



## Arts Council for Moray

### Grant Application Guidelines 2008/2009

#### General

Applications must be submitted by the following dates for consideration at the meeting indicated. Late, illegible or incomplete applications will be returned.

<b>Meeting Date</b>	<b>Submission Deadline</b>
15 April 08	1 April 08
3 June 08	20 May 08
9 September 08	26 August 08
2 December 08	18 November 08
3 March 09	17 February 09
14 April 09	31 March 09
2 June 09	19 May 09

#### Applications from Groups

Groups must be not for profit, constituted organisations with a bank account

The most a single organisation can be awarded is £937.50 in the current financial year (April 07 to March 08)

The Arts Council for Moray cannot be sole funder for any project and will normally contribute up 33% of the project costs. Applicants will have to show that funding is being sought or contributed from other eg other grants, earned income including box office receipts, donations.

Applications must be supported by a project budget and audited accounts.

#### Applications from Individuals

Only one grant can be awarded to an individual in any financial year (April to March). If the application relates to attending a course or training, evidence confirming costs, dates and duration must be sent along with the application. If an applicant is at school the teacher or tutor must also sign the application.

The maximum an individual may be awarded is £250 in any financial year (April to March), however, awards are usually at a level below this amount. The Arts Council cannot be sole funder for any project and at least 50% of the project's funding must come from other sources eg fund raising, parental contribution, local sponsors and other grants. Applications must be supported by full details of all costs and income.

**Applications will be assessed on all or some of the following criteria:**

1. Benefit                      How will the grant benefit the applicant and how will the applicant's activities benefit the arts in Moray?
2. Management                How will the group/project be managed efficiently; is it financially viable; is it sustainable?
3. Quality                      How will the quality of the project be assured?
4. Need                         What difference will the grant make?

Conditions of Grant

Acknowledgements of the support of the Arts Council for Moray must be displayed on all promotional materials, posters, leaflets, season's pamphlets, newsletters, ticket wallets, programme brochures and reports.

Press releases should carry an acknowledgement . Display adverts in newspapers and magazines should carry the Arts Council for Moray logo. Film, video or sound recordings should carry the logo wherever practicable.

An end-of-project report must be submitted to the Executive Committee. This should be an assessment of the project and the benefits that resulted. Please also include supporting materials such as posters and news clippings. This information is important as it will help with the assessment of future similar projects. Failure to submit a report may result in any monies awarded having to be repaid.

The offer of a grant must be accepted in writing together with an acceptance of any conditions attached to the offer. Should the project fold or dramatically change you must notify the Executive Committee.

These conditions are for guidance. The Executive Committee considers each application individually and awards are made at its discretion. Any specific guidelines will be notified to you in writing. Failure to comply with any of the conditions may jeopardise future applications.

**For Further Information**

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