



## APPLICATION FOR ARTS GRANT

### *Notes for Guidance*

#### 1. INTRODUCTION

The Comhairle's Arts Grant Budget aims to support organisations and individuals in the development of Arts in the Outer Hebrides.

#### 2. APPLICATION FORM

The application form should be completed as fully as possible and returned to:

*Mrs Meg Rodger, Arts Development Officer, Department for Sustainable Communities  
Comhairle nan Eilean Siar, Balivanich, Isle of Benbecula, HS7 5LA  
Tel: 01876 580 798 Email: m.rodger@cne-siar.gov.uk*

#### 3. PROCESS

- i. When an application is received by the Arts Development Officer an acknowledgement letter will be sent out within 2 days.
- ii. An application will normally be determined within 30 days, unless it has to go to the Sustainable Development Committee. Decisions on grants that are referred to Committee are generally made as soon as possible after the Comhairle meeting (approximately every 6 weeks). If an application is put forward to Committee for a decision, the applicant will be notified of this action in writing as soon as possible.
  - An application will be referred to Sustainable Development Committee if: the grant recommended exceeds £5k; the application is regarded as potentially contentious; or approval of the application may appear to set a precedent.
  - Grants between £2.5k and £5k can be determined following consultation with the Chair or Vice Chair of the Sustainable Development Committee.
  - Grants up to £2.5k can be determined by the Arts Development Officer.
- iii. Once a decision has been made the Arts Development Officer will inform the applicant in writing, as soon as possible.
- iv. All Claims must be accompanied by a completed Evaluation Report Form and completed Claim Form accompanied by evidence of expenditure (original receipts).

#### 4. SOME OF THE SECTIONS EXPLAINED

##### *SECTION A – APPLICANT DETAILS*

- Accurate and detailed information will assist with the processing of applications.

##### *SECTION C – SUPPORTING DOCUMENTATION*

- Relevant quotations should be submitted in support of an application.
- Annual report – it is acknowledged that not all organisations will produce an annual report, therefore, please submit as available.

- Business plan - it is acknowledged that not all organisations will have a business plan, therefore, please submit as available.
- If your organisation has previously submitted their Constitution, Annual Report or Business Plan then it is not necessary to submit such documents with subsequent applications.
- Timetable of events for 2008/09 – this information will assist with an assessment of how the application relates to the organisation's plans for 2008/09.

#### *SECTION D – DETAILS OF PROPOSAL*

- Estimate how many people will directly benefit from the proposal - e.g. how many people are likely to attend your performance? How many people will participate in your workshop programme? What will the participants do? Where will your project take place? What are the main aims of your project? Who will lead your workshops?
- Evaluation – what happened as a result of your project? This could involve feedback forms from participants, monitoring skills development, photographic or video documentation of your project, keeping accurate attendance figures.

#### *SECTION F – ORGANISATION'S BANK DETAILS*

**The Comhairle is now required to pay ALL GRANTS by bank credit transfer, directly into an organisation's bank account.** Please provide full bank details in order for payments to be made electronically. No applicant will receive a cheque at their home address.

### 5. **ELIGIBILITY & CRITERIA**

- The normal maximum grant is £5,000.
- Organisations applying for funding must be fully constituted.
- Participation in National Mod, Mainland or Inter-Island Festivals: £20 per participant, £750 maximum to any single recipient. Overnight residence away from home essential qualification for inter-island drama festivals.
- School children or students may apply for grant aid to assist with the cost of attending training or participation in arts activities/events on the mainland, where they can demonstrate their involvement is at an advanced level, as a result of an audition, invitation or competition.
- Mainland organisations can apply for a grant if the main beneficiaries of the grant are island based, if the project takes place within the Outer Hebrides and if they are working in partnership with an Outer Hebrides organisation.
- Research visit grants are available only when it is clearly demonstrated that this contributes to the organisation's business plan.
- The applicant organisation must be able to demonstrate that it has adequate expertise to effectively carry out the activity proposed.
- If a grant is awarded, the organisation must acknowledge the Comhairle's support in any promotional literature and publicity.
- Any project grant-aided by the Comhairle should be equally accessible to all groups and individuals within the community.
- If an organisation which has received a grant for the purchase of equipment ceases to exist – the equipment should be returned to the Comhairle, which will then decide where to re-allocate that surplus equipment.
- The applicant will be expected to provide evidence that the money was spent in accordance with grant application.
- It is the responsibility of the organisation to organise adequate insurance cover for equipment purchased with grant aid from the Comhairle.
- Payment is made by bank credit transfer directly into the bank account of the organisation making the application.

Grants will **NOT** normally be made to:

- Commercial organisations or those not properly constituted;
- Political or religious organisations where the purpose is to promote a particular political or religious viewpoint or party;

- Organisations receiving or refused grant aid from another Comhairle department for the same purpose;
- Organisation applying for projects/events that have already taken place.