



Guidance Notes

OVERVIEW

The Arts for Change Fund is designed to support the use of arts or other cultural activity to enrich and change the lives of those in need. The fund is available to small voluntary and community groups and small charities in York and North Yorkshire using the arts to engage with communities and enrich the lives of those who are excluded or disadvantaged through low income, rural or social isolation, age, disabilities, race, sexuality or gender. In exceptional circumstances we may accept an application from an individual artist however they must be able to demonstrate that they have a good understanding of the needs of their target group and the change that their work will bring about. Priority will be given to small, locally based groups or organisations working in areas of disadvantage that have a clear understanding of the needs of their community and are undertaking actions as a means of addressing these needs.

The therapeutic benefits of arts projects are well documented and further assistance in developing your ideas or possibly identifying a suitable artist that may be able to work with your community can be obtained by contacting your local arts development officer.

Grants are available to both arts organisations and non-arts voluntary and community groups and in exceptional circumstances, individuals. If you are not an arts organisation or if you are an individual applying, please make contact with your local arts development officer before completing your application, contact details are below:-

Harrogate District Area - jane.sellars@harrogate.gov.uk

Craven District Area - cjohnson@cravenc.gov.uk

Hambleton District Area - Kate.Staines@hambleton.gov.uk

Scarborough Area - wendy@create.uk.net

Richmondshire District Area - Jo-Anne.Simpson@Richmondshire.gov.uk

Ryedale District Area - yvette.turnbull@ryedale.gov.uk

If you do not have an arts development officer based directly in your area then please contact the Community Foundation and we shall arrange to put you in touch with a suitable officer.

Grants are available of between £500 and £2,000 for up to 80% of the total project costs. Match funding may be a financial contribution or may be in kind costs such as volunteer time (which should be calculated at the real living wage rate of £9.00 per hour)

Applications will be accepted from the voluntary and community sector including:

- constituted voluntary and community groups
- charities
- social enterprises
- co-operatives
- faith organisations
- community interest companies

In exceptional circumstances, applications will be accepted from individuals where there is no suitable constituted group to make the application. Projects must still be working with disadvantaged groups and be aiming to deliver social outcomes.

Groups need to:

- Be small local groups run by local people (as a general guide, for this scheme, we consider small to be those with an income of less than £200,000 in the last reporting year). This includes all income regardless of the source or purpose, however the panel may choose to exercise discretion where an organisation’s income is slightly over if the scheme is under subscribed and/or where the panel consider it to be in the interest of the community to do so.
- Be operating in York and/or North Yorkshire
- Be mainly volunteer led
- Have limited access to other sources of income
- Be aiming to deliver social outcomes
- Have a constitution, including suitable dissolution clause

Type of activities we will fund (These are examples only and not a definitive list)
<ul style="list-style-type: none"> • Community choir • Singing for people affected by dementia and their carers • Creative arts programmes for people with or recovering from mental health issues • Drama programme for young people in areas of rural isolation • Creative writing classes for older people

GENERAL ELIGIBILITY

The Community Foundation welcomes applications from charitable and voluntary groups with very few exceptions however some types of work cannot be funded.

Who cannot apply/ what work will not be supported?

- Private Businesses
- Organisations based outside the area of benefit
- General appeals or sponsorship
- National organisations and their affiliates
- Work which has already started or taken place
- Work normally funded from statutory sources
- Work undertaken by or on behalf of statutory bodies
- Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
- Work for the advancement of religion
- Work where the main beneficiaries are animals
- Work which does not directly benefit people living in the area of benefit.

THE PROCESS

1. APPLYING

- Ensure you are eligible and that the fund is currently accepting applications.
- Complete the online application form. A link to this is found on the Arts for Change page of the Two Ridings Community Foundation website.
- Include details of a suitable referee, your referee should be someone who knows your group or organisation and the work you do, but not a management committee member, a relative or someone who will benefit from your services. A suitable person might be a local councillor or a local support organisation such as a Council for Voluntary Service.
- Attach your supporting documents to the online application or send these by email to grants@tworidingscf.org.uk or by post to Two Ridings Community Foundation, Pavilion House, Amy Johnson Way, Clifton Moor, York YO30 4XT.

If the supporting documentation is not received within 4 weeks of the date of submission of the online application, or by the advertised closing date where applicable, the application will be withdrawn

Applications will only be processed when all documentation has been received

2. ASSESSMENT AND AWARD

- All eligible applications will be assessed. An assessor may contact you to obtain further information or to arrange an evaluation. This may be over the telephone or in person.
- All Applications are considered by a special panel and its recommendations are ratified by the Board of Trustees. The final decision cannot be changed and no discussion will be entered into although we will try to provide constructive feedback if we can.

In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/when certain conditions are met.

- Following the panel meeting, we will contact you by email to let you know the outcome.

3. MONITORING AND COMPLETION

- When your project is complete, you must fill in an End of Grant Monitoring Form. This is available as an online form very similar to the online application form and should your application for funding be successful the link to your end of grant report will be sent to you when your grant payment is made. You will not be eligible to apply for further grants from this scheme until we have received this form as it finalises your grant.
- We aim to undertake monitoring visits on a proportion of funded applications and we will contact you to arrange a visit if this is required.
- Successful applicants **must** ensure that the Foundation is included in any publicity and our logo's will be provided for this purpose.

If you require any assistance with the completion of your application please contact Two Ridings Community Foundation on 01904 929500 or by email grants@tworidingscf.org.uk