

SOUTHEND ON-SEA ARTS COUNCIL

Registered Charity No. 284587

President: The Worshipful Mayor of Southend on Sea.

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APPLICATION FOR A GRANT

TO BE RETURNED TO:-

Hon Treasurer: Mr Trevor Bason, 27 Challacombe, Thorpe Bay. Essex. SS1 3TY

Name of Society _____

Name of Contact _____

Address _____

Post Code _____ **Telephone No:** _____

1. Amount of grant requested (See NOTE 1 & 6)

2. Purpose for which the grant is required (See NOTE 4)

3. Please state venue where the event for which the application is made will take place.
(See NOTE 3)

4. Give details of funding achieved/being actively sought from other sources.
(See NOTE 8)

5. Is any part of the grant for the engagement of professional services? If so give details.

6. If the grant is for the purchase of equipment, will this be available for use by other affiliated organisations (see NOTE 10 & 11)). If it cannot be made available, please state why.

7. What need will the grant meet, and how will the quality of performance/work be enhanced by the use of a grant?

8. Reserves – Your current balances in current and deposit accounts, or any other reserves should be stated below – Annual accounts of less than three months old should be included with application. (See NOTE 6 & 7).

APPLICATION FOR A GRANT

Monies in the form of grants are distributed by the Southend Arts Council within criteria agreed with the Cultural Division of Southend Borough Council from whom a grant is received .

EXPLANATORY NOTES AND GUIDELINES

1. The purpose of a grant is to give financial assistance towards the cost of a society's event/production/activity where the application clearly demonstrates a benefit to the cultural well being of the town.
2. The amount of the grant awarded will be decided by the Grants Committee, in the light of the money available, and on as fair and equitable basis as possible.
3. Grants can only be awarded where the event for which the application is made takes place within the Borough of Southend.
4. A brief description of the purpose for which the grant will be required should be made on the application form.
5. Priority will be given to affiliated members of the Arts Council, or organisations that show the quality of their activities will be enhanced by the receipt of a grant, and that the event/production/activity shows a demonstrable benefit to the cultural well being of the town.
6. The amount requested should be supported by a detailed estimate/quotation. A copy of the Society's most recent Annual Accounts must be attached to the Application Form.
7. A current financial statement must be given additionally to (5) where the Society's Accounts were completed more than 3 months prior to the Application. **FAILURE TO PROVIDE INFORMATION AS IN (5) AND (6) WILL MEAN YOUR APPLICATION WILL BE DELAYED.**
8. Evidence that a society has tried to raise funds from other sources will be viewed favourably by the Grants Committee.
9. This type of activity covered by this question could be demonstrations/master classes open to other societies and/or the general public, performances in schools, helping the disabled etc.

EQUIPMENT

10. All equipment purchased with the aid of a grant shall be made available for use by other affiliated societies, subject to a small charge being levied for insurance and to offset the costs borne by the Society.

11. Any application for a grant for equipment must state what proportion of the total cost will be borne by the Society.

PERFORMANCES, EXHIBITIONS, EVENTS

12. Grants will not normally be made to underpin a loss on a project, but exceptionally a grant may be made for any loss incurred in a project involving special or unusual work, or where exceptional circumstances were demonstrated to the satisfaction of the Grants Committee.

13. An acknowledgement of a grant award from the Southend Arts Council must be included in any promotional material associated with the event.