

Bournemouth Borough Council, Arts Development Small Grants Fund 2017/18 Funding Guidelines for all applications

You can:

1. Apply for up to £2,000 for any one project.
2. Work in any creative genre from visual arts and music, gaming and digital, to theatre and literature. We also welcome applications that include multiple art forms.
3. Embark on a project that is short, or medium term but it must start within 6 months of confirmation of our agreement to fund. Arts Development Small Grants Fund projects must conclude 1 year after the agreed commencement date.
4. Apply for other funding streams, such as Arts Council England's Grants for the Arts as well as grants from trusts and foundations, crowd funding, private giving, sponsorship and charitable giving.
5. Apply if your organisation already receives funding from anyone else (except Bournemouth Borough Council), as long as your application to Bournemouth Borough Council Arts Development Small Grants Fund for additional activity is not already funded elsewhere.
6. Apply as many times as you like. However, we strongly advise that you apply with one project at a time.
7. Apply again if you have been unsuccessful before.

You cannot:

1. Apply if your project has already started.
2. Apply for 100% funding from Bournemouth Borough Council Arts Development Small Grants Fund. The amount of income requested must be at least equally matched by income secured from other sources. This income can be part or all in-kind. Other income must be secured before the commencement date of your project and proof of income provided to Bournemouth Borough Council.
3. Apply for capital costs.
4. Apply for core costs of running your organisation.

You must:

1. Submit your application by 12pm on Monday 5th March 2018. Applications will be assessed and all successful and unsuccessful applicants advised of the outcome by Friday 16th March 2018.
2. Provide references if asked to do so.
3. Provide, if asked to do so, the appropriate protection policy and DBS checks for all project workers, paid or voluntary, for all project applications that work with children, young people or vulnerable adults.
4. Be appropriately and adequately insured for the project you are proposing and be able to provide the correct evidence if asked to do so.
5. We may also ask you to provide additional evidence appropriate to your project, for example copyright agreements if you are using existing materials such as photographs, moving images, music or text.

6. Credit Bournemouth Borough Council on all marketing material. Logos will be provided to successful applicants.
7. Whatever the scale of your project you must evaluate it on completion. Project evaluation forms will be provided.
8. Your business or activity must be based in Bournemouth.
9. Provide details to enable us to set you up as a supplier on our finance system.
10. Meet our assessment criteria as laid out below:

Project meets timeframes as laid out in these funding guidelines.
Project has required match funding in cash or in-kind.
Business or activity located in Bournemouth.
Project is supported by or involves the community.
How well project meets chosen Strategic Objective 1
How well project meets chosen Strategic Objective 2
How well project meets chosen Strategic Objective 3
Applicant provides a clear project plan, demonstrating how they will market, deliver, evaluate and budget for this project.