☆ THE ARTS SOCIETY GRANTS

GUIDANCE NOTES – CHARITIES 2022

PART ONE

APPLICANT DETAILS

This first section is for details about the applicant:-

Your Details
- Title
- First Name
- Last Name
- Job Title
- Email
- Phone Number

Organisation Details
- Organisation Name
- Street Address
- Street Address Line 2
- Town/City
- County
- Postal Code
- Country
- Website Address
- Charity Registration Number – *we can only accept applications from registered UK charities. Please provide your registration number.*

Do you have a safeguarding policy?
Please let us know if you have a safeguarding policy and how often it is reviewed by your organisation.

Information about your organisation

Please also include a short paragraph about your organisation – what your mission, objectives and values are and who your beneficiaries are.

Please note there is a character limit for this question.

YOUR ORGANISATION'S FINANCES

Your last set of annual accounts should be no more than 12 months old.

Income
Total incoming resources as shown on the Profit and Loss section of your last set of annual accounts

Expenditure
Total outgoing resources as shown on the Profit and Loss section of your last set of

annual accounts

Reserves
The Charity Commission defines reserves as "that part of a charity's income funds that is freely available".

Additional information about your organisation's finances
Use this space to explain any further details you wish to include about your organisation's finances. Please note there is a character limit for this question.

PART TWO

YOUR PROJECT

Project/ Activity Title
A short title unique to the project that could be used to publicise it
e.g. A Country Garden's Heritage Explored

Project Type
Choose from the drop-down box

If Other
Include a very short description if none of the drop down options are appropriate

Grant Giving Priorities
Please tick the priorities that apply to your project. Tick all that apply.
Young Arts
Young Arts programmes support a wide range of activities to introduce young people to and engage them in artistic experience and practice. They include: artists in residence; art lectures for students; funding visits to art galleries and museums; art exhibitions for young artists; equipment purchases; practical workshops; local Arts Week events; bursaries for individual students; and sponsorship for craft apprentices.

Skills Development
This area is about projects and programmes that further the development and training of skills in the arts, crafts and heritage. There are no age limits to this as we believe that people of all ages benefit from acquiring and honing their creative and heritage skills.

Regional Museums, Galleries & Arts Organisations
The work of regional and local museums and galleries is important in connecting people with their local heritage and arts; yet these institutions often struggle to raise funds for projects and internships during times of budget cuts. Our grants may support special projects, displays, internship or part-time posts, training and conservation activities. We will also consider applications involving regional and local theatres and performing arts spaces and groups.

Is this a new project or activity?
Please answer yes or no

If applicable please give details of previous grants received from The Arts Society

If you answer yes to the previous question then please give details of grants received with the dates of the project or activity, a short description and the amount of the grant. Please note this question has a character limit.

Project / Activity Start Date
Click on the drop-down boxes and choose the correct dates

Project / Activity End Date
Click on the drop-down boxes and choose the correct dates

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Number of beneficiaries
If unknown at the time of making your application please enter an estimated number.

Describe the project you want funding for and how it will benefit your target audiences
Describe the project's activities and how they will benefit your audience, basing this on the criteria that you are meeting through the project. Please note this question has a character limit.
e.g. We will bring 30 young people aged 13-18 on visits to a heritage site followed by arts activities that allow them to make their own interpretation of their visit and what they have learned. This project increases access to the arts for young people and as there is currently little or no provision for arts and heritage access. For example we have checked with teachers and there are very few visits to local heritage sites that support learning about our cultural heritage taking place at present. Also the new curriculum does not include arts and culture as a core subject so there is a need to supply opportunities for young people to access arts and culture outside of their schools.

How will you publicise the project?
Please tick all that apply. If your application is successful you will also receive a pack with The Arts Society publicity materials to use with your project. Other publicity materials are available on request.

What will you do if you are not awarded funding by The Arts Society?
Please illustrate how your project would be delivered if you don't receive funding – would it go ahead in full or partially? Please give details. Please note there is a character limit for this question.

PART THREE

PROJECT BUDGET

How much will your project cost?
List all of the individual items cost. Provide a breakdown for each item. If you do not give a breakdown of costs then the grants committee will not be able to see what you are spending the funds on and if the project or activity is good value for money.
e.g. Fees for trainer for 2 half day training sessions at a cost of £150 per session.
Total cost of project/activity
This will be calculated automatically.

Please tell us about the confirmed funds raised or contributed so far
List of the funds raised or contributed so far toward the project / activity and tell us where they came from – this will be added to the total income.
e.g. £300 contributed by a sponsor.
Total confirmed funds raised or contributed
This will be calculated automatically.

Please tell us about any forecasted income for your project
Detail any other income generating initiatives and the expected income – this will be added to the total income. e.g future ticket sales

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Total forecasted income
This will be calculated automatically.

Please tell us about any in-kind contributions being made and the estimated value of these
Details of any support offered for free that you would normally have to pay for e.g. transport, volunteer hours (please estimate at Living Wage rate for your area of the UK – London differs from the other areas of the country). These will not be added to the total income for the activity but can be used by the grants committee to assess your application where appropriate.
Total in-kind support
This will be calculated automatically.

Please tell us about any other grants that you have applied for which and are awaiting a decision on
This should include the name of the organisation you have applied to, the amount of funding you have asked for and the date when the decision is due. Please note there is a character limit for this question.

Total costs of the project/activity
Total confirmed and forecasted income for the project/ activity
These figures will be automatically calculated for you and are populated by the information you supply for the previous questions about costs and confirmed and forecasted income.

Total grant requested from The Arts Society
Please fill in the amount you are applying for.

PART FOUR

BANK DETAILS

Bank Account No. / Sort Code/ Bank Name
You will need to ask your accounts department for your bank account details to complete this part of the application.

Payment Reference
Please use an identifying reference number for your own internal use.

DECLARATION

I confirm that I agree with the above statements
You must read these statements carefully and ensure that your statement is true and correct before selecting yes .

On behalf of

✺ THE ARTS SOCIETY GRANTS

Organisation name

Signed
Applicant's name

Date
Please select the date

You can now submit the application. A copy of your submission will be sent to the email address you provided on your form.