



## Information for applicants

Please discuss your activity with ADeC before you make an application.

### What our grants and guarantees can be used for

ADeC and East Cambridgeshire District Council are running a small grants scheme to support community events in East Cambridgeshire during Summer 2012. Our focus is from 2 June to 22 July, and events taking place during this period will be prioritized, however events running to the end of the Paralympic Games on 9 September will also be considered. Grants will be for a maximum of £500 and we will expect to see a minimum of 25% match funding in place for the event. There is no lower limit for applications.

Events can be inspired by the Queen's Diamond Jubilee, the Olympic Torch Relay, the Olympic and Paralympic Games, Festival 2012, and local sporting and cultural celebrations. You can use the funding to help start a new event, or to enhance or develop an existing event.

The funding can be used for a range of purposes to support your event, including small items of capital equipment, professional artists or management fees, commissioning new work in any art-form, or training that you need in order to run your event. It cannot be used to support the running costs of an organisation (including salaries); regular, on-going activity; work in schools that directly involves delivery of the national curriculum; fund-raising events; individuals; or spending that has already been carried out.

### Who can apply?

Applications are welcomed from community and voluntary groups, parish councils, professional arts organisations, and other community organisations. Applications will not be accepted from individuals, or from commercial organisations.

### Application process

The first step is to contact ADeC to discuss your planned activity. This will help you decide whether our grants scheme is the right place for you to apply for funds.



If our grants scheme is not right for your activity we will, if possible, give you information about other funders you can contact.

You then need to send in a completed application form, together with any supporting information.

The deadline for applications is 31<sup>st</sup> January 2012, however we recommend that you submit your application in advance of that date so that we can check for any errors (for example in your budget) that could affect your application and ask you for clarification before the deadline. Applications received on the deadline will not be checked. We are expecting the fund to be oversubscribed and applications with errors will be excluded.

## How are grant applications assessed?

Grant applications are assessed against five points:

- Celebrating 2012 priorities
- Viability of the event
- Quality of the delivery plan
- Benefit to the public
- The amount of funding requested in relation to the planned activity

**Please think about these points when you are filling in the application form: the application form guidance notes will help you.**

## Conditions

- Grants can only be considered on receipt of a completed application form.
- Applicants for grants should normally contribute part of the costs from their own or other sources.
- Applicants must include a copy of their most recent annual accounts, where relevant, and a note of current reserves, if any, with the application.
- School based projects must be accessible to the wider community.
- Successful applicants must credit East Cambridgeshire District Council and ADeC in publicity for their event.
- Grants can only be paid on receipt of an invoice or proof of purchase which must be submitted within three months of the expenditure.



## Grants Fund Application Form

### Guidance Notes

This form is designed to provide us with all the information we need to process your application. Please follow these notes carefully as you fill in the form. If you need more room than the form allows, you can write your application out separately, but make sure you follow the same headings as the form, and include a signed form including your contact details with your written application.

Remember that there is an advice and guidance event on 5 January, 6.30pm to 8pm at the Babylon Gallery. There will be the opportunity to ask questions about submitting an application and to find out more about the practicalities of running your event.

#### *1. Your Organisation*

Please give us details of the person we should contact about this application, making sure you let us know the best way to contact you.

#### *2. Your Activity*

In this section we need to know what you are planning to do.

- We need a brief description of your activity (no more than 100 words).
- We need to know where the activity is taking place. If a part of the activity is taking place outside East Cambridgeshire, please explain why it will benefit people living in East Cambridgeshire.
- We need to know when the activity is happening: put approximate dates if you do not yet have exact dates.
- We need to know who will benefit from the activity: is it for a particular group of people, or is it open to anyone?
- We need to know how many people are likely to be involved, you can put in a reasonable guess.

#### *3. Managing your activity*

In this section we want to find out more about how you are planning to run your activity. If you would like any advice or support, please contact us before submitting your application.



You need to tell us:

- How you are going to deliver the activity: key areas to consider are: money, people, time, venues (do you have the money, people, time and physical space to carry out your activity?) For example, if you are using volunteers please tell us how you are going to recruit them.
- How you will manage the quality of the activity.
- How you are going to let people know about the activity, and what you are going to do to make your event open to people with special needs (this could include people with disabilities, people without transport, and people on a low income).

#### *4. Benefit to your Organisation*

We want to know that this activity is going to benefit your organisation in some way. This might be that it will help you to run an activity that you would otherwise not be able to afford, or it might help you try out a new activity, or learn new skills.

We also want to know how you are planning to measure this: this can be as simple as recording that the activity took place successfully, or it could mean knowing how many people in your organisation learnt new skills.

#### *5. Benefit to the Community*

We particularly want to know how this application is going to help your community celebrate 2012.

Again, we want to know how you are planning to measure this: for example, you might have a target for the number of people who attend your activity.

#### *6. Your Finances*

This section will help us understand how much funding you need and why you need it.



We need to know:-

- How you are funded. This might be through member subscriptions, or ticket income, or through grant income.
- What your annual income and expenditure is. If you are a new group, please estimate your expected income and expenditure for the year and say that it is an estimate. If you are an existing group, please include a copy of your most recent annual accounts with your application.
- If you have any reserves. Reserves are funds that you hold that are not committed to any specific expenditure. For example, if you receive membership subscriptions at the beginning of the year and you have planned what you are going to spend them on over the year, that income is not part of your reserves.

## *7. Budget*

We want to know what you are planning to spend on your activity and how much income you are expecting. The total income, plus your contribution and the grant requested from ADeC should equal the total expenditure. Your budget should clearly link to your planned activity : income or costs for all the planned activities you have described should be in your budget, and there should be no income or expenditure in the budget which is not described in your plan.

You can still apply for funding even if you think it is possible that you will make all the money you need to run your event through other sources. You will need to include a budget that shows the range of income you might get, and why your organisation cannot afford to take the risk of putting on the event without support.

**Please make sure you sign and date the form. You can submit this form electronically but you must also send in a signed hard copy.**

*This grants scheme is funded by:*



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL