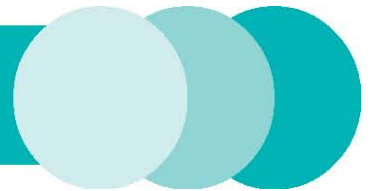


# BANFF & BUCHAN ARTS FORUM

## ABERDEENSHIRE COUNCIL ARTS IN THE COMMUNITY GRANTS SCHEME



### 2009/2010 Guidelines and Applications Form

As part of its service to the arts, Banff & Buchan Arts Forum operates a Community Arts Grants scheme on behalf of Aberdeenshire Council, and in conjunction with the other arts forums of Aberdeenshire.

Residents and groups based in north Aberdeenshire\* may apply for advance funding for a range of arts activities and events, for equipment purchases, tuition expenses, and other purposes explained on the next pages.

Please note that grants cannot be issued retrospectively - after an event or use of funds.

Priority will be given to applications that support the aims of the Aberdeenshire Arts Strategy. (information enclosed)

Grant requests to the Forum will not be considered from individuals who are under 12 years old. Alternatively applicants, schools and groups of pupils may find a useful funding source in Aberdeenshire Educational Trust administered by Aberdeenshire Council Finance; for more information please ring Maureen Adamson on 01261 813336.



\*North Aberdeenshire includes the following communities; Banff, Macduff, Fraserburgh, Peterhead, Portsoy, Aberchirder, Turriff, Fyvie, Maud, Strichen, Mintlaw, Rosehearty, Inverallochy, Boddam, Cruden Bay, New Pitsligo

## CATEGORIES OF ASSISTANCE

### Personal Development Grant

This stepping-stone grant enables recipients to expand their repertoire of skills and broaden their experience. The award is a commitment to lifelong learning, with particular attention given to bridging the gap between school and a career in the arts, or the furtherance of an artists' professional practice.

#### Examples

- Material expenses for an artist working in a new medium
- Course fees for an artist/ tutor who wishes to extend skills
- Tuition fees for Youth Theatre Summer School

#### Eligibility - Applicant must:

- be resident in North Aberdeenshire
- demonstrate significant commitment to their practice

#### Grant Available

- Up to £500, to cover up to 50% of costs; in exceptional circumstances the award may cover up to 100% of costs
- Made prior to expenditure; final project and financial reports must be submitted within 6 months to confirm expenses

### Project Support Grant

This award helps groups to undertake challenging new work, especially that which encourages art made by and for the local community, involves multimedia collaborations, or forges new partnerships between local organisations and regional/national practitioners.

#### Examples

- Theatre company staging work by a local playwright
- National performing arts company collaborating with a local group
- Artist's residency within a local community

#### Eligibility - Organisation must be:

- properly constituted
- based in North Aberdeenshire

#### Grant Available

- Up to £1000, to cover up to 50% of costs; in exceptional circumstances the award may cover up to 100% of costs.
- Made prior to expenditure; final project and financial reports must be submitted within 6 months to confirm original estimates. If the project is substantially under budget a portion of the grant will have to be repaid.
- Only one Project Support Grant will be made to a group per fiscal year (April 1-March 31).
- The group will not then be eligible to apply for a Programme Support Grant.

## Programme Support Grant - Guarantee Against Loss

Guarantees against loss are available to underwrite a wide range of arts events that may involve an element of financial risk when calculating expected income against expenditure. A guarantee against loss provides security by underwriting a reasonable short-fall.

This award aides the work of local arts promoters, particularly voluntary organisations. Support is offered for one-off and annual events, as well as for the promotion of a series of events. It is expected that these grants will support new and ambitious programming.

### Examples

- Local folk festival
- Year-round peripatetic music programme
- Annual art exhibition

### Eligibility - Organisation must be:

- properly constituted
- based in North Aberdeenshire

### Grant

- Up to £1000, to cover up to 50% of costs; in exceptional circumstances award may cover 100%
- Granted as a deficit guarantee. Final project and financial reports must be submitted within 6 months to confirm original estimates (bank interest on a loan may be included in expenditure). If the project is substantially under budget a portion of the grant will have to be repaid.
- Only one Programme Support Grant will be made to a group per financial year (April 1-March 31), and the group will not then be eligible to apply for a Project Support Grant.

## Foundation Grant

This support is offered to emerging arts organisations to assist with their formation and first activities. Costs covered include routine administration expenses, such as telephone, postage, photocopying, etc., but not personnel costs nor honorariums.

### Eligibility - Organisation must be:

- properly constituted
- based in North Aberdeenshire

### Grant

- up to £500
- Awarded immediately; final project and financial reports must be submitted to confirm costs

## GRANT CONDITIONS

If your application is successful, you will be required to:

- 1) Use the award in the manner proposed in the application.
- 2) Give credit in advertisements, press articles, and programmes to Banff and Buchan Arts Forum and Aberdeenshire Council for financial assistance. Please note that likewise, Banff and Buchan Arts Forum may publicise general details of the grant.
- 3) Submit final project and financial reports within 6 months of the event using the enclosed forms. (these can be made available electronically) Supply of press coverage or evidence of public support also is appreciated.

Failure to observe the above conditions may result in the revocation of a portion or the whole of the grant.

### ***How to Apply***

- 1) Complete the Grant Application overleaf.
- 2) Enclose relevant supporting information, such as copies of course acceptance letters, estimates/invoices, CV, personal statement, project outline, examples of work via photos, audio/video tapes, CDs etc.
- 3) If applicant is an organisation, prepare copies of current year accounts and the group's constitution.
- 4) Send the above items at least 2 months in advance of the event or funding date to:  
The Secretary, Banff & Buchan Arts Forum, c/o Duff House, Banff, AB45 3SX.  
Decisions are made by a committee approximately every two months.

## APPLICATION FOR GRANT ASSISTANCE

Name of Individual or Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Age (if under 16): \_\_\_\_\_

Email Address: \_\_\_\_\_

Category of Grant Request: \_\_\_\_\_

Short description of activity or intended use of funds: \_\_\_\_\_

Date/Timescale of Event or Project: \_\_\_\_\_

Intended Audience/Cientele (if applicable) and Benefits of the Project: \_\_\_\_\_

Other Relevant Information (please attach extra pages as needed): \_\_\_\_\_

### Estimated Funding of Proposed Activity

Personal Contribution	£
Own Fundraising	£
Grant Aid from sources other than Banff & Buchan Arts Forum (include awards pending and give details of funders on a separate sheet)	£
Sale of artwork, tickets, or services (please detail prices/fees)	£
Other sources	£
<b>Total (a)</b>	<b>£</b>

### Estimated Expenditure of Proposed Activity

Fees to Artists or Instructors	£
Hire of facilities and/or equipment	£
Travel/Administration	£
Production	£
Publicity/promotion	£
Other Expenses	£
<b>Total (b)</b>	<b>£</b>

**Grant Requested**                      **Total (b) - Total (a) = Total(c)**                      **Total (c)**                      **£**

I have read and accepted the Grant Conditions as stated in the Guidelines.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Cheque made payable to** (if grant application is successful) \_\_\_\_\_

Data Protection: Your details will be kept in a database for use with Arts Forum business. Additionally, we may share your contact details only with Aberdeenshire Arts Development or other arts organisations. Please tick here if you do not want us to do this:

# END OF GRANT REPORT

**1. Name of Individual or Organisation:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Age (if under 16): \_\_\_\_\_

Email Address: \_\_\_\_\_

Category of Grant Request: \_\_\_\_\_

## 2. Final Report

Please attach a full, typed description of the event funded through the Arts in the Community Grants Scheme (max 1 A4 sheet)

## 3. Finances

### Final Funding of Proposed Activity

Personal Contribution	£
Own Fundraising	£
Grant Aid from sources other than Banff & Buchan Arts Forum (include awards pending and give details of funders on a separate sheet)	£
Sale of artwork, tickets, or services (please detail prices/fees)	£
Other sources	£
<b>Total (a)</b>	<b>£</b>

### Final Expenditure of Proposed Activity

Fees to Artists or Instructors	£
Hire of facilities and/or equipment	£
Travel/Administration	£
Production	£
Publicity/promotion	£
Other Expenses	£
<b>Total (b)</b>	<b>£</b>

## 4. Publicity & Promotion

Please provide information on how and where the event was advertised and copies of promotional material

## 5. Links to Aberdeenshire Arts Strategy (please tick)

Aim 1 - To maximise opportunities for all people in Aberdeenshire to access and participate in ArtsExperiences.

Aim 2 - To create an environment in which the arts and artists flourish.

Aim 3 - To build capacity in communities to develop arts activities.

Aim 4 - To raise the profile and value of the arts, increasing awareness within and beyond Aberdeenshire.

Aim 5 - To celebrate local cultural identity while recognising diversity.

## OTHER USEFUL SOURCES OF FUNDING FOR THE ARTS IN ABERDEENSHIRE

**Aberdeenshire Council Education, Learning & Leisure Committee  
(voluntary organisations only)**

**Aberdeenshire Visual Artists Awards Scheme**

**Craft Makers Award: North East Scotland**

**Local Educational Trusts**

**The Dewar Arts Awards**

BANFF AND BUCHAN ARTS FORUM

**Awards for All**



**Heritage Lottery Fund**

**The Scottish Arts Council**

**The Big Lottery Fund**

Funding for the arts is available from a variety of sources in addition to Aberdeenshire Council. National agencies that distribute public and lottery monies, European funds, private foundations, trusts and private sponsorship are all possible sources of finance.

An outline of funding sources and contacts is available at

[www.aberdeenshirearts.org.uk](http://www.aberdeenshirearts.org.uk)

The information contained in this website is not comprehensive and should be used as a guide only. It should be noted that funding schemes, and priorities of funders, do change periodically and applicants are encouraged to check their eligibility before applying.

**FOR FURTHER ADVICE AND INFORMATION PLEASE CONTACT YOUR LOCAL ARTS DEVELOPMENT OFFICER:-**

**SASKIA GIBBON  
01261 815989 –  
ABERDEENSHIRE NORTH**

**SHEILA WATERHOUSE or  
CARLA ANGUS  
01467 628379 –  
ABERDEENSHIRE CENTRAL**

**MARIE SHAW  
01569 768353 –  
ABERDEENSHIRE SOUTH**