



## Arts Project Fund 2019-20

### Frequently Asked Questions

**1. Q. How much can I apply for?**

**A.** The maximum award is £500, although due to the pressure on the fund, most awards will be in the region of £200 - £350.

**2. Q. My project requires more support than the Arts Project Fund can offer. Where else can I go for support?**

**A.** The Arts Service team can do a Grantfinder search on your behalf to identify trusts and foundations that may be able to support your project.

Please also visit the Norfolk Arts Service website for information on other funding resources: [www.norfolk.gov.uk/arts](http://www.norfolk.gov.uk/arts)

If you are pursuing other funding opportunities, we are happy to offer advice and support.

**3. Q. Will I get the full amount I have applied for?**

**A.** We cannot guarantee that applicants will receive the full amount they have applied for. There is huge demand on the Arts Project Fund and awards are decided according to available funds, the merits of individual projects and how closely they fit Arts Project Fund criteria.

**4. Q. How far in advance should I apply for funding for my project?**

**A.** Events supported by the fund MUST NOT take place within 6 weeks of the application deadline. This timescale enables successful applicants to receive the formal guidelines and conditions of the award, for example using the Norfolk County Council logo on publicity.

**5. Q. My project has creative themes, but I'm not sure if it's eligible for support from the Arts Project Fund.**

**A.** If in doubt, please contact us. We are happy to talk to you about your project, and wherever possible, will suggest alternative funding sources if the Arts Project Fund can't help.

The criteria and guidelines for the Arts Project Fund are published on our internet pages at [www.norfolk.gov.uk/arts](http://www.norfolk.gov.uk/arts) we can email or post you an application pack. Always read the guidelines carefully, and contact us with any queries.

**6. Q. I am looking for funding for a schools project. Can I apply to the Arts Project Fund?**

**A.** The Arts Project Fund does not fund curriculum linked schools projects, school trips or out-of-school clubs or activities. Unfortunately, we cannot consider applications to support arts activities for school children during school time or after school, on school premises (e.g. holiday, after-school or breakfast clubs).

For further information on funding for schools activities please contact: Norfolk County Council Children's Services on 0344 800 8020

**7. Q. I need help with fees for my arts course – can you help?**

**A.** Unfortunately the Arts Project Fund is not able to offer support towards costs for an applicant to undertake formal arts courses/summer schools or other training, either long or short term. This includes course or training fees, degree or end of year exhibition costs, materials, accommodation, travel or subsistence.

**8. Q. I'm an individual artist, I don't have *certified* accounts – will my application be considered?**

**A.** Yes – many individual applicants do not have *certified* accounts. We are happy to accept an application including a detailed budget for your project, as long as you are able to provide us with a professional reference.

Please note, if your budget shows a deficit that is not otherwise accounted for, we may ask you to provide evidence of your reserves.

Please also note, the Arts Project Fund does not issue cheques to an individuals account on behalf of a group, company or organisation.

We will contact you if you have not provided all the information we need to consider your application.

**9. Q. What counts as project income, and what counts as ‘in kind’ support?**

**A.** Project income can either be in the form of ‘hard cash’ e.g. box office/workshop fees, contributions from private or public sources such as other grants, or sponsorship/ donations from other organisations, such as ‘In kind’ support. ‘In kind support’ can also include personnel time given voluntarily to develop, deliver or manage your project, or services, equipment or facilities given free of charge to support your work.

You are required to apply a cost to each area of ‘in kind’ support, and you may be asked to provide evidence that the support has been agreed as described, and to confirm the cost you have allocated to it. We would expect to see all ‘in kind’ income listed also as expenditure in your project budget. Please refer to the Budget Guidance sheet included in your pack, or contact us for more information.

**10. Q. Is there any advice available for ensuring that my event runs safely?**

**A.** Norfolk County Council expects that applicants will have all of the necessary procedures in place to run an event safely and smoothly. Further guidance on Health and Safety for events can be found on the Health and Safety Executive website at <http://www.hse.gov.uk/event-safety/index.htm>.

Additionally, if you have any event management training needs, please contact Fiona Roberts at [fiona.roberts@norfolk.gov.uk](mailto:fiona.roberts@norfolk.gov.uk) or on 01603 732330. Fiona runs a one day course which covers all aspects of event management.

**11. Q. I’m not sure my project is fully accessible – can I still apply?**

**A.** We require all projects supported by the Arts Project Fund to be as accessible as possible. This includes ensuring access and facilities for disabled audience members/ participants.

If you need any advice, please contact ‘Equal Lives’ (formerly the Norfolk Coalition of Disabled People) on 01508 491210 or via their website at <http://equallives.org.uk/>

**12. Q. I want to produce a website and marketing materials to promote my work – can you help?**

**A.** The Arts Project Fund is not able to fund the creation and/ or maintenance of websites, but may be able to contribute to other marketing costs as part of a specific project proposal.

The Arts Project Fund is able to contribute to the cost of producing printed marketing materials linked to a specific project. However, generic marketing materials, for example materials that contain general information about you or your organisation or services, and/ or have a long shelf life, cannot be funded.

**13. Q. I will be working with children/young people/vulnerable adults during this project, but I don't have a Protection Policy. Will my application be considered?**

A. If you are working with children/young people/vulnerable adults, a Child/Vulnerable Adult Policy is essential. If you need advice and support in arranging this, contact the NSCB Safer Programme Administrator on 01603 228966. You can also find out more about the Safer Programme training at: <http://www.nscb.norfolk.gov.uk/safer.asp> and at: <https://www.norfolksafeguardingadultsboard.info/professionals/training/>

If you do not have your policy in place before applying to the Arts Project Fund, your application will still be considered if you can demonstrate that arrangements are underway.

**B. Q. When will I find out if my application has been successful?**

A. You will be contacted in writing regarding the outcome of your application within 6 weeks. Successful applicants will usually receive their award by BACS payment directly into their or their organisations bank account. If you are successful we will ask you to supply your bank details in order to make the payment.

**C. Q. Will I receive feedback if I am unsuccessful?**

A. We always endeavour to provide useful feedback to unsuccessful applicants. If you have any questions please do contact us.

**D. Q. Can I resubmit my application?**

A. Yes. If we feel your application requires development, and your timescale allows, we may suggest you reapply to the next deadline.

**E. Q. Why do I need to fill in an evaluation form after my project has finished?**

A. Completing the evaluation form within 6 weeks of your funded project ending is a condition of accepting an award from the Arts Project Fund. Increasingly, Norfolk Arts Service is required to show evidence of who is benefiting from the Arts Project Fund, and who is participating in the arts in Norfolk. This information helps us shape the services we offer, and take steps to help improve arts opportunities for those who may not otherwise have access to the arts.

We welcome any information you are able to give, and appreciate that some figures may be estimated.

**Please contact Norfolk Arts Service if you have any further questions, and we will be happy to help.**

**Tel: 01603 222941**

**Email: [arts@norfolk.gov.uk](mailto:arts@norfolk.gov.uk)**

Web: [www.norfolk.gov.uk/arts](http://www.norfolk.gov.uk/arts)