



## **Guidance Notes**

## Introduction

The following information provides you with all you need to know about making an application for funding from 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 organisations and other people who use the arts in their work for the benefit of the 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 the events where the aim is to give all or most of the outcome 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 for:

- 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.
- Religious groups where funding is used to promote religious beliefs.
- Political groups or activities promoting political beliefs.
- Projects that may be construed as discriminatory.
- Day to day running costs for a prolonged period of time.
- Projects that will take place less than three months before an application can be decided.
- Statutory organisation or the direct replacement of statutory funding.
- Arts' projects with no community element.
- Arts' events whose raison d'être is to raise funds for a third party charitable organisation.

### 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 promote your event or project.

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

- **A grant**  
Payable in two instalments 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).
- A completed event Evaluation Form must be returned within six weeks of the end date of your event/project. Without returning outstanding Evaluation Forms alongside your application, subsequent applications will not be considered. N.B. If you are unsure if you have or not, do feel free to get in touch with the office for guidance.
- 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 Forms & examples of any publicity material are included.**
- To receive payment from 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 completed GAC Finance Forms & examples of any publicity material are included.**
- Should you no longer require the funding that has been awarded to you then we request that you inform us as soon as possible so that 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 following submissions of applications, it is important to note that from 2014, we will now only consider applications submitted to a Funding Sub-Committee meeting at least three months prior to

the project / event taking place. Based on feedback, this change will mean creating a clearer lead-in time for both you and us in terms of ways we can support, develop and promote your event. N.B. If this causes any concern, then please do get in touch with us by emailing [info@arts.gg](mailto:info@arts.gg)

## 2017 Deadlines

The deadlines for applications are displayed below alongside the date of the meeting at which your application will be considered, and when you will receive notice of the decisions.

<b><i>Submission deadline for applications</i></b>	<b><i>Date of assessment of applications by the Arts Grants Sub-Committee</i></b>	<b><i>Notification of Decision by:</i></b>
Monday 2 <sup>nd</sup> January	Tuesday 17 <sup>th</sup> January	Saturday 4 <sup>th</sup> February
Wednesday 1 <sup>st</sup> February	Tuesday 21 <sup>st</sup> February	Saturday 4 <sup>th</sup> March
Saturday 1 <sup>st</sup> April	Tuesday 18 <sup>th</sup> April	Saturday 29 <sup>th</sup> April
Monday 1 <sup>st</sup> May	Tuesday 16 <sup>th</sup> May	Saturday 3 <sup>rd</sup> June
Friday 1 <sup>st</sup> September	Tuesday 19 <sup>th</sup> September	Saturday 30 <sup>th</sup> September
Wednesday 1 <sup>st</sup> November	Tuesday 14 <sup>th</sup> November	Saturday 1 <sup>st</sup> December

**The above structure system is to ensure that applications are fairly considered and that applicants have enough time to plan their event/project. All decisions will be conveyed by letter containing the details of the award, a contract and conditions of support. The Funding Sub-Committee's decision is final and, as found in other jurisdictions distributing arts' grants, there is no process of appeal. Late applications will not be considered.**

### DETAILED GUIDELINES

#### 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 passed by the Board of Commissioners before being assessed by the Funding Sub-Committee. We will endeavour to notify applicants as soon as possible.

Please note that the GAC does not grant some larger grants, sponsorship matches or underwrites, but the majority of our awards are £5,000 and below (previous awards are listed on the Commissioner's website, [arts.gg](http://arts.gg)). Applicants are advised to bear this in mind when formulating their applications.

#### 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 resubmit your application, with the required information. Please note the application will 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 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](http://Arts.gg)

Should your event/project match any or all of the 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.

#### **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. Arts in Public Places:**

- To provide a framework to deliver public arts projects
- To provide a wider context
- To enhance learning opportunities

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 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.

Only one application per calendar year will be considered from an individual or organisation.

### **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.

### **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 outline terms and conditions (by way of signature) for your application 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 you application.**

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

### **Travel grants**

Due to the Travel Grant scheme having no eligible applications in 2014, this has been suspended as a stand-alone scheme since January 2015 onwards. Travel Grant applications will not be accepted.

### **Grant application assessment**

## Arts Grant Sub-Committee

Your application will be assessed by the Funding Sub-Committee, otherwise known as the Arts Grants Committee, usually ten days after the grant application deadline.

The members of the Funding Sub-Committee include:

- Alan West, Chairman
- Adam Stephens, Head of Creative Arts at Elizabeth College
- Trish Grover, PR and communications consultant
- Laura Anderson, Musician and Actor
- Fran Bourget, Music Officer for the Guernsey Eisteddfod Society
- Russ Fossey, Head of Arts Development at Guernsey Arts Commission

### Assessment criteria

Your application will be assessed on the following criteria:

- The quality and content of the project or activity proposed.
- The anticipated quality of experience by the audience and/or participants.
- The inclusivity of the project or activity in terms of reaching people that might not otherwise have access to arts opportunities.
- Project management: Is there a clear, robust proposal and action plan?
- Marketing and publicity plans
- Professional and volunteer staff balance
- Is there robust financial management and a realistic budget? What other forms of income are anticipated?
- What does this project mean for the development of the organisation or individual applying?
- What are the outcomes for the organisation or individual?
- Are the necessary policies in place regarding Child Protection, Risk Assessment and Health and Safety?
- How far does the project or activity align to GAC priorities in terms of developing relationships with the wider island community and encouraging visitors to the island.

If you need further advice on how to write a proposal which addresses the criteria above, please contact 01481 709747 or email [info@arts.gg](mailto:info@arts.gg).

## Submitting your application

### Checklist

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

- **Detailed proposal for your event/project**
- **Latest audited accounts and statement of reserves**
- **Documentation/proof of any relevant child protection information.**
- **Event Evaluation Form for previously supported projects (if applying again to the GAC)**

A full checklist can be found at the end of the application form to ensure that you have completed all parts of the application.

### Submission

Please submit applications by the deadline dates specified in this Guidance Notes document 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 within the agreed time frame, as outlined earlier in this Guidance Notes document.