

PRESTON CITY COUNCIL
SMALL ARTS GRANTS SCHEME
FUNDING APPLICATION GUIDELINES

1. Groups and organisations applying for funding must be operating as not-for-profit.
2. The grant will directly benefit creative practitioners, groups, organisations and project participants.
3. The project must take place within the geographical boundary of the city of Preston or benefit a creative practitioner or group with members living or with a practice/ studio in one of the wards of Preston.
4. Applications to be submitted on Preston City Council Small Arts Grants scheme application form. Please contact S. Blackburn if an alternative format is required¹
5. Any grant approved is subject to terms and conditions outlined in the Small Arts Grants funding agreement issued by Preston City Council.
6. Grants will be paid in a one-off payment.
7. Funding will support the development of all art forms including film and other time based media.
8. Successful grant applications will be limited to £400 per individual, group or organisation per tax year.
9. Preston City Council must be credited on any publicity material relevant to project funding received from the scheme. Preston City Council will supply approved logo and wording where relevant for crediting purposes²
10. Individuals, groups and organisations in receipt of grant funding involved in project activity working with children, young people or vulnerable adults must hold current enhanced Criminal Records Bureau clearances³.

¹ S.blackburn@preston.gov.uk ; telephone: 01772 903612

² Approved wording: 'This project has been supported by Preston City Council'

³ Guidance for CRB clearances is available at: <http://www.crb.homeoffice.gov.uk/>

11. Grant recipients must comply with Preston City Council's Equal Opportunities and Health and Safety policies where relevant.⁴
12. Creative practitioners employed on grant funded projects working with participants must carry third party liability insurance and take note that their employment for taxation and national insurance considerations will be on a self-employed basis⁵.
13. Grant recipients will sign a funding agreement agreeing to completing required monitoring and evaluation forms within eight weeks of the end of the funded project/activity. Failure to return required paperwork will result in a request from Preston City Council for the grant recipient to provide the appropriate refund of grant funding.
14. Grant recipients must keep copies of receipts documenting grant expenditure for inclusion with the end of project evaluation form.
15. Applicants are expected to contribute to a proportion of the total project/activity cost of at least 10% - this can be in kind (venue hire, for example).
16. Funding is allocated on a rolling basis - applications will be considered at six-weekly intervals.
17. General advice for applicants is available from Samantha Blackburn, Preston City Council Cultural Development Manager (s.blackburn@preston.gov.uk) telephone: 01772 903612.
18. Please note that any materials submitted in support of your application will not be returned unless a postage paid envelope is supplied.

⁴ Successful grant applicants will receive copies of these policies with their funding agreement. Please contact S. Blackburn for further detail on these policies.

⁵ Preston City Council submits a list of payments made to individuals to Inland Revenue.

What will Small Arts Grants **not** fund?

1. 100% project costs.
2. Profit making activity.
3. Projects not carried out in Preston geographical boundaries.
4. Retrospective project work(i.e. for projects that have already taken place).
5. Statutory and mainstream bodies (i.e. schools).
6. Students, where the grant is funding a course related activity.
7. Organisations that have the nature of a political party or political lobbying organisations.
8. Religious organisations for the use of propagation of religion.
9. Buildings or building works.

Examples of what Small Arts Grants **will** fund

1. Small equipment items such as stage lighting and microphone stands.
2. Travel expenses relating to professional development (i.e. to an industry related conference).
3. Artist materials.
4. Royalties.
5. Expenses relating to events such as venue hire.

Grant Application Deadlines⁶

- 25 February 2010
- 18 March 2010

Applications to be posted to: Small Arts Grants Scheme c/o S. Blackburn,
Preston City Council, Guild Hall, Lancaster Road, Preston, Lancashire, PR1
1HT.

⁶ Applications to be received by 5 pm on day of deadline.