



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

A better place for supporting communities

# ARTS & CULTURE FUND



Prospectus

## **Purpose and aim of the Grant**

North Norfolk District Council values and appreciates the contribution made by not for profit organisations to the provision of Arts and Culture in North Norfolk, and will endeavour to support such organisations wherever possible.

The aim of the grant will be to fund projects that improve health and wellbeing through participation in Arts & Culture. For the purpose of this grant fund, Arts & Culture are considered to be activities, services or events which relate to the participation in visual, literary and performing arts.

## **The type of projects the Grant is likely to support.**

- Projects that will primarily take place in North Norfolk.
- Projects that are primarily for the benefit of North Norfolk residents.
- Projects that can demonstrate significant benefit to the Health and Wellbeing of North Norfolk residents.
- Projects already being delivered in North Norfolk that meet the aims of the grant fund and can demonstrate additionality i.e. expansion to a new geographical area or to include a wider age range
- Projects which demonstrate an active participatory role for North Norfolk residents

## **A grant cannot be used to fund:**

- Any cost not directly associated with the project such as organisations core costs.
- Transport costs for audience members
- One off events such as fun days, fetes, fairs and concerts
- Retrospective applications where an event has already taken place.
- Events taking place within 6 weeks of the applications deadline to ensure the North Norfolk District Council logo is included on all promotional and publicity material.
- Promotional events or concerts to support other charities or organisations.
- Creation/maintenance of websites, social media or any other generic marketing tools.
- Costs associated with exhibitions in commercial settings.

## **Who would be eligible to apply?**

The following categories of organisations whose projects that predominately support the health and wellbeing of North Norfolk residents

- Constituted local voluntary organisations, charities and community groups
- North Norfolk District Parish and Town Councils
- Larger regional or national charities/organisations if the funding is to deliver a specific project in North Norfolk.
- Community and Social Enterprisers and other not-for-profit organisations.
- Schools' providing the proposed project or activity is outside the school's normal core curriculum/main term time educational role and is outside school hours.
- Organisations which are routinely supported by grant funding from North Norfolk District Council as long as the project aim, focus and outcomes are different to any existing funding agreement with the District Council.

## Who would not be eligible to apply?

- Individuals and commercial businesses

## How to apply

An application pack containing the guidance notes, application form, independent referee form and the supporting documentation checklist can be downloaded from the North Norfolk District Council website [www.north-norfolk.gov.uk/artsandculturefund](http://www.north-norfolk.gov.uk/artsandculturefund). All potential applicants must contact 01263 516248 prior to submitting an application.

Complete applications must include (*supplied as single sheets and not part of a bound document or report*)

- A completed application form which has been hand signed
- A completed Independent Referee form – hand signature required
- A copy of the organisations constitution or governing document
- A copy of the most recent Income and Expenditure Accounts/Audit Accounts
- A copy of the most recent bank statement
- A breakdown of all proposed expenditure
- Copies of the organisations policies such as Equal Opportunities, Safe Guarding

Please do not include any other papers, leaflets or documents, other than a covering letter if desired, but do include all supporting documentation as only fully completed applications will be processed.

Completed applications are to be sent by email to:

- [supporting.communities@north-norfolk.gov.uk](mailto:supporting.communities@north-norfolk.gov.uk) ,

Applications for an Arts & Culture grant will be assessed 3 times a year with the deadline for applications being the last Friday of

- June
- October
- February

## Notification of Decisions

Decisions on complete applications received will be made by delegated authority within 4 weeks of the deadline date. If your application is successful you will receive an offer letter outlining the conditions of the award and two sets of Terms and Conditions.

To accept the grant award offer, both sets of terms and conditions will need to be signed. One set is to be returned to North Norfolk District Council to trigger the payment process; the other set will be retained by the applicant. If the application is unsuccessful, you will be notified in writing of the reasons for the decision.

## Funding Commitment

North Norfolk District Council will honour funding commitments and will expect applicants to act reasonably with respect to the submission of funding applications and to be realistic in respect of their ability to spend any approved monies; therefore

- An organisation can only receive one grant award in any twelve month period.
- Grants can be awarded up to a maximum of £3,500, however a grant offer maybe less than the amount requested. Projects will be strongly encouraged to seek or provide match funding.
- The Grant can only be used for the activities identified in the application and set out in the Terms and Conditions. Any planned changes to the original project must be agreed by North Norfolk District Council.
- In the event the proposed project or activity is cancelled the grant must be returned to North Norfolk District Council
- Any unspent monies remaining at the end of the twelve month period (date on letter providing application outcome) to be returned to North Norfolk District Council.
- Failure to comply with the Arts & Culture Grant Terms and Conditions could result in recovery action as identified in the Grant Recover Policy.

## Publicity

Projects that are successful in their application will be expected to acknowledge the award in promotional articles in order for it to be viewed by the widest audience.

The North Norfolk District Council Logo is to be displayed on websites and on all publicity material.

Successful projects will also be expected to supply 2 or 3 good quality photos of the project which may be used by North Norfolk District Council to promote the Arts & Culture grant fund.