



Guidance Notes For Arts Funding Applications

Introduction.

Guernsey Art's priorities serve as guiding principles for its grant-making programme. They are intended to align its grant-making with its larger mission – that of supporting arts, humanities and creative expression throughout the Bailiwick and through partnerships and collaborations that connect the Bailiwick to the world at large – as well as to its vision that the arts are valued and embraced as a creative catalyst thereby driving innovation, inspiration and action.

Eligibility

Guernsey Arts will consider applications from individuals, non-commercial organisations and others who use the arts for the benefit of the community and provide a backdrop for visitors to the Bailiwick.

The events must take place mainly in the Bailiwick for the benefit of the community and visitors.

However Guernsey Arts can award funding for national or international events at its discretion.

If you fall into one of the following categories, your application will not be considered.

- Students – for activities directly related to a course of study, tuition fees or travel.
- Any commercial activity or project by an organisation or individual.
- Funding directly related to the promotion of religious beliefs.
- Funding directly related to the promotion of political beliefs.
- Projects that may be construed as discriminatory.
- Projects that are essentially long-term day-to-day running costs.
- Projects that will take place less than three months before an application can be assessed.
- Arts projects with no community element.
- Arts events whose purpose is to raise funds for a third-party charitable organisation.

Guidance To Applicants

Guernsey Arts awards funding for many varied events each year. To maximise your chance of receiving funding your event should match one or more of the following: -

1. Inclusion, Accessibility And Communication

- To support the artistic development of the artist/participant.
- To broaden opportunities for attendance of arts events.
- To increase involvement in the arts.
- To engage a wider audience.

Your event 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 in the arts and broaden opportunities to attend arts events.

2. Audience Engagement

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

Your event should aim to engage new audiences and encourage wider understanding of the arts. Examples of this might be hands-on workshops, lectures or opportunities to meet the artists involved.

3. Art In Public Places

- To provide a framework to deliver public art.
- To provide a wider context.
- To enhance learning opportunities.

Your event will take art out of its traditional settings and explore how it can interact with the wider public.

4. Sustainability & Environmental Responsibility Considerations (Where applicable)

- If the event is successful, how might future events be staged and financed?
- Environmental impact of travel and accommodation.
- Energy use.
- Local catering
- Impact on nature and bio-diversity.
- Waste strategy – reusables/recycling.

Funding Awards

If your application is deemed eligible, it will be assessed by Guernsey Arts's Grants Committee. This committee assesses all applications on behalf of the Board of Directors and is empowered by the Board to make funding decisions on its behalf. The committee comprises the Head of Arts Development, a Director of Guernsey Arts, plus volunteers who have a wide range of skills and interest/participation in the arts.

If your application is successful, you will receive an Award Letter outlining the offer together with a contract which will contain the terms of the offer. The contract must be signed and returned before any payment can be made. Also included will be a Finance Form and a post-event Evaluation Form. More details on these will be included in the Award Letter.

Funding will be provided in one, or more, of the following ways: -

- A grant which is payable in two instalments once the Contract is signed and proof of any conditions are met (see below)
- A sponsorship match which will match all or some of the funds already secured. This will be payable on receipt of written proof of any sponsor's commitment.

- Post-event underwrite. Subject to a defined maximum amount, this will be payable after the event upon receipt of full accounts for the event showing a loss. Should the event successfully make a profit, no funding will be provided.

Funding Conditions

1. Make sure you understand if there are specific items that Guernsey Arts has agreed to fund.
2. If there are other conditions concerning how the award is used, please note these.
3. Review the post-event Evaluation Form before your event so that you are aware of the monitoring criteria.
4. Please keep Guernsey Arts informed regularly on how the event is proceeding.
5. Guernsey Arts's logo must feature on all your promotional material in accordance with Part D of the Application Form.
6. A completed Event Evaluation Form must be completed and returned to Guernsey Arts within six weeks of the end date of your event. Without this, Guernsey Arts will not consider subsequent applications for funding.
7. Should you no longer require any funding that has been awarded to you, please contact Guernsey Arts as soon as possible so that the funds can be reallocated.

Unsuccessful Applications

You will receive a letter briefly outlining the reasons for the decision.

When To Submit Your Application

The Grants Committee meets in January, March, May, July, September and November each year. A fully completed application must be received by the first day of these months and at least 3 months before the date of your event. You will receive notification of the outcome shortly after the committee assesses your application.

Child and Vulnerable Adults Protection Policy

Guernsey Arts requests that all applicants who work with, or will come into contact with, children and/or vulnerable adults must hold their own appropriate protection policies. Staff/volunteers must also undergo an enhanced Guernsey Police Check.

This is not necessary if applicants do not fall into this category.

Checklist

Your application should contain the following

- Fully completed application form.
- A past event Evaluation Form if applicable.
- Latest accounts and statement of reserves.
- A CV and any visuals of past work if applicable.
- A separate proposal for each project.
- Child Protection Policy if applicable.
- Further supporting information.