



## Arts Funding Guidance

For an Arts Grant the project must have as it's main focus **arts based activities**. The maximum amount that can be applied for is £500. The grant can be used for:

### Visual Art and Performing Art Practises:

- Photography
- Film making
- Painting
- Drawing
- Textiles
- Printing
- 3D design and construction
- Digital art
- Music
- Drama
- Dance

### It can also be used to fund:

- Rent of premises
- Insurance
- Promotion/advertising expenses for the project
- Replacing equipment which is used predominantly by the project
- Criminal Record Bureau check for persons carrying out the project
- Staff wages associated with running the project eg artist fees

It is an integral part of the application process that you can demonstrate the project is needed within the area, and that there is no detrimental affect on other provisions already existing in the area.

You should demonstrate how you have carried out market research, for example, questionnaires to show that there is a need, and to understand what parents/carers can afford to pay. However fees charged have to be realistic with meeting the running costs of the scheme.

The Art grant may not be used to fund:

- Cost of meals for people attending the project
- Transport costs for trips out
- Contributions/donations to other causes

## **Inclusion & Equal Access**

You should ensure that the project you are organising promotes the inclusion of children and young people with additional needs enabling them to have an integrated experience with other children and young people from their community. You should therefore demonstrate how you intend to do this.

## **Insurance**

All projects must be adequately insured and funding will not be released if this question is not answered on the application form.

## **Records**

Records such as registers, accident and incident reports should be kept for a minimum of 3 years and in a secure place. Accounting records should be kept for 3 years for Private Companies and 6 years for Public Limited Companies. Further information can be obtained from Business Link.

You must confirm that you understand issues relating to child protection and demonstrate how you will ensure that the staff and volunteers you recruit are aware of your safeguarding children policy and child protection procedure e.g. training before the project commences.

**All** staff and volunteers must be checked by the Criminal Records Bureau before the project commences.

Applicants should visit the Independent Safeguarding Authority website, <http://www.isa.homeoffice.gov.uk/> for up-to-date information on the vetting and barring scheme and to check how this will affect the scheme and recruitment of staff and volunteers.

Information on CRB checks is available on [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)

## **Staffing**

The statutory staffing ratio is 1:8 for children aged between 3 and 8. There is no statutory guidance for the staffing level for children aged over 8 but it must ensure that the children are kept safe and it must 'not be detrimental' to the care of any children at the club who are under 8. The usual recommended level is a ratio of 1:10 for children over 8.

## **Marketing Your Project**

Projects should be advertised, as a minimum, through the following methods where available:

- Local press
- Neighbouring schools and after school clubs (where appropriate).
- Leaflets distributed to your local libraries, sports centres, village hall, health clubs etc (where appropriate).
- Publish an article or advert in the parish magazines for your area and neighbouring areas.

## **Publicity**

You must acknowledge Erewash Borough Council as funder of the project on any publication and also your organisation's website. The Council's logo/crest can be obtained from the Communications Manager tel. 0845 907 2244.

All parents/carers are required to complete a photography consent form to enable, where possible, for photographs involving children in the project to be used for promotional purposes.

Organisations running projects are required to take photographs and submit these electronically with the end of project monitoring and evaluation report (where consent has been given).