

Darlington for Culture Arts Grants 2018 Criteria

1. Summary

1. A business has kindly offered £5,000 to support arts activity in Darlington. This will support a competitive small arts grants scheme managed by Darlington for Culture. The maximum individual award is £500.
2. Proposals seeking support must deliver public benefit in Darlington and contribute to Darlington's arts offer. Individuals (artists, curators, producers) and organisations can apply for support.
3. All applicants must live in or be based in Darlington.
4. Darlington for Culture will manage the awards. Creative Darlington will assess applications and recommend to Darlington for Culture those proposals it feels merit support.
5. The scheme runs each calendar year until the £5,000 has been allocated. There are no deadlines or rounds for applying, but you are strongly advised to check if support is still available before applying.

2. Criteria

1. The scheme is focused on arts activity in Darlington borough. All proposals seeking support must deliver public benefit in Darlington and contribute to Darlington's arts offer. The small arts grant scheme will not consider requests for business support or proposals that appear unlikely to provide public benefit.
2. Individuals should have a track record in delivering arts activity. Arts organisations with a constitution can apply. Sympathetic consideration will also be given to creative proposals from those with little, or no experience of delivery. Applicants must have their own bank account and arrange in advance suitable insurance for the activity they are proposing. You are advised to seek guidance for public performance requiring risk assessment.
3. Combined arts, performing arts and visual arts activity are eligible for support, including theatre, dance and music performances, visual arts exhibitions and participatory arts activity.
4. The costs involved in developing arts activity in Darlington (artist's fees, arts equipment, arts materials, technical support, and space to hold activity, marketing and promotion) are eligible for support.

5. Please allow 3 working weeks for your application to be assessed from the date of submission to stephen.wiper@darlington.gov.uk for a decision on your proposal from Darlington for Culture.

3. Application

1. If you have any questions regarding the small arts grants application process or whether support is still available, please contact Creative Darlington at 07970 184533 or stephen.wiper@darlington.gov.uk
2. This is a competitive scheme, not all proposals will be accepted as there is £5,000 in total to support small arts grants in 2018 with a maximum grant of £500 offered. There are no application deadlines, but you are strongly advised to check with Creative Darlington if there are sufficient funds remaining before committing time to developing a proposal.
3. If you have already started a project before you apply, please be aware that there is no guarantee your proposal will be offered support. Awards will be offered to some proposals, but not all.
4. Please e-mail or post completed application forms and provide any supporting information, which you think may strengthen your application (e.g. evidence to support your track record of delivering arts activity) to Creative Darlington, who will acknowledge receipt of your application.

4. Assessment

1. Creative Darlington will recommend to Darlington for Culture which proposals merit support. Darlington for Culture will review recommendations and make the final decision whether, or not to support a proposal and the amount of award. Darlington for Culture committee members will not be eligible to apply for grant. Darlington for Culture will advise applicants of their decision within three working weeks of the date of the submission of proposals to Creative Darlington.

5. Offers of support

1. Successful applicants will be sent an offer by e-mail and will need to return a signed copy of this offer accepting the terms and conditions to Darlington for Culture. Offers not accepted within three months of the offer date will lapse.

2. Awards will be made in two steps:
 - **First payment** on provision of documentation (bank account details, constitution, and insurance cover for activity) and signed acceptance of the terms and conditions of Darlington for Culture support.
 - **Final payment** on provision of evidence of activity supported by the small arts grants award, including a number of credited digital images which can be used by Darlington for Culture and Creative Darlington for not for profit purposes only, and a short description of what took place, who was involved, and whether the proposal met your aims.

Small Arts Grants - Application form

If you have any questions regarding the application process, please contact Creative Darlington on 07970 184533 or stephen.wiper@darlington.gov.uk .

There are no deadlines for application however you are strongly advised to seek an update from the Creative Darlington Manager on whether small arts grants funding remains before committing time to developing a proposal.

Please submit your proposal by email if possible.

1. Name of individual or organisation applying:
2. Address:
3. Telephone:
4. E-mail:
5. Contact person for this proposal:
6. If applying as an individual do you have a track record of delivering, leading or managing arts activity (either amateur or professional)* and hold your own bank account?

YES/NO (Please delete)
7. If applying as an organisation do you have a track record of delivering, leading or managing arts activity (either amateur or professional)* and have a bank account?

YES/NO (Please delete)
8. If applying as an organisation is your organisation constituted?

YES/NO (Please delete)

9. Is the activity for which you are seeking support contained within the borough of Darlington?

YES/NO (Please delete)

10. Please provide a summary of your proposal showing how it will provide some public benefit and what it will deliver in terms of arts activity in Darlington?
11. How many people do you think will be involved in your proposal as artists, audience members, participants or beneficiaries?
12. Please provide a budget for your proposal and show how much support you are seeking from the small arts grants scheme.

The budget should be balanced with the same level of expenditure and income (including the small arts grant request). Please show how you have calculated costs, e.g. if you include artists fees please show how many days of work and at what daily rate. Please advise if you have estimated or received quotes for expenditure. Please advise other source(s) of income, for example, ticket sales, are confirmed or expected from your proposal.

Please note, particularly if your project has already started, there is no guarantee we will offer an award to your proposal and you are advised to manage project planning and budget on this basis.

13. How do you intend to promote and get people involved in your proposed activity, e.g. social networks, press, print, networks?
14. Please provide a brief action plan for your proposed activity showing key actions/dates and who will manage what.
15. Please let us know about your experience in managing arts events and activity?
16. Please advise if you have any experience of risk assessment?

Thank you for your time developing this proposal.

Please send your completed application to Creative Darlington at stephen.wiper@darlington.gov.uk or by post to Stephen Wiper, Creative Darlington Manager, Room 101, Town Hall, Feethams, County Durham DL1 5QT