

ARTS AND HERITAGE GRANTS GUIDANCE NOTES 2011

1. Purpose

The purpose of the Arts and Heritage Grants is to assist community groups within the Harrogate District to develop new and innovative projects in arts and heritage.

2. How much money is available?

The total grant fund is £5,250. Grants of up to £1000 are available.

3. Who can apply?

Applications to the Arts and Heritage grants are welcome from voluntary organisations, charities and community groups based in and serving the community of the Harrogate District. You must have a bank or building society account with 2 signatories and be able to show that you have proper accounting procedures and are financially viable.

If you already receive funding support of any kind from Harrogate Borough Council, or have received a Community Chest award this year, your application will be given a lower priority than organisations who do not receive any other support from us.

4. Timescales

Open for applications	Week commencing 3 rd October 2011
Closing date for applications	Monday 31 st October 2011 at 12 noon
Notification of outcome of application	By the 12 th December 2011

All applications must be received by the closing date of 31st October 2011 at noon.

5. Criteria for funding

Applications are welcome from voluntary and community organisations that aim to improve or enhance the arts and heritage provision in the district and increase involvement by local people.

- Groups / organisations must be based within the Harrogate Borough, and primarily serve the community of that area.
- Applications must consider existing community services / provision or activity and ensure they are not duplicating or displacing these.
- The organisation that is undertaking the scheme should either have charitable status or run as a non-profit making organisation where membership is open (i.e. no discrimination on grounds of gender, race or religion).
- The organisation must have a bank account that requires at least two people to sign each cheque or withdrawal.
- Projects (including buying goods or services) must start and take place after you receive your award letter.
- Grants may be used to complement other sources of funding (i.e. Heritage Lottery, Awards for All, Arts Council England).
- Grants will be given a higher priority if they can show sustainability from their project/activity.
- The maximum allocation from the Arts and Heritage Grants would normally not exceed £1,000 per Group or Organisation.
- For grant requests over £400 to purchase goods and / or services a minimum of two quotes must be obtained by the organisation and attached to the application.
- All grant money must be spent by 31st August 2012, Last receipts must be submitted by 7th September 2012.
- You must provide a referee, who must not be: a current member of your group; a trustee or a member of staff; related to someone in one of these positions; have held one of these positions in the last 2 years; someone who will directly benefit if you receive a grant. The referee must have known your organisation for at least 12 months.

6. Process for applications

1. Most of the information required to assess an application will be obtained by completing a Arts and Heritage grants application form
2. HBC Officers complete initial assessment - this may include telephone contact and/or a visit/meeting.
3. Independent panel meets to discuss applications, and make recommendations.
4. Grant approved/refused by Cabinet Member for Culture.
5. The final decision cannot be changed, with no appeal or discussions entered into.

7. Assistance with applications

If you need assistance in developing your application please contact Diane Taylor, Audience Development Officer, HBC Department of Development Services - Culture, Tourism and Sports.

8. Payment of grants

The grant will usually be paid in full in arrears, following receipt of the feedback report and monitoring information. However it may be possible for the grant to be paid in advance and you should discuss this requirement when applying. In certain circumstances payment may be in instalments. All expenditure will need to be accounted for in the final monitoring report.

9. Conditions of grant aid

The grant acceptance form sets out the conditions of grant aid. These include:

- Spending the grant by 31st August 2012 on the project or specific item for which it was given
- Providing a copy of the organisation's accounts and any relevant receipts/invoices
- Operation in accordance with the Council's Equal Opportunities/Diversity Statement (available via www.harrogate.gov.uk/diversity)
- Providing any information requested for monitoring purposes.

10. After receiving a grant award

Successful applicants are expected to give credit to the support received from the HBC Arts and Heritage Grants in any publicity for the project/activity, by using the HBC logo.

A follow up monitoring report will be required from the applicant. This may include a site visit or interview and provision of some or all of the following information:

- Submission of annual accounts to show where money was spent (for larger grants)
- Financial report on a project (unaudited)
- Surveys or questionnaires to ask users of a service what they think of service/project
- Attendance figures
- Site visit (building work/arts events etc)
- Newspaper/press cutting relating to event
- Photographs
- Receipts
- Simple letter saying how money was spent and what outcomes the grant helped to produce

11. Data protection

All grant application forms are available for inspection by members of the public and information from application forms will be held on computer. You must complete the Data Protection section on the application form

APPENDIX 1

Harrogate Borough Council's Corporate Priorities 2011-14

Applications will be looked at to see how they contribute to the achievement of the Council's overall corporate priorities.

The Council's corporate priorities are:-

- 1. A Strong local economy:**
Outcomes to be achieved are a Harrogate District- a place with;
 - A sustainable and diverse economy
 - A vibrant tourism offer
 - Good travel, transport and electronic infrastructure
 - A world class conference centre
- 2. Supporting our communities:**
Outcomes to be a achieved are a Harrogate District – a place where;
 - Everyone feels and is safe
 - People are as healthy as possible
 - Housing needs are addressed
 - Essential needs are met through effective public services
 - Our impact on the environment is minimised through effective waste management, reducing carbon emissions and adapting to climate change
 - Development needs are met while protecting our high quality environment
 - People have the opportunity to be involved in decisions that affect them and to see real change occur.

Other Key Strategies

Harrogate District Sustainable Community Strategy

<http://www.hdsp.co.uk/harrogate-5393>

North Yorkshire Sustainable Community Strategy

www.NYSP.org.uk

http://www.nysp.org.uk/downloads/Consultation_draft_1_July_2011.pdf