

Grants for Groups

Conditions and advice on form-filling

www.edartscouncil.org.uk



east dunbartonshire **arts** council

CONDITIONS OF AWARDS

If you accept an offer of an award from EDAC, this signifies that you agree to the following Terms and Conditions:

- That you agree to submit the completed Grant Report Form within two months of the completion of the project or event.
- That you undertake to submit copies of all invoices (paid) that relate to the use of the Grant Award as stated in your application and as confirmed in the Award letter.
- Should you not use the Grant Award due to cancellation of the project or event then the Award must be returned to EDAC.
- Should you fail to return the Report form, you may be required to return the award, and/or future grant award applications may be rejected.
- The Grant Award may only be used for the purposes stated in your application and as confirmed in the Award letter.

The application form

The form should be completed by an authorised office-bearer of the group or organization. It also requires a second signature, that of another office bearer. Any supplementary information which may assist the committee may be included on a separate sheet.

Part 1: Eligibility

East Dunbartonshire Arts Council cannot award a grant for the normal running costs of your organisation or for the maintenance, repair or improvement of the organisation's property. The grant can only be awarded in connection with a specific project that forms part of the promotion of the art form by your organisation or development of its members.

Part 2: Details of applicant

Main Contact

This should be the person to whom all correspondence and/or questions should be addressed.

Part 3: Information about your group

Please give the date of inauguration, if possible. Comment on the frequency of meetings, the approximate total number of active members and the proportion under 18 years of age.

Part 4: Project or Equipment

Supply as much detail as possible of the purpose for which the grant is required. For example, equipment to be purchased, activities to be undertaken and the objective of the project. Explain how residents of East Dunbartonshire will benefit.

Part 5: Financial Information

Provide details and costs of all expenditure related to the project for which the Grant is required.

Provide details of all estimated income from the project such as ticket sales, programme sales etc where applicable.

List all other grants that you have applied for, the amount requested and the amount already granted. If no decision has been received please state "Awaited". If no other grants have been applied for please state "NONE".

Provide details of fund-raising activities and sponsorship and an estimate of the sum to be generated.

State the amount of Grant required. The maximum Grant that the Arts Council can award is normally limited to £500.00, although in special circumstances, this may be increased to £750.

Part 6: Bank Details

This section must be completed.