

# Your Art 2019

## Guidance for applicants

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## About The Cultural Spring

The Cultural Spring is a partnership between the University of Sunderland, The Customs House, the Sunderland MAC Trust and Sangini. It is funded by Arts Council England through the Creative People and Places scheme until January 2020.

The aim of the project is to make a real difference for our communities, encouraging local residents to celebrate, participate in, lead and create inspiring art and culture in South Tyneside and Sunderland.

For more information on The Cultural Spring please visit [www.theculturalspring.org.uk](http://www.theculturalspring.org.uk).

## About Your Art 2019

We hope that The Cultural Spring will have a lasting legacy for communities. Therefore we have designed Your Art to commission community organisations/groups to try out and develop their own arts ideas and to support people to shape, lead and programme arts events that they want to see happen in their own communities.

Funding can be used for activities such as:

- Delivering an event/workshop(s) with an arts focus.
- Contracting an artist(s) or an arts organisation to work with your community organisation/group.
- Travel and accommodation costs to develop a relationship with an artist or arts organisation.
- The cost of taking your group to see artwork or an event not included in the Cultural Spring's 'Go and See' programme.
- Arts materials or equipment (when used as part of a project/activity outlined in the application).

Please note all projects/activities must demonstrate what the longer-term impact will be for local people.

Application deadlines for 2019 are:

**30 March 2019**

Your proposed project should start no earlier than 15<sup>th</sup> May 2019 and be completed within six months.

## Can I apply?

### **To apply for Your Art 2019 funding:**

- You must be a Sunderland or South Tyneside based community organisation/group of at least four people/members, such as a Community Association, registered charity, CIC, CIO, an informal/un-constituted group (i.e. an art group) or a group of local residents. (This list is not exhaustive, so please contact us if you are unsure if your group would be eligible.)
- Your idea must have an arts focus and you should be able to demonstrate that other local people want to get involved in this activity.
- You must be planning something new and ensure that your project/activity is not just a continuation of what your community organisation/group does already.
- You must demonstrate that your project/activity will provide an opportunity for more people to get involved in the arts or if an existing group how this project/activity will increase membership.
- Your community organisation/group must have a bank account that we can pay the funding into.
- Your project must be completed within six months of the funding award being made.

### **We are not able to provide Your Art 2019 funding to:**

- Profit making organisations/businesses.
- Community organisations/groups seeking to continue delivering established projects/activities or general day-to-day running costs.
- Applications submitted by individuals/artists/arts organisations that will benefit financially from the project/activity outlined in the application.
- Community organisations/groups not based in Sunderland or South Tyneside.
- Schools, academies or colleges.
- Projects/activities that are already underway or have been completed.
- Projects/activities that are scheduled to start within six weeks of the application deadline.
- Projects or activities that are the responsibility of a statutory organisation.
- Project/activities that do not have an arts focus.

## How much can I apply for?

You can apply to Your Art in two stages:

**Stage 1:** Up to £400: This stage is to support trying out new ideas or getting new projects/activities off the ground.

**Stage 2:** Up to £1,000: At this stage we would expect a more developed idea with activities already planned/proposed, possibly building on a Stage 1 application.

Please only apply for the amount you need.

The panel may decide to only fund elements of your application that are eligible.

Your Art is a competitive process and applications will stand the best chance of success if they can demonstrate income from other sources such as weekly subs or in-kind support from another source.

## Can I apply more than once?

Your community organisation/group can submit a maximum of two applications over the course of the second phase of The Cultural Spring (between January 2017 and January 2020).

We will only provide funding for the same project/activity if a Stage 1 application is submitted in the first instance and then a Stage 2 application submitted in a later Your Art application cycle.

## How are Your Art payments made?

If successful, a designated person for your community organisation/group must sign and return a Letter of Agreement to The Cultural Spring.

Your Art payments will be made via cheque or BACS transfer to a nominated bank account.

If you are successful you will receive your support in two or three instalments, depending on the amount of the funding award:

### Two instalments:

<b>Instalment:</b>	<b>When:</b>	<b>Conditions:</b>
1 - 90% of the funding award	Before your project/activity starts	<ul style="list-style-type: none"><li>• Signing of letter of agreement</li><li>• Submission of invoice</li><li>• Submission of any other</li></ul>

		materials requested by The Cultural Spring.
2 – 10% of the funding award	When your project/activity has been completed	<ul style="list-style-type: none"> <li>• Submission of invoice</li> <li>• Return short evaluation form</li> <li>• Return participant information</li> <li>• Provide photos/films of project/activity</li> </ul>

### Three instalments:

Instalment:	When:	Conditions:
1 - 50% of the funding award	Before your project/activity starts	<ul style="list-style-type: none"> <li>• Signing of letter of agreement</li> <li>• Submission of invoice</li> <li>• Submission of any other materials requested by The Cultural Spring.</li> </ul>
2 – 30% of the funding award	Once your project/activity has started	<ul style="list-style-type: none"> <li>• Submission of invoice</li> <li>• Mid-point meeting/telephone catch-up with The Cultural Spring</li> </ul>
3 – 20% of the funding award	When your project/activity has been completed	<ul style="list-style-type: none"> <li>• Submission of invoice</li> <li>• Return short evaluation form</li> <li>• Return participant information</li> <li>• Provide photos/films of project/activity</li> </ul>

You must provide an invoice on behalf of your community organisation/group in order to receive each instalment of the funding award.

You may be asked to provide copies of receipts and invoices relating to value of the project/activity.

## How do I apply?

To apply, please complete the Your Art 2019 Application Form.

The more information you can provide us with will help the community decision-making panel to make a more informed decision.

We can support you in making an application and are happy to discuss your idea prior to an application being submitted.

Please let us know if you have any additional access needs that we can support you with to enable you to submit an application.

Please email your application to [yourart@theculturalspring.org.uk](mailto:yourart@theculturalspring.org.uk) or post to The Cultural Spring, c/o The Customs House, Mill Dam, South Shields, NE33 1ES.

## What happens after my application is submitted?

1. Your application will be processed and checked by The Cultural Spring to ensure all information has been provided and your application is eligible for consideration by the community panel.
2. A community panel of five residents from across Sunderland and South Tyneside will assess your application.
3. You may be contacted by The Cultural Spring if the community panel want to check any details in your application or request further information.
4. You will be notified via email of the outcome of your application.

Proposals will be considered and assessed on the following criteria:

- How the proposed activity relates to the ambitions of The Cultural Spring programme, including providing new opportunities for people to engage in the arts.
- Is the project led and owned by the community and does it supports community involvement throughout the planned activity and allows increased access for residents to get involved.
- The community organisation/group's ability to manage and deliver the proposed activity.
- A realistic, well-costed budget.
- Sustainability and legacy of the proposed activity.

In certain circumstances we may invite you to meet the community decision-making panel prior to enable the panel to make a more informed decision.

## How long does it take to make a decision?

You will receive a decision within six weeks of the application deadline date.

# Still have questions?

Please contact:

Michael Barrass

Community Engagement Co-ordinator

0191 427 8197

[yourart@theculturalspring.org.uk](mailto:yourart@theculturalspring.org.uk)