

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



The guidance sets out the online application process and the level of information you will need to provide to complete it. You will need to make sure that your responses show how you will meet the criteria for the fund.

If you have any communication needs tell us what they are. We will try and meet these needs where possible:

☐ Text phone ☐ Sign language ☐ Other language ☐ Other. Please specify:

INTRODUCTION

Applications are welcome until 31 December 2022, subject to availability of funds

Please note that the fund is awarded on a first come, first served basis and may run out before the end of the year. To check if funding is available please email artsgreenwich@royalgreenwich.gov.uk before submitting your application.

Applicants must sign up to the [Royal Borough of Greenwich's Equality and Equity Charter](#) to be eligible for funding.

The Community Arts Fund supports a range of music, theatre, dance, performance projects and participatory outdoor arts and events. The fund aims to stimulate participation and engagement in the arts within the Royal Borough of Greenwich whilst encouraging partnerships between established organisations, community groups and schools wherever possible.

When assessing your application, we will be looking for a good spread throughout the year and across the borough.

The fund aims to support activities that:

- deliver new arts and cultural projects and programmes
- encourage active participation in the arts by a diverse cross section of the community including young people, older people and under-represented groups within the Royal Borough of Greenwich
- create participatory work that animates the town squares and outdoor spaces; attracting local audiences
- develop partnerships between local cultural organisations, networks and groups
- encourage delivery of community-based arts and cultural programmes and projects

WHO CAN APPLY?

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



Registered charities, community groups or non-profit making organisations which are:

- based within the Royal Borough of Greenwich
- based outside of the Royal Borough of Greenwich but applying for a project that will take place within the Royal Borough and involve and benefit residents

Applicants are only eligible to receive one Community Arts Fund grant during this funding period (ending December 2022).

HOW MUCH CAN YOU APPLY FOR?

Groups/organisations are invited to apply for grants up to £6,000. Applicants are only required to submit one application form. In addition, up to 50% of the funding requested from the Royal Borough of Greenwich can be allocated to cover infrastructure costs

WHO CANNOT APPLY?

Who we will NOT fund:

- Schools or educational establishments, including colleges (applications should be submitted by the cultural organisation/group on their behalf)
- Any maintained organisations or departments within the Royal Borough of Greenwich
- Organisations based outside of the Royal Borough for work that has no direct benefit to residents

What we will NOT fund:

- Projects that do not have a strong arts/cultural component
- Activities which have already taken place (we do not fund projects retrospectively)
- Activities which have no public benefit for residents of the Royal Borough of Greenwich
- Projects, activities, performances or exhibitions which take place outside of the Royal Borough of Greenwich
- Activities which promote a political, religious or extremist view
- Activities placed in a formal education setting as part of the core curriculum
- Recurring or on-going projects costs such as regular workshops or duplication of existing provision

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



- Finance related to regular core running costs, website maintenance/development, loan repayments, VAT, budget deficits, endowments, study or training fees
- Fundraising events, activities for private gain, or that result in profit being made
- Promotional videos or films

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



ONLINE APPLICATION

Please do not submit this document as your funding application to the Community Arts Fund programme, as it will not be assessed.

All applications must be made online, this form is only to be used as guidance and support when completing your online application.

Please follow this link to the [Community Arts Fund page](#) to register and start your online application.

1. AMOUNT REQUESTED

Funding requested must not exceed £6,000

£

2. INFORMATION ABOUT YOUR GROUP/ORGANISATION

For correspondence – please remember to include the post code

| | |
|----------------------------------|--|
| Name of your group/organisation | |
| The group/organisation's address | |
| | |

Main contact person responsible for this application

| | |
|------------------------------------|--|
| Name | |
| Position/relationship to the group | |
| Daytime telephone | |
| Evening telephone | |
| Email | |

Secondary contact person responsible for this application

| | |
|------------------------------------|--|
| Name | |
| Position/relationship to the group | |
| Mobile number | |
| Email | |

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

3. ORGANISATION'S STRUCTURE AND MANAGEMENT DETAILS

Please tell us what type of group you are by ticking the relevant box and providing appropriate registration numbers

| | | |
|--|--------|--|
| <input type="checkbox"/> Registered Charity | Number | |
| <input type="checkbox"/> Company Limited by Guarantee | Number | |
| <input type="checkbox"/> Other (e.g., co-operative, not-for profit community group etc.) | Number | |

Does your group/organisation have its own bank account? ☐Yes ☐No

Do you have a bank account with two signatories? ☐Yes ☐No

Are any staff or committee members related to each other? ☐Yes ☐No

If your application is successful to whom should the grant be made payable?

| |
|--|
| |
|--|

4. OTHER ROYAL BOROUGH OF GREENWICH FUNDING

Has your group applied for funding from the Royal Borough of Greenwich in the last 2 years or are you currently in receipt of funding? *If yes, please complete the table below and continue on a separate sheet if necessary.*

| Funding provider/ Department name <i>E.g. Neighbourhood Services</i> | Project Title | Amount (£) | Dates /period of award |
|--|---------------|---------------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

5. PROJECT DESCRIPTION

Please allow enough time for a decision to be made between the submission of your application and your project commencement date – usually a minimum of 8 weeks. Please bear in mind that if your application is incomplete, or we require further clarification, this process will take longer.

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

Your project should not commence until funding has been agreed. Any activity commencing prior to this will not be considered for support.

Applicants must contact the relevant venues and/or spaces where you plan to deliver your event to ascertain the cost and availability before submitting your application. These costs should also be reflected in their entirety within the budget section of this application form.

Please note that all funded activity must be completed by **31 March 2023**. Final reports must be submitted within 30 days of project completion.

| | | | |
|---------------------|--|------------------------|--|
| Project name | | | |
| Number of workshops | | Number of participants | |
| Number of events | | Number of audiences | |

Please provide us the estimated numbers in the boxes of the different ethnicities you would like to reach through this project:

| | | | |
|---------------------|--|--------------|--|
| White (Excl. Irish) | | Pakistani | |
| Irish | | Bangladeshi | |
| Black Caribbean | | Chinese | |
| Black African | | Asian other | |
| Black Other | | Other groups | |
| Indian | | Disabled | |

What will happen at the activities and events you are planning? (1,000 words max.)

The fund supports projects which develop and showcase the talents and skills of residents. Please provide a description of the project outlining how your project meets the criteria.

Criteria – please demonstrate:

- an engaging cultural experience with high quality artistic input – how will participants engage and benefit from your creative activities and how will their work be presented to local audiences?
- aim to develop and build new audiences and participants, who are not regular users or members to your group/organisation
- projects/activities will be open and accessible to all members of the community, and be accessible to people with disabilities

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

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Please list all the workshops and events that will be delivered as part of your project

| Workshop name/s | Date/s | Location | Description |
|-----------------|--------|----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

| Event name/s | Date/s | Location | Description |
|--------------|--------|----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

6. PARTNERSHIPS

Tell us that you will work in partnership with local small arts organisation(s), local artist(s), local community group(s) and/or local school(s) to deliver your project. Prior contact must be established. We may contact the organisations noted below during assessment, please make sure that you advise them of this.

Which local organisations/groups do you plan to work with? What role will they play in the partnership? (500 words max.)

Criteria – please demonstrate:

- work in partnership with local organisations to broaden engagement with local communities
- working with partners collaboratively to showcase work developed through the project at outdoor and/or public events
- good value for money (encompassing resource and skill sharing with partners where possible)

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

| Partnership organisation (Connecting with as many local organisations) | Description of partnership (How will they support the delivery of your project? Please refer to the Criteria above). |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

7. WORKING WITH LOCAL SCHOOLS AND GREENWICH MUSIC HUB

Contact should be made to ensure that the relevant departments within the Local Authority are aware of your project and can assist where appropriate. We will contact them prior to agreeing your funding to ensure that they are in support of your application.

If the project involves schools have you contacted Children's Services Dept.? ☐Yes ☐No

If the project involves music have you contacted Royal Greenwich Music Hub? ☐Yes ☐No

8. MARKETING

Let us know the ways that you will engage with residents to let them know about the activities and events that you will be delivering as part of your project.

How you will let people know what you are doing? (250 words max.)

Criteria – please demonstrate:

- the final activity/performance will be appropriately marketed to ensure that the public are aware of and have access to the performance/activities

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

9. BUDGET INFORMATION

Income

Please provide income from other funders, support in kind, ticket sales and private income.

| Income | Name/Description | Confirmed/ Predicted | Income (£) |
|----------------------------|---------------------|-------------------------|------------|
| Application Request | Community Arts Fund | | £ |
| Other Funding | | | |
| Other Council Departments: | | | £ |
| Trust & Charities: | | | £ |
| Other: | | | £ |
| Private Income | | | |
| Sponsorship | | | £ |
| Donations | | | £ |
| Earned Income | | | £ |
| *Own Funds | | | £ |
| In Kind | | | £ |
| | | | £ |
| Total | | | £ |

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA

Expenditure

Include all expenditure relating to the activity and ensure costs are broken down. Please ensure that you obtain quotes and hire rates, as this will give you a near to accurate budget and prevent you exceeding your budget. It is also important that you give a breakdown of costs, including number of days, hour/day rate, quantities where necessary.

| Expenditure | Description / Breakdown of costs | Expenditure (£) |
|---|----------------------------------|-----------------|
| Project Delivery | | |
| Venue/Room hire costs | | £ |
| Licencing and permissions | | |
| Equipment (e.g., PA, Staging, etc.) | | £ |
| Materials (e.g., Craft supplies, stationery) | | £ |
| Travel | | £ |
| Other: (e.g., Printing, P&P etc.) | | £ |
| Salaries / Fees / Etc. | | |
| Project management | | £ |
| Artistic fees | | £ |
| Volunteer Expenses | | |
| Travel and Refreshments | | £ |
| Childcare | | £ |
| Phone, Administration, Meetings | | £ |
| Monitoring and Evaluation | | |
| Focus groups, Surveys, Photos | | £ |
| Reports/Evaluation | | £ |
| Marketing and Publicity | | |
| Leaflets, Posters, Adverts, etc. | | £ |
| Other Expenses –please give details | | |
| | | £ |
| | | £ |
| | | £ |
| Expected Expenditure | | £ |

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



10. FUNDING AND DEADLINES

Please note that as the funding is limited, projects will need to demonstrate high quality professional arts engagement with extensive levels of community participation and involvement.

In addition:

- **Your project should not commence until funding has been agreed.**
- Any activity commencing prior to this will not be considered for support.
- Applications are welcome until 31 December 2022 (subject to availability of funds).
- **All funded activity must be completed by 31 March 2023.**
- Final reports must be submitted within 30 days of project completion date.

Please note that as funding is allocated on a rolling basis the fund may close prior to this date. Please check by contacting the Council by emailing artsgreenwich@royalgreenwich.gov.uk to make sure funding is still available before submitting your application.

☐ Please tick to show that you have read and understood the Funding and Deadlines

II. FINANCIAL AND PAYMENT TERMS

Please note:

- Payment will be paid on agreed terms and receipt of signed contracts
- Failure to meet all the grant conditions may result in clawback of funds
- You must not make any commitment to spend the grant funding until you have been officially notified of the outcome of your application.
- There is a limited budget and applications will be considered as they are received. The funding may therefore be fully allocated before the closing date.

Payment terms:

- 90% of the grant funds will be made by bank transfer once the acceptance form has been received. The final 10% instalment will be retained until the project report, including evaluation information and the final accounts have been submitted and approved.
- We retain the right to negotiate a variation to the grant amount, project or performance.

Please note:

- Failure to meet all the grant conditions may result in us withholding the final payment
- You must not make any commitment to spend the grant funding until you have been officially notified of the outcome of your application.
- There is a limited budget and applications will be considered as they are received. The funding may therefore be fully allocated before the closing date.

☐ Please tick to show that you have read and understood the Financial and Payment Terms

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



12. EQUALITY AND EQUITY CHARTER

Applicants must sign up to the [Royal Borough of Greenwich's Equality and Equity Charter](#) to be eligible for funding.

☐ I have signed up to the Equality and Equity Charter

13. SUPPORTING DOCUMENTS

Please ensure the following documents are included with your application as we will not be able to fully assess your application without them.

The following websites may offer valuable information to help you develop your policies and procedures:

- The Arts Council England (ACE) <http://www.artscouncil.org.uk>
- Voluntary Arts Network (VAN) <http://www.voluntaryarts.org>
- ISAN <http://isanuk.org>

Required Documents

To complete your application, please provide the following documents. Please tick the boxes for the documents you have provided:

- ☐ Copies of insurance policies
- ☐ Health and Safety Policy
- ☐ Diversity and Equalities Policy
- ☐ Child Protection Policy (if applicable must be provided)
- ☐ Volunteers' Policy (where applicable)
- ☐ Other (please state)

14. GRANT CONDITIONS

If your application is successful, the following conditions will apply:

- Your project should not have commenced until funding has been agreed and the agreements have been signed.
- Your project will be monitored by the Royal Borough of Greenwich and access to the project and any related performances or activities must be granted.
- The Royal Borough's support must be acknowledged in all printed and online communications in line with the communications guidelines which will be provided. All print and press releases must be submitted to Royal Borough of Greenwich for approval prior to release.
- The final report must be submitted within 30 days of project completion.
- Where possible, venues with access for disabled people should be used, and access details stated on all publicity materials
- Those working with or providing activities for children, young people and vulnerable adults must ensure that staff, artists or volunteers working with children, young people or vulnerable adults have a Disclosure and Barring Service (DBS) check, copies of which must be kept on file. For more information visit www.disclosuresdbs.co.uk

☐ Please tick to show that you have read and understood the Grant Conditions

COMMUNITY ARTS FUND

GUIDANCE NOTES AND CRITERIA



15. DISCLOSURE AND BARRING SERVICE (DBS)

You must provide all the information required in the following section.

The Royal Borough of Greenwich requires the following information for child safety, protection of vulnerable adults and monitoring purposes.

If your organisation or group delivers activities or programmes that involve the participation of children or vulnerable adults, a Disclosure and Barring Service check (previously the CRB check) will be required for staff, volunteers and management committee members.

If you are unsure whether any of your volunteers/staff require a Criminal Records Bureau disclosure, please contact the Disclosure and Barring Service on 0300 0200 190 for further information.

The Chair of your organisation must sign the declaration below if DBS checks apply to your application.

Please choose one of the statements below:

- ☐ I confirm that all volunteers/staff working on the project have had an appropriate CRB disclosure
- ☐ I confirm that none of our volunteers/staff are required to have CRB disclosure

Print Name:

.....

Position:

.....

Date:

.....

16. DATA PROTECTION AND FREEDOM OF INFORMATION ACT

The contents of this application are protected under the Data Protection Act (1998). Information gathered on this form may be shared with: external assessors; auditors; and funders. The contact details of your group/organisation may be shared with other organisations and individuals with a legitimate interest in learning more about your work, or for the prevention and detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

☐ Yes ☐ No I agree to Greenwich Council sharing our group/organisation's contact details with others:

17. DECLARATION

Accept Terms and Conditions

Before submission, you **MUST** accept the grant application terms and conditions below:

- Declare that the information provided in this application is, to the best of my knowledge, true and accurate.
- Agree that the details of this application can be held by Royal Borough of Greenwich Arts and Culture Office, the details of which may be shared with other relevant departments.
- Declare that I do not, or the organisation I represent does not owe any outstanding debts to the Royal Borough of Greenwich.
- If this grant application is successful, I agree that details can be used by the Royal Borough of Greenwich for promotional purposes.
- For financial purposes we require two members of your group/organisation to complete the section below.