

Guidance Notes

Applying for grants from the **Jersey Arts Trust**



www.arts.je

Thank you for expressing an interest in applying for funding from the Jersey Arts Trust.

This booklet explains why the Jersey Arts Trust award grants and also provides information to help you with your application.

Our Aims

We invest in the arts in Jersey by making grants available to organisations and individuals in order to allow them to complete their work or to achieve an artistic result in an area which they are specifically involved in.

Our Aims:

- To increase resources available to the arts.
- To develop and improve the knowledge, understanding and practice of the arts and crafts.
- To invest in the creative talent of our Island.
- To increase the accessibility of the arts and crafts.
- To support excellence, new ideas and creativity.

Why does the Jersey Arts Trust give grants?

The Jersey Arts Trust is the Island's development agency for the arts. We believe in the transforming power of the arts – power to change the lives of people throughout the Island. We want the arts to be at the heart of Jersey life, reflecting the Island's rich and diverse culture. We want to help people throughout the Island to experience artistic and multi-cultural activities of the highest quality. Our grants are provided to help artistic and cultural activities which support our aims and those of Jersey's artistic communities.

Before Applying

- Please read through these guidelines carefully before you fill in the application, they will give you important and helpful guidance on the type of information we need from you to be able to assess your application. The guidelines should also answer any questions you have about the assessment process and how we make our decisions.
- Please ensure that there is sufficient time for your application to be processed.
- The application form is also designed to help you succeed with your request. It may highlight areas which you have not considered and assist you with your planning.
- If you have any queries please contact Raewyn or Tom on **01534 617521**.

There must, if possible, be a minimum of 3 months between your application being received by the Jersey Arts Trust and when your project begins.

When you apply

We may contact you by phone, letter or email to discuss your application, so please make sure your contact details are correct.

- Remember to keep a full copy of the application and other documents for future reference.
- Remember to include everything on the checklist.
 - Application Form
 - Written overview
 - Audited accounts
 - Capital expenditure estimates

Who can apply for a grant?

Our grants are for individuals, arts organisations and other people who are involved in the arts in either amateur or professional capacities. They are for activities that benefit people in Jersey or that help the people in the Island who use the arts in their day-to-day work.

Grants for Individuals

Individuals can apply for grants for arts-related activities, which may include:

- Projects and events.
- Commissions and productions.
- Research and development.
- Capital items (such as equipment).
- Professional development and training.
- Travel expenses (the value of these grants are at the discretion of the Jersey Arts Trust board members).
- Activities, projects and events which would not be possible without the Jersey Arts Trust's funding.

Grants for Organisations

- Projects and events.
- Activities for the public to take part in educational activities.
- Research and development.
- Commissions and productions.
- 'Audience development' (activities carried out in order to specifically meet the needs of the audience).
- Capital items (such as equipment).
- Professional development and training.
- Organisational development, to improve long-term stability of arts organisations.
- Travel expenses (the value of these grants are at the discretion of the Jersey Arts Trust board members).
- Activities, projects and events which would not be possible without the Jersey Arts Trust's funding.

What we do not fund

- Activities that are not arts-related.
- Activities that have already taken place.
- Costs that are already covered by other funding.
- Activities that provide no potential benefit to the public or the development of the arts.
- Charity events.

- Tuition fees for full time education. **The Jersey Arts Trust has two bursaries which are awarded annually. Please contact us for guidelines and an application form.**
- Fundraising and subsistence costs.
- Government departments or organisations.
- We do not normally fund applications for individuals or organisations who are not resident in Jersey, unless there is a strong reason to do so.
- Those who are not in need, i.e. individuals and organisations who are able to cover the cost themselves.
- We do not normally fund applications where reserves are in excess of 4 months operating costs.

When to apply

You can apply at any time; however, **your application should reach us at least three months prior to the start of your project.** In exceptional circumstances we may consider an application inside of this period if you can demonstrate that you were unable to comply with this timing. We ask that you provide this time period as the funds available at the Jersey Arts Trust are limited, it may be that we could find alternative sources of funding for your activity if we are given enough time. Grants are considered on a monthly basis by the Board of the Jersey Arts Trust.

How much can I ask for?

As the Jersey Arts Trust operates on a small budget, we are restricted to how much we can offer to each applicant. Whilst we can offer larger grants to projects that we feel are of particular merit, we would say that we are often not in the position to offer more than £750 per individual or £1,500 per group irrespective of its size. Applicants seeking more than this amount should allow more time for the decision making process.

Whilst the Trust can support larger scale events, it is unlikely that we will be able to finance the entire project meaning that you will have to find additional sponsors.

If you are looking for money towards travel then the Arts Trust currently offer a standard travel grant of £50 per person.

What happens if you are offered a grant?

If you are awarded a grant we will contact you either by phone or by letter. We will need to discuss with you the conditions of your grant and you may be asked to sign a contract agreeing to these conditions prior to our being able to release any funds to you.

What happens if your application is unsuccessful?

We will contact you and briefly explain why the application was unsuccessful. Although there is not an appeals process you can of course apply again at any time, however we strongly recommend you bear in mind any advice we may have given you as to why your previous application was denied.

The number of applications you can make

You can make more than one application at any time. However the Jersey Arts Trust will only award one grant per annum to each individual or organisation. This includes group applications (an application that covers the year's events) and singular applications covering one project from the same individual/organisation.

Applications we solicit

We may seek applications to help us achieve specific aims. However, we will assess these applications in the same way as any other.

Complaints procedure and appeals

The decision of the board is final and no correspondence will be entered into. However, we are happy to discuss with you the reasons behind any of our decisions.

How we assess applications

We are committed to being open and honest about how we assess applications. Each application is checked against our grant criteria. The board use the information enclosed within the application alongside their knowledge and expertise to arrive at a final decision.

To ensure that all applications are dealt with fairly and justly all applicants are asked to complete an application form without exception. If you make a written or verbal request to the Jersey Arts Trust we will still need you to complete this form to ensure that all applicants follow the same process.

The four assessment criteria:

We will assess the information in your application by taking account of:

- The artistic quality of the activity and its ongoing effect on artistic practice and development in relation to Jersey.
- How the activity will be managed and its ongoing effect on the applicant.
- How feasible the activity is and its future effect(s).
- How the public will benefit from the activity, immediately or in the long term.

The factors we consider when assessing artistic quality:

- Is the activity clearly described?
- Does the activity show or lead artistic developments? Or both.
- Is the activity appropriate for its context and all involved?
- Does the activity demonstrate good practice?
- Does the activity have clear artistic vision?
- What is the 'track record' of those involved?
- Has the appropriate advice been sought prior to application?
- Does the organisation or individual have appropriate relationships with the venues being used (if applicable)?

The factors we consider when assessing how the activity will be managed:

- Is the activity realistic and well planned?
- Does the applicant have the capacity to complete the activity successfully?
- Does the application provide evidence of commitment from relevant associations or partners?
- Does the applicant have a record of managing similar events?
- Have the long-term implications of the activity been considered?

The factors we consider when assessing how feasible the activity is:

- Is the budget appropriate for the activity planned?
- Has any other funding been approved from similar organisations?
- What other sources of income has the applicant approached?
- Is the income for the activity in place or is it achievable?
- Is the organisation financially sound?
- Are the appropriate financial controls in place?
- Are any overheads apportioned appropriately?
- What are the contingency plans if the applicant is unable to deliver the final project?

The factors we consider when assessing the benefit of the activity to Jersey:

- What is the immediate or future benefit to the applicant and Jersey?
- Does the activity involve a broad range of people (if applicable)?
- Is any evaluation planned?
- Does the activity demonstrate value for money?
- Does the activity increase public engagement with the arts (if applicable)?
- Is the activity the best route to deliver the final outcome?

Guidance Notes for the Application Form

Budgeting your activity

In order to assess the financial feasibility of your project we need to have details of your budget. Any costings detailed will need to be supported with receipts/written estimates and we may ask to see evidence of this. We will also need you to submit with your application a copy of your last annual accounts. This may not apply to individuals.

Expenditure for your activity

Give details of all the items you will be paying for as part of your activity, under the headings given.

Artistic Expenditure

Cost of art materials or equipment.

Revenue Costs

These are the day to day costs of the project such as staff, business planning, artistic development, feasibility studies, research, support from consultants, banking costs, office costs, overheads, also include the costs of travel and training for those involved.

Marketing

This is money you will spend on marketing run up as a direct result of your activity, for example, design and print costs, direct mailing, photography and fees to people who are supporting press and marketing activity. It also includes money paid for buying advertising space.

Capital expenditure

This is the cost of equipment, vehicles, access improvements, refurbishing buildings, buying property and leases. Any capital expenditure costs must be supported by a written estimate at the time of the application.

Other expenditure

Include any other expenditure from your activity that is not included elsewhere.

Income for your activity

Break down your projected income for your activity under the headings below:

Earned income

Include any projected income you have earned or will earn from this activity, for example from ticket sales, tuition fees or selling programmes etc. Please also demonstrate a breakdown of how you have reached your figures, for example:

Eight tuition classes at a venue with 100 seats and a 70% full class means 560 tickets at £12 = £6720.

Other funding

Include grants or donations from other sources, i.e. private donation or charitable trusts. Also list any funds you are putting towards the project yourself.

Support in kind

Estimate the cost for any items or services given to you that you would have otherwise had to pay for. Please provide details and the amount.

Amount of grant sought

This is the sum you are seeking from the Jersey Arts Trust.

Total income and expenditure

Your total income and total expenditure should be the same, so please check that the figures match.

Guidance notes for the written overview

Supporting your application

The headings below detail the information we need. Not all details under each heading will be relevant to your application, so it may be a good idea to put more emphasis on some than others.

You and your work

You must describe, in relation to your application:

- What you want to do.
- What you want to achieve and how it fits in with your current work and its future development.
- Why it is important to you or your organisation.

Please also describe, where relevant

- The names, skills and experience of artists (you may wish to just send their CV) and other main people involved.
- How you will bring in and involve other artists or skills.

Making it happen

You must describe, in relation to the application:

- Any plans you have already made.
- How you will manage and carry out the activity and what each stage contains.

Please also describe, where relevant

- Evidence of support from any partners, including funders.
- Your past experience of successfully managing similar activities.
- How you will manage the main stages of the activity and what each stage contains.
- How you will ensure that your project stays on track.

The finances

If there were any financial areas which were not covered in the application form but which you feel are important to your application please tell us here. Also if you are an individual practitioner and therefore are unable to provide your annual accounts please provide information on your financial circumstances here.

Please describe where relevant

- Your approach to raising money from other sources for this activity.
- Any effect the activity will have on your long-term financial position.
- The financial control systems you have in place already.

Benefits

You must describe in relation to your application: The benefit it will bring to you, your organisation and other people.

Please describe, where relevant:

- Details about the people the activity will reach, for example, the audiences, or the people taking part and attending.
- How you will reach them? Including marketing activity
- Why you want to do it and how you know the need exists?

Applications for capital items or building work

You must, in relation to this activity explain how it will be well designed, fit for its purpose and value for money.

We need to gather as much information as possible in the application form, if you need help or advice with any part of the application process or would like assistance in completing the form please do not hesitate to contact us at:

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