

GET INVOLVED GET INSPIRED FUND 2017/18



GUIDELINES AND APPLICATION FORM

Supported by Dumfries and
Galloway Council

GUIDELINES

Please read these guidelines before completing the application form.

Get Involved Get Inspired is a simple way for organisations to **apply for up to £500** for arts and creative activities that will benefit people in their communities.

PURPOSE

The Get Involved Get Inspired Fund supports events and activities that offer opportunities for participation in high quality arts experiences for people who would not normally get involved, particularly the most vulnerable in our communities.

We want as many different kinds of cultural and community organisations to involve as many people as possible in all types of creative activities e.g. painting, drama, dance, theatre, photography, film, poetry, spoken word, creative writing, storytelling, participatory arts workshops, performances, live arts events, exhibitions, artists discussions.

Activities can be one-off events or a series of workshops. They can take place in any setting from care homes to arts centres, high streets to farmers' fields.

WHO CAN APPLY

You can apply to Get Involved Get Inspired if you are a:

- Social enterprise;
- Registered charity;
- Not for profit voluntary or community group;
- Residents association;
- Community council.

Groups must be constituted and based in Dumfries and Galloway.

FUNDS AVAILABLE

There is a total of **£12,440** available in 2017/18 to be equally distributed across the region's four areas:

- Annandale and Eskdale - **£3,110**
- Nithsdale - **£3,110**
- Stewartry - **£3,110**
- Wigtown - **£3,110**

If we are unable to award an area's full allocation of funding, we may divert funds to an oversubscribed area.

You can apply for up to 90% of the total cost of the project. The awards panel may offer a different amount to that requested.

DEADLINE

Applications can be submitted **anytime** up until **Midnight on Sunday 25 February 2018**. You will receive a decision within 4 weeks of receiving your application.

Once the fund is fully spent then it will close so check our website (www.dgunlimited.com) or contact us to ensure the fund is still open.

Completed applications should be emailed to: comms.dgu@gmail.com

OUTCOMES

Your project should achieve one of the following:

1. **Connect your community** e.g. bringing people together through a community event or series of workshops to be creative, get to know each other and build community cohesion.
2. **Increase participation and people's skills** e.g. enabling people to experience creative activities, learn new skills that they can continue to use beyond the project.

3. **Improve health and wellbeing** e.g. creating opportunities to encourage people to do something fun and creative, and reach out to lonely or isolated people in your community.

PRIORITIES

Your project must demonstrate a commitment to one of the following:

- Increase access to the arts for people who would not normally take part;
- Provide opportunities for young people to engage with the arts;
- Contribute to the region's economy;
- Engage people from areas that rank high on the [Scottish Index of Multiple Deprivation](#);
- Address rural isolation and encourage activity in rural areas.

CRITERIA FOR SUCCESS

Successful applications should address **ALL** the following criteria:

- Achieves one of the fund's outcomes;
- Contributes to one of the fund's priorities;
- Delivered by highly skilled and experienced artists (CVs must be submitted), paid at rates recommended by creative industries representative bodies e.g. [Scottish Artists Union](#), [Musicians Union](#), [Scottish Society of Playwrights](#), [Equity](#);
- Provides free access to creative arts activities.

WHAT WE WILL FUND

This fund can contribute to activities and costs such as (not exhaustive):

- Professional fees e.g. artists, creative facilitators;
- Materials;
- Venue and equipment hire;
- Production costs for an event, activity or performance;
- Volunteers expenses;
- Marketing;
- Associated travel costs.

WHAT WE WON'T FUND

This fund cannot contribute to the following (not exhaustive):

- Core running costs i.e. overheads, management, office administration
- Capital equipment costs;
- Projects already started or completed;
- Applications from individuals;
- Recoverable VAT;
- Full costs of the project;
- Projects part-funded from another Council funding source;
- Fundraising projects where profits are passed onto other charities.

DECISION MAKING PROCESS

Applications will be assessed by DG Unlimited. Expertise may be sought from partners such as a member of the Regional Arts Hub Working Group to help inform the final decision.

Once an application has been considered, the decision is final. There is no appeals process.

RELEASE OF FUNDS

100% of the award will be released on meeting any conditions of award and signing of funding award letter.

CONTACT DETAILS

comms.dgu@gmail.com
<http://www.dgunlimited.com/>

ELIGIBILITY TEST

Please complete this section before you start to fill in the application form.

Name of your Organisation:

Question	Yes	No
Is your organisation one of the following? <ul style="list-style-type: none">• Constituted community, voluntary or residents association;• Registered charity;• Social enterprise;• Other constituted not-for-profit organisation	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation based and active in Dumfries and Galloway	<input type="checkbox"/>	<input type="checkbox"/>
Is your request for funding for between £100 and £500?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that your project is not part funded by (or that you don't intend to apply to) another Dumfries and Galloway Council funding source?	<input type="checkbox"/>	<input type="checkbox"/>
Is your project start date at least 4 weeks after you plan to submit the application or the closing date for submissions, whichever is the earliest?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project be free of charge for participants to get involved?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project be completed by 31 July 2018?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that project staff (if appropriate) will be members of the Protection of Vulnerable Groups scheme (PVG) before the project begins?	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that, if successful, you will obtain all necessary licences, permits, permissions and insurance that are legally required to deliver your project?	<input type="checkbox"/>	<input type="checkbox"/>

Please note: If you answer '**No**' to any of the above questions then you're **not** eligible to apply at this time.

APPLICATION FORM

Get Involved Get Inspired Fund 2017/2018

Date received	
Reference	

Completed applications should be emailed to: comms.dgu@gmail.com. Applications can be submitted **anytime** up until **Midnight on Sunday 25 February 2018**.

SECTION 1: ABOUT YOUR ORGANISATION

1.1 Please tell us your name (This will be the main person we will contact about your application and they should also sign the declaration in Section 4.)

1.2 Please provide your contact details for this application.

Title (please tick):

Dr Miss Mr Mrs Ms Other

Position in the organisation:

Address and postcode:

Contact telephone and mobile number:

E-mail address:

Website address:

We prefer to contact you by email. If you have provided an email address above, please tick to confirm that you check the mailbox regularly.

1.3 What is the name of the project, event or activity that you are requesting funding for?

1.4 Please tells us the start and end dates of your project.

Start date:

End date:

SECTION 2: YOUR PROJECT IN DETAIL

Each of your answers in this section should be no more than 200 words long.

2.1 Please briefly describe your project - tell us what will happen, where it will take place, who it will benefit, why it is needed, who will take part, the artist(s) who will deliver it etc.

2.2 Please tell us the main outcome your project meets and describe how your project will achieve it?

(Tick the main outcome only)

- 1. Connects your community
- 2. Increases participation and people’s skills
- 3. Improves health and wellbeing.

2.3 Please tell us the main priority your project meets and describe how it will deliver it?

(Tick the main priority only)

- Increase access to the arts for people who would not normally take part
- Provide opportunities for young people to engage with the arts
- Contribute to the region’s economy
- Engage people from areas that rank high on the Scottish Index of Multiple Deprivation
- Address rural isolation and encourage activity in rural areas.

2.4 Please tell us the estimated number of people who will benefit or take part in each of the following areas.

Annandale and Eskdale Nithsdale Stewartry Wigtown

2.5 Please tell us anything else about your project you would like us to know.

2.6 What artform(s) will your project cover?

Multi-art form	
Crafts	
Dance	
Design	
Moving image	

Literature	
Music	
Performance Art	
Visual Arts	
Digital	
Other (please specify)	

SECTION 3: PROJECT BUDGET

3.1 Please complete the budget summary table below. (You can apply for up to 90% of project costs).

What is the total cost of your project?	£
What funding are you requesting from DG Unlimited?	£

3.2 Please detail the total costs of your project in relation to this grant application.

Expenditure Items	Tick each item to be funded by this application	Cost (£)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
TOTAL		£

3.3 Please tell us where the money for this project will come from (N.B. You can apply for up to 90% of project costs).

Source of other funding	Amount available or applied for (£)	Has this been confirmed? (Please put 'Yes' or 'No')	If 'No' when do you expect to receive confirmation
Your own money (must be cash and not in-kind non-financial contributions)			
Other funding avenues (please specify)			
Request from Get Involved Get Inspired Fund			
TOTAL	£		

SECTION 4: DECLARATION

I confirm that the information in this application, including the supporting documents, is true and correct and I acknowledge that it is my responsibility to inform DG Unlimited immediately of any changes that could affect the interpretation or context of the application.

I confirm that I will complete an end of project monitoring and evaluation form.

Please note: an electronic signature is acceptable

Please give your organisation's name

Your signature:

Date:

Your name:

Position in organisation:

SECTION 5: CHECKLIST

5.1 Please tick the appropriate boxes below.

Fully completed and signed application form (including the eligibility check list)

I have enclosed CVs or detailed biographies of project staff and/or facilitators indicating their track record, skills and experience.

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