

Community Arts Grant Scheme

Application 2018-19



West Lothian
Council

Section 1 Voluntary Organisation or Art Company Information

Name of organisation

Address of organisation

Main Contact Name

Telephone Number

Email Address

Alternative Contact Name

Telephone Number

Email Address

Are you a new organisation?

Yes No

How long has your organisation been running?

years

Please tick one box only

Tick this box if you have provided a copy of your most recent memorandum of association or constitution in the last 5 years.

Tick this box to confirm a memorandum of association or constitution has been included with this application.

Name and address where your organisation meets

How many members in your organisation?

members

Which of the following best describes your organisation?

Registered Charity

Voluntary or community organisation

Other (please specify)

What best describes the work of your organisation?

Arts

Youth work

Older People

Drug and alcohol issues

Physical & learning disabilities

Health issues

Children and families

Mental health

Other (please specify)

How many signatories are required on your bank account?

Section 2 Most recent audited accounts

Please provide the following details from your most recent audited accounts for your organisation.

Please state if these funds are restricted and if so for what purpose?

Total income

Total expenditure

Balance at financial year end

£

£

£

Please tick this box to confirm that a copy of your most recent audited accounts is included with this application.

Please tick this box to confirm that a copy of your most recent bank statement is included with this application.

Section 3 About your application

What is your application for? Please tell us about your event or project and give details of what you require funding for.

What is the start date of the event or project?

How will your organisation benefit from the funding?

Section 4 Need in the community

What need in the community do you aim to meet?

Which categories are you applying for? (You can apply for up to two categories per financial year).

Please list the total costs involved, total grant applied for per category.

Category one:

- 1. Purchase of Equipment (Max £1,000)
- 2. Projects (Max £2,000)
- 3. Professional Fees (Max £500)
- 4. Projects that support youth initiatives (Max £300)
- 5. Start Up (Max £300)

What is the total cost involved?

Please do not exceed the maximum you can apply for in this section.

How much of the total costs are you applying for?

Category two:

- 1. Purchase of Equipment (Max £1,000)
- 2. Projects (Max £2,000)
- 3. Professional Fees (Max £500)
- 4. Projects that support youth initiatives (Max £300)
- 5. Start Up (Max £300)

What is the total cost involved?

How much of the total costs are you applying for?

Section 5 Evidence of expenditure

If you are unable to submit evidence of expected expenditure with your application, please state a reason below and give details of when the evidence will become available.

Section 6 How the funding will be spent?

CATEGORY ONE

Please tell us about all income you expect to receive for this project. This includes any income you will generate as a result of this project, any funding you expect to receive from another funder or any amounts you are contributing to the project yourself. **Please ensure the Project Expenditure total matches the Project Income total.**

Type of income	Name of funder/ source of income	Amount of funding /income
Community Arts Grant Scheme		£
Other West Lothian Council		£
Lottery Furiders		£
Trusts & Foundations		£
Sponsorship		£
Earned Income from tickets etc.		£
Own Resources		£
Other (please specify)		£
Total project income		£

Please outline your proposed expenditure

Type of expenditure	Description	Cost	Proposed exp. attached
Equipment		£	
Hall hire		£	
Professional fees		£	
Travel cost		£	
Competition fees		£	
Marketing		£	
Other costs (please detail)		£	
Total expenditure		£	

CATEGORY TWO

Please tell us about all income you expect to receive for this project. This includes any income you will generate as a result of this project, any funding you expect to receive from another funder or any amounts you are contributing to the project yourself. **Please ensure the Project Expenditure total matches the Project Income total.**

Type of income	Name of funder/ source of income	Amount of funding /income
Community Arts Grant Scheme		£
Other West Lothian Council		£
Lottery Furiders		£
Trusts & Foundations		£
Sponsorship		£
Earned Income from tickets etc.		£
Own Resources		£
Other (please specify)		£
Total project income		£

Please outline your proposed expenditure

Type of expenditure	Description	Cost	Proposed exp. attached
Equipment		£	
Hall hire		£	
Professional fees		£	
Travel cost		£	
Competition fees		£	
Marketing		£	
Other costs (please detail)		£	
Total expenditure		£	

Section 7 Meeting our requirements and priorities

Requirements

Your application will need to meet all criteria as stated in the guidance at the end of this document. Each of our grant schemes has separate requirements. Please ensure that you tick one or more of the boxes in the relevant section below before you submit your application. If you do not meet our criteria, your application will be unsuccessful. You can find more information on our requirements in the Community Arts Grant Scheme Application Guidance Notes.

Organisations

- I am a Voluntary Arts Organisation in West Lothian
- I am a Charity or not-for-profit organisation delivering activities in West Lothian

Section 8 Finishing your application

You must tick all the boxes below to confirm that you understand that:

- Applications will be returned if relevant sections of this application form have not been completed and the required supporting evidence has not been provided e.g. bank statement, quotes, audited accounts etc.
- Applications will not be considered in retrospect.

- Proof of expenditure must be supplied with your application form or within two months of receiving a grant. (Unless otherwise stated in section 7)

If successful, I agree to

- Credit West Lothian Council Community Arts Grant Scheme on any print or publicity produced in support of the work.

Bank account information

A BACS payment will be transferred to your account upon receipt of a successful application. In the section below, please provide the bank details of the account that you wish the grant funds to be credited:

Payee Name	<input type="text"/>	Name of bank	<input type="text"/>
Sort Code	<input type="text"/>	Account Number	<input type="text"/>
Contact email address	<input type="text"/>	Please note that a copy bank statement for the above account must be included with this application.	

Section 9 Declaration

I confirm that all information given is accurate and that, if awarded funding, I will comply with West Lothian Council's criteria and guidelines which are noted at the end of this application form.

***Signatures must be handwritten**

Applicant

Signature

Print Name

Date

Please note that the information supplied on this form will be used for accounting and statistical purposes. Your contact details are also held on a database. We will use this information to correspond with you, send details of funding schemes and information.

West Lothian Council Community Arts Grants Scheme - Application Guidelines

Community Arts manages and administers West Lothian Council's Arts Grants Scheme. The grants scheme aims to support community groups and organisations to participate in, develop or promote the arts in West Lothian.

When considering applications for grant assistance, we will be particularly concerned with the value and relevance to the community of the proposed project/expenditure.

The contribution made by the organisation to the development and promotion of art within West Lothian will also be a key consideration.

Funding deadlines

There are two deadline dates.

Applications must be submitted by:

20 April 2018

1 October 2018

Application Process

Community Arts will acknowledge all applications within five working days. The panel will meet within two weeks of the deadline dates and applicants will be informed of a decision in writing within 10 working days from the panel's decision.

Criteria and Guidelines

- Applicants can only submit one application per financial year.
- Late applications will not be considered or placed on hold. Any applications received out with the deadline dates will be returned to the applicant.
- Funding will not be awarded in retrospect. If you are applying for funds towards an activity that you have already paid your application will be considered to be retrospective and the application will be refused.
- All information requested in the application form is required before the application will be considered.
- Completed application forms must be signed by the applicant.
- Applications must be used for the purpose awarded.
- Previous applicants who have failed to meet the expected proof of expenditure will not be considered.
- Applications for uniform costs will not be considered.

- For applicant specific criteria and guidelines, please refer to the headings below.
- Organisations applying for grants are expected to demonstrate that they incorporate equal opportunities principles and legislation into their policy and practices. This should be stated within the organisation's constitution.

Funding available

- We can fund up to 75% of the costs of your project.
- You can apply for up to two categories per financial year.

Purchase of equipment

- Maximum grant £1000.

Any equipment purchased with funding from West Lothian Council must be owned and controlled by the organisation, stored securely and adequately insured. Any insurance claimed on this equipment will revert to the Council should the equipment not be replaced. Equipment should be fully and properly maintained, not disposed of without the prior permission of West Lothian Council and revert to West Lothian Council should the organisation cease to exist for any reason.

Projects

Maximum grant £2000.

A grant of up to 75% is available to organisations seeking assistance with the costs incurred in running projects, performances or events organised by its members and organisational running costs. Examples of qualifying expenditure for organisational running costs may include hall hire; use of professional tutors/leaders for their day-to-day activity; travel to and from competitions; accommodation while at competitions; marketing; hire of equipment, props, music, etc. Preference will be given to projects which take place in West Lothian.

Professional Fees

Maximum grant £500.

A grant of up to 75% is available toward the costs incurred in engaging the services of a professional artist, tutor or performer to lead specialist workshops which are additional to the organisation's usual programme. A quote from the artist or tutor stating their fee must be submitted with the application.

Projects which Support Youth Initiatives

Maximum grant £300.

A grant of up to 75% is available toward the costs incurred in supporting the youth section of your organisation e.g. youth bands, junior bands, junior art classes, etc. This may include tutor costs, equipment, junior performances and junior exhibitions.

Forming a Club, Society or Organisation

Maximum grant £300.

Groups of individuals wishing to form a club, society or organisation with an arts interest may apply for a grant to assist in this process.

Sending us your application

You can email your application to: arts@westlothian.gov.uk

Telephone: 01506 282412

We also accept applications by post. Send them to:

*Community Arts,
West Lothian Council,
Civic Centre
Howden South Road
Livingston
EH54 6FF*



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ARTS

CRAFTS

DANCE

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