**GET INVOLVED GET INSPIRED FUND 2018/19**

**GUIDELINES AND APPLICATION FORM**

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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 £750** for arts and creative activities that will benefit people in their communities.

**PURPOSE**

The Get Involved Get Inspired Fund (GIGI) 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.

DGU 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 etc. If you wish to discuss any project ideas before applying, please email [comms.dgu@gmail.com](mailto:comms.dgu@gmail.com) and we will be happy to hear from you.

Projects can be one-off events or a series of workshops. They can take place in any setting. You can see some examples of previously funded projects here [https://www.dgunlimited.com/funded-projects.html](https://www.dgunlimited.com/funded-projects.html%20)

**WHO CAN APPLY**

You can apply to GIGI 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. A creative individual or group can collaborate with a constituted organisation to apply for and deliver a GIGI funded project.

**FUNDS AVAILABLE**

There is a total of **£8,000** available in 2018/19 to be equally distributed across the region’s four areas:

* Annandale and Eskdale - **£2,000**
* Nithsdale - **£2,000**
* Stewartry - **£2,000**
* Wigtown - **£2,000**

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 (or a distinct aspect of a larger project that fits the GIGI criteria). **10% of the total cost** of a GIGI funded project must be from **another source and in cash figures).** You can **include ‘in kind’ support** that relates to a GIGI application.

We may offer a different amount to that requested.

**DEADLINE**

Applications can be submitted anytime up until **Midnight on Sunday 24th February 2019.**

You will receive a decision within 4 weeks of receiving your application. Should we need to clarify any details within your application, this may extend the time required to complete an assessment.

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

**Completed applications should be emailed to:** [**comms.dgu@gmail.com**](mailto:comms.dgu@gmail.com)

**OUTCOMES**

Your project should achieve **one** of the following outcomes:

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, or reach out to lonely or isolated people in your community**.**

**PRIORITIES**

Your project must demonstrate a commitment to **one** of these priorities:

1. **Increase access to the arts for people who would not normally take part;**
2. **Provide opportunities for young people to engage with the arts;**
3. **Contribute to the region’s economy;**
4. **Engage people from areas that rank high on the** [**Scottish Index of Multiple Deprivation**](http://www.gov.scot/Topics/Statistics/SIMD)**;**
5. **Address rural isolation and encourage activity in rural areas.**

**Successful applications will 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 artist(s) **(CVs must be submitted) and** paid at rates recommended by creative industries representative bodies e.g. [Scottish Artists Union,](https://www.artistsunion.scot/) [Musicians Union](http://www.musiciansunion.org.uk/Home/About-Us/Who-is-Who/Scotland-N-Ireland), [Scottish Society of Playwrights](http://www.scottishsocietyofplaywrights.co.uk/), [Equity](https://www.equity.org.uk/home/);
* Provides free access to creative arts activities.
* Minimum 10% match funding in cash

**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 D&G 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 professionals within our pARTners group to help inform the final decision.

Once an application has been considered, the decision is final. There is no appeal~~s~~ process but we will provide feedback and applicants may reapply.

**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](mailto: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** |
| My organisation is one of the following   * Constituted community, voluntary or residents’ association; * Registered charity; * Social enterprise; * Other constituted not-for-profit organisation |  |  |
| My organisation is based and active in Dumfries and Galloway |  |  |
|  |  |  |
| My request for funding is between £100 and £750 |  |  |
|  |  |  |
| My project is not part funded by (or I don’t intend to apply to) another Dumfries and Galloway Council funding source |  |  |
| My project start date is at least 4 weeks after I plan to submit the application or the closing date for submissions, whichever is earlier |  |  |
| My project will be free of charge for participants to get involved |  |  |
| My project be completed by 31 July 2019 |  |  |
| Project staff (if relevant) will be members of the  Protection of Vulnerable Groups scheme (PVG) before the project begins |  |  |
| If successful, I will obtain all necessary licences, permits, permissions and insurance that are legally required to deliver my project |  |  |

I will complete an End of Project Monitoring form

|  |  |
| --- | --- |
|  |  |

**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 2018/2019** | |  |  | | --- | --- | | ***For DG Unlimited use only*** | | | *Date received* |  | | *Reference* |  | |

Completed applications should be emailed to: [comms.dgu@gmail.com](mailto:comms.dgu@gmail.com). Applications can be submitted **anytime** up until **Midnight on Sunday 24th February 2019.**

**Please keep your answers to each question as succinct as possible. Keeping your answers to the point will help you achieve the best assessment score as possible.**

**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.)**

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**1.2 Please provide your contact details for this application.**

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| --- | --- | --- | --- | --- |
| 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 Please tell us the name of the project, event or activity and provide a 50-word summary description of what you are requesting funding for?**

**Hints and tips:** *Tell us what your project is, where it will happen, what will take place etc.*

|  |
| --- |
| a) Project name  b) 50-word summary |

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

|  |  |
| --- | --- |
| Start date: |  |
|  |  |
| End date: |  |

**SECTION 2: YOUR PROJECT IN DETAIL**

**Hints and tips:** *Each of your answers below should be a maximum of approx. 200 words.*

**2.1 Please briefly describe your project in the section below**

|  |
| --- |
| **a) The project will benefit:**  **b) The project is needed because:**  **c) The people who will participate are:**  **d) The artists/creative practitioner/organisation who will deliver it are:**  ***Please attach CV / short biography of each creative professional who will help deliver the project to the application email when you submit it.*** |

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

**Hints and *tips:*** *Please decide which outcome your project will make the most contribution to. If you tick more than one, then you will need to evidence how your project meets each outcome.*

*Here’s some questions that may help you, you DO NOT need to answer each question, they are intended to help prompt your answer:*

***1. Connect your community***

**Hints and *tips:*** *How does your project bring people together?*

*What are the benefits to individuals and their community?*

*How does your project create community cohesion?*

***2. Increase participation and people’s skills***

**Hints and *tips:*** *How will your project increase participation?*

*What skills will people learn?*

*Give us some examples of how people may use these skills after the project has finished.*

***3. Improve health and wellbeing***

**Hints and *tips:*** *Provide some examples of how you believe your project will improve health and wellbeing.*

*Who is your project is aimed at and how do you plan to reach with them?*

**(Tick the main outcome)**

1. Connects your community

2. Increases participation and people’s skills

3. Improves health and wellbeing.

|  |
| --- |
| The project will achieve the stated outcome by: |

**2.3 Please describe how your project will meet at least one of the priorities below?**

***Hints and tips:*** *Please state which priority your project will make the most contribution to. If you tick more than one, then you will need to evidence how your project meets each priority.*

*Please provide some specific examples of* ***how*** *your project will achieve the stated priority(s).*

*Here’s some questions that may help you, you DO NOT need to answer each question, they are intended to help prompt your answer:*

***1. Increase access to the arts for people who would not normally take part***

***Hints and tips:*** *Tell us who will take part that might not have previous experience?*

*How will your project make it easier for people to join in?*

*How will you publicise the opportunity so that it may reach a new participant/group?*

***2.Provide opportunities for young people to engage with the arts***

***Hints and tips:*** *How will your project reach out to young people e.g.: what networks or partners have you identified?*

*What aspect(s) of your project will appeal to young people and why?*

*How will your project encourage young people to engage with it?*

***3.Contribute to the region’s economy***

***Hints and tips:*** *What is the potential local or regional economic impact of your project?*

*How will your project add value to an existing provision or initiate a new provision?*

*How will your project develop new revenue streams?*

***4.Engage people from areas that rank high on the*** [***Scottish Index of Multiple Deprivation***](http://www.gov.scot/Topics/Statistics/SIMD) ***(SIMD)?***

***Hints and tips:*** *What specific SIMD area(s) have you identified?*

*Why is your project relevant to people in the areas you have identified?*

*Are you or other people involved in the project from/resident in the SIMD area you have identified?*

***5.Address rural isolation and encourage activity in rural areas.***

***Hints and tips:*** *How will your project address rural isolation and encourage activities?*

*What are the barriers to engagement that your project will help reduce or solve?*

*How will you promote your activity to encourage participation in the rural area?*

*What impacts will your project have that address issues of rural isolation?*

**(Tick the main priority)**

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

|  |
| --- |
| The project will meet the stated priority by: |

**2.4 Please tell us approximately how many people will benefit or participate in each / any 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 include?**

***Please tick as many as appropriate***

|  |  |
| --- | --- |
| 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 to DGU for up to 90% of total project costs).**

|  |  |
| --- | --- |
| **a) What is the total cost of your project?**  ***Hints and tips*** *This means ALL the costs including: other funding, In-kind costs and funds requested from DGU, this figure must be the same as the total figure in Questions 3.2 and 3.3* | **£** |
| **b) How much money are you requesting from DG Unlimited?**  ***Hints and tips*** *This can be up to 90% of the total cost of your project* | **£** |

* 1. **Please detail the total costs of the project you are asking DGU to contribute to.**

***Hints and tips*** *List every cost involved in the whole project plan and please tick those that are directly associated with this application for DGU funding.*

|  |  |  |
| --- | --- | --- |
| **All Expenditure Items** | **You must tick each item you are asking DGU to pay for** | **Cost (£)** |
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| **GRAND TOTAL** |  | **£**  This must be the same as the amount in Q3.1a |

**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 state ‘Yes’ or ‘No’)** | **If ‘No’ when do you expect to receive confirmation** |
| **10% contribution to the total figure requested from DGU (may be your own money, a benefactor or other funder)** |  |  |  |
| Other funding (if relevant please specify the funder(s)) |  |  |  |
| In kind contributions (in-kind materials / non-financial contributions like venue hire costs / volunteer hours etc.) |  |  |  |
| Total Request from DGU Get Involved Get Inspired Fund | £  (This must be the same as the answer in Q3.1b) |  |  |
| **GRAND TOTAL** | **£**  (This must be the same as the answer in Q3.1a) |  |  |

**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. |  |

Completed applications should be emailed to: [comms.dgu@gmail.com](mailto:comms.dgu@gmail.com) Applications can be submitted **anytime** up until **Midnight on Sunday 24th February 2019.**