



Guernsey Arts
Commission

Guidance Notes for Arts Funding 2010

Introduction

The following information provides you with all you need to know about making an application for funding from the Guernsey Arts Commission. Please read all the information carefully.

Are you Eligible to apply?

The Guernsey Arts Commission will consider applications from individuals, non-profit arts organisations and other people who use the arts in their work for the benefit of the local community and to provide a backdrop for leisure and business visitors. The event/project must take place mainly in Guernsey/for the benefit of the Guernsey community and/or artists and visitors; however the sub-committee can award grants for international/national events/projects at their discretion.

Those who are not eligible

If you fall into one of the following categories unfortunately your application will not be assessed:

- Students - for activities directly related to their course of study or their tuition fees.
- Commercial organisations, commercial galleries, commercial enterprises or exhibitions with a commercial slant.
- Fundraising events - for events where the aim is to give income raised to charity, it is unlikely the GAC will fund the event.

Grants awarded

You will receive a grant award letter outlining the terms of our offer together with a post-activity **GAC Evaluation Form** and a **GAC Finance Form**.

Support will be in the form of either /or a combination of:

- a grant payable immediately
- a sponsorship match matching of funds already raised. Payable on receipt of evidence of sponsor's commitment.
- post event underwriting at an agreed upper value - will be payable on receipt of full accounts for event/project showing loss made after event. N.B. If the event made a profit or broke even then no support will be given. Please note: Due to limited funds, if an event/project has the potential to make a profit and essentially support itself then an underwrite will usually be awarded.

Grant Conditions

No payments will be sanctioned unless grant conditions are adhered to. Examples of your publicity material clearly showing the GAC logo must be submitted together with every GAC Finance Form. No funds will be paid without evidence that the GAC support has been acknowledged.

- The **Guernsey Arts Commission's logo must feature on all printed material** produced which supports and promotes the event/project (the GAC logo will be sent to you at the time of our funding offer).
- A completed **GAC Evaluation Form** must be returned as soon as possible after the event/project.
- To receive payment for a **grant** a fully completed **GAC Finance Form & examples of publicity material** must be returned as soon as possible to ensure swift payment.
- To receive payment of an **underwrite** you must produce full account information, illustrating the shortfall, within two months of the end date of your event/project or you will not receive payment. **Ensure to complete the GAC Finance Form & include examples of publicity material.**
- To receive payment for a **sponsorship match** written proof of a sponsor's agreement to provide funding or account information is required before payment will be processed. **Ensure to complete the GAC Finance Form & include examples of publicity material.**
- Should you no longer require the grant, underwrite or sponsorship match that has been awarded to you then we request that you inform us as soon as possible so that the funds allocated to you/your organisation can be reallocated.

When to submit your application

The Guernsey Arts Commission Funding sub-committee will meet six times a year to make decisions on applications and award grants. For your application to be considered it must arrive by the following deadlines for consideration at the allocated meetings:

Funding Sub-Committee meeting dates	Deadlines for applications
19 th January 2010	applications to be received by Tuesday 5th January 2010 applicants notified of outcome by 29th January 2010
16th March 2010	applications to be received by Monday 1st March 2010 applicants notified of outcome by 26th March 2010
18th May 2010	applications to be received by Tuesday 5th May 2010 applicants notified of outcome by 28th May 2010
20th July 2010	applications to be received by Monday 5th July 2010 applicants notified of outcome by 30th July 2010
14th September 2010	applications to be received by Tuesday 31st August 2010 applicants notified of outcome by 24th September 2010
16th November 2010	applications to be received by Monday 1st November 2010 applicants notified of outcome by 26th November 2010

The final submission date for 2010 funding is Monday 1st November 2010.

The above structured system is to ensure that applications are fairly considered and that applicants have enough time to plan their event/project. Late applications will not be considered.

For applications of £5,000 and over

It has been agreed by the Guernsey Arts Commission that any applicants requesting £5,000 or more will have their applications further assessed by the full Commission after being processed by the Funding sub-committee. The GAC monthly meetings are scheduled for the Monday after the Funding sub-committee meetings, therefore applicants should hear about the outcome of their application within the above stated dates, however at times the notification letter may be sent later than stated above. We will ensure to notify applicants as soon as possible.

Please note that the GAC does award some larger grants, sponsorship matches or underwrites of up to £20,000, but the majority of our awards are £5,000 and below.

Unsuccessful Applications:

Incomplete applications will not be considered therefore if you have not included all required material (please see below section 'Completing your application') you will be asked to re-submit your application, with the required information. Please note the application will not then be assessed until the next scheduled meeting. Should the Funding sub-committee decide that an application does not adhere to the recognised GAC Priorities (see section 'Completing your application') then we will write to you explaining the main reasons why your application was unsuccessful. Should you wish to re-apply, we request that you review your application accordingly before re-submitting.

There is no right of appeal and all decisions made are final. Should you wish to comment on any decisions made by the Funding Sub-Committee then we request that you write to the Chairman of the Commission, addressed to: Tony Gallienne, Chairman, Guernsey Arts Commission, GAC Funding, Guernsey Information Centre, North Esplanade, St Peter Port, GY1 2LQ.

Completing your application

As we receive a significant amount of grant requests, priority will be given to those events/projects that have potential for further development and growth, and those who align their event/project with the GAC Priorities for 2009-2011 (a booklet detailing these priorities is available on request via info@arts.gg or (01481) 739747).

The three most relevant priorities that the Funding sub-committee will look to when assessing applications will be:

1. Accessibility:

- To engage a wider audience
- To broaden opportunities for attendance of arts events
- To increase involvement

In all events and activities that the Commission supports, and is involved in, it will particularly focus on how accessible those events and activities are, and look for ways of extending the target audience while developing opportunities for involvement in the arts.

2. Audience Engagement:

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

Considering whether the audience is fully able to appreciate the event or project which it has gone to see is vital. Augmenting events/projects with explanatory literature or talks, workshops, or contact with artists, may help to increase understanding of the arts while enhancing audience engagement.

3. Art in Public Places:

- To provide a framework to deliver public art projects
- To reclaim public spaces as venues for the arts
- To put in place a programme of initiatives in the public realm.

Public art refers to artists and craftspeople working within the built, natural, urban and rural environment. The Commission supports events/projects which consider taking the arts outside of the more traditional venues and into the public realm.

Your application will not be considered without the following:

A Project/Event Proposal

We request a separate proposal (max 350 words) outlining your event(s)/project(s), considering how it may satisfy the key criteria for the Funding sub-committee (see above). Please indicate its possibility for future development and growth.

Financial Information

Together with the Income and Expenditure details requested in the application form, applicants must also include the following:

- Latest audited accounts/ statements for last financial year (if applicable)
- A statement of reserves.

Please note: Your application will not be considered without the relevant financial information.

Other Supporting Information

If applicable, the Funding sub-committee welcomes any additional material or information that you feel would further support your application.

Data Protection

Please ensure you thoroughly read through the Guernsey Arts Commission Data Protection Information on p.6 of the application form. You are required to accept the outlined terms and conditions (by way of signature) for your application form to be assessed.

Child Protection Policy - requested from January 2010/ mandatroy from January 2011:

From January 2010 the GAC will require all relevant organisations who wish to apply for funding to hold and implement their own Child Protection Policy. This will apply to any organisation who will be working directly with children (aged 18 or under) and vulnerable adults. Organisations, individuals and informal groups will be expected to undertake a Guernsey Police Enhanced Disclosure for everyone including volunteers who will be directly working with children or vulnerable adults, and will be expected to indicate that this has been done.

For further information please see the attached sheet on our Guidelines to Child Protection. If you have any questions or concerns please contact the GAC's Child Protection Officer, Laura Simpson on laura@arts.gg or 749262.

Travel Grants

We are introducing a Travel Grant scheme from January 2010 which will offer individuals and arts organisations in Guernsey support for off-island travel to participate in events/projects, and to represent Guernsey. Please note that funds are limited, are at a set amount and will be awarded on a first come first served basis. For more information and to complete an application please see the GAC Travel Grants - Application Form and Guidance Notes 2010.

Submitting your Application

Checklist

There is a checklist on p.6 of the Application Form to ensure that you have completed all parts of the application.

Submission:

Please submit applications by the deadline dates as specified on p. 2 of these Guidance Notes to:

Guernsey Arts Commission
Funding sub-committee
Guernsey Information Centre
North Esplanade
St Peter Port
Guernsey
GY1 2LQ

Please note all applicants will be informed of the outcome in writing within the agreed time frame, as outlined on p. 2 of these Guidance Notes.