts
- To provide a wider context
- To enhance learning opportunities

Your event/project should aim to engage new audiences and increase the wider understanding of the arts within the context of day to day life. As part of this your event should increase opportunities for people to learn about the arts both directly through hands on workshops or lectures, through demonstrating how the arts are a part of everyone's life or by giving those in attendance a chance to meet the artists involved.

### 3. Art in Public Places:

- To provide a framework to deliver public art projects
- To reclaim public spaces as venues for the arts
- To put in place a programme of initiatives in the public realm.

Your event should take the arts out of their traditional settings and explore how they interact with the wider public realm.

## Your application will not be considered without the following:

### A Project/Event Proposal

We request a separate proposal (max 350 words) outlining your event(s)/project(s), considering how it may satisfy the key criteria for the Funding Sub-Committee (see above). Please indicate the possibility for future development and growth.

### Financial Information

Together with the income and expenditure details requested in the application form, applicants must also include the following:

- Latest audited accounts/ statements for last financial year
- A statement of reserves.

Please note: Your application will not be considered without the relevant financial information.

### Other Supporting Information

If applicable, the Funding Sub-Committee welcomes any additional material or information that you feel would further support your application.

### Proof of appropriate Child Protection Policy (see next page)

## Data Protection

Please ensure you thoroughly read through the Guernsey Arts Commission Data Protection Information on p.6 of the application form. You are required to accept the outlined terms and conditions (by way of signature) for your application form to be assessed.

## Child Protection Policy:

The Guernsey Arts Commission requires all relevant organisations who wish to apply for funding to hold and implement their own Child Protection Policy. This will apply to any organisation who will be working directly with children (aged under 18) and vulnerable adults. Organisations, individuals and informal groups will be expected to undertake a Guernsey Police Enhanced Disclosure for everyone including volunteers who will be directly working with children or vulnerable adults.

## You must include evidence of having taken these steps with your application.

For further information please see our Guidelines to Child Protection on the funding pages of our website. If you have any questions or concerns please contact the GAC office either through email [info@arts.gg](mailto:info@arts.gg) or call 709747.

## Travel Grants

The Travel Grant scheme offers individuals and arts organisations in Guernsey support for off-island travel to participate in events/projects, and to represent Guernsey. Please note that funds are limited to a set amount per year and will be awarded on a first come first served basis. For more information and to complete an application please see the Guernsey Arts Commission Travel Grants - Application Form and Guidance - 2012 document available via our website [arts.gg](http://arts.gg)

## Submitting your Application

### Checklist

The following must be submitted along with a complete Application Form:

- Detailed proposal for your event/project
- Latest audited accounts and statement of reserves
- Documentation/proof of any relevant child protection information

A full checklist can be found on p.6 of the Application Form to ensure that you have completed all parts of the application.

### Submission:

Please submit applications by the deadline dates specified on p. 2 of these Guidance Notes to:

**Guernsey Arts Commission**  
**Funding Sub-Committee**  
**Guernsey Information Centre**  
**North Esplanade**  
**St Peter Port**  
**Guernsey**  
**GY1 2LQ**

Please note all applicants will be informed of the outcome in writing within the agreed time frame, as outlined on p. 2 of these Guidance Notes.