

Hornpipe Arts for Schools, Small Grants Scheme

- **Grants:** From £250 to £1,000
- **Funding source:** Hornpipe Theatre Company
- **Match funding:** Required. Schools should be encouraged to contribute financially.
- **Eligibility:**
 - You do not necessarily need to be a school to apply for funding, it can be an artist or organisation.
 - Delivery needs to be working with a school/s with a PO postcode.
 - Projects can take place in and/out of school settings. Applications are required to meet aims set out below.
 - Artists or organisations working with NEET Young People (Not in Employment, Education or Training) can also apply.
 - The event must take place within one year of receipt of award.
 - Only one grant per financial year can be held.
 - **You will need to complete a new section on how your activity is COVID-19 secure, and detail a contingency plan, should the activity be required to change.**
- **Apply:**

By Post: FAO Hayley Reay, Portsmouth Guildhall, Portsmouth, PO1 2AB

By Email: hayley.reay@portsmouthguildhall.org.uk , referencing 'Hornpipe Arts for Schools, Small Grants Scheme'
- **Deadlines for applications:**

The dates for the next rounds of the scheme are as follows:

No later than 5pm Monday 23rd November 2020

You will be notified within 3 weeks of the closing date of each round.

- **Process:** Hornpipe Arts for schools Application Form
- **Other:** In some instances, we may not be able to meet the entire request, but may be able to offer a contribution.

Please see next page for criteria

Criteria:

Your project must aim to make improvements to the quality and sustainability of the arts offer within school/schools.

Your project must seek to develop at least two of the following areas:

1. Young people's academic achievements e.g. projects incorporating Arts Award will be looked upon favourably.
2. Young people's well-being or soft-skills development
3. Young people's cultural development
4. Increased access to arts and cultural provision. This could be through working with a specific group of young people usually excluded from provision.
5. Develop staff confidence and ability at utilising arts within the school setting.

Evaluation- you must be committed to completing the evaluation form which demonstrates project outcomes.

What you can apply for:

Production costs e.g. materials, equipment costs

Artist/ facilitator fees

School transport costs

Training costs

What you can't apply for:

Projects which have already started or taken place

Events intended to raise funds for non-arts causes

Requests to pay off loans or deficits

Please note- we only have a small amount of money each quarter available, and will therefore not be able to fund every application we receive. **We will not be able to provide feedback to unsuccessful applications, due to limited resources.** If you are unsuccessful, please do not let this deter you from applying again in the future.

If successful, an evaluation report on the project will be supplied to the Hornpipe Trustees, no later than one year from the date of the Grant and 3 months after project conclusion. The report should describe fully the application of the Grant, and the achievements resulting from the project. More information about this will be given upon receipt of a grant.

Applicant Details

Name of project / initiative :	
Start (MM/YY)	End date (MM/YY)

Your Name i.e. school/ organisation / club / individual artist :			
What do you do?			
Your Status : <i>Please tick the relevant box below</i>			
School	<input type="checkbox"/>	Individual	<input type="checkbox"/>
Voluntary/community group	<input type="checkbox"/>	Health Body	<input type="checkbox"/>
Registered Charity **	<input type="checkbox"/>	Company limited by guarantee **	<input type="checkbox"/>
** <i>Please specify Charity Number or Company Number :</i>			
How long have you/your organisation been operating?			

Name of main contact and position held
Contact details – Postal address, email address, telephone, website

Do you have any of the following :	
Public Liability Insurance	<input type="checkbox"/>
Safeguarding Policy & Procedures in place	<input type="checkbox"/>
Equal Opportunities Policy	<input type="checkbox"/>

Office Use Only	
Application No:	<input type="text"/>
Amount requested	<input type="text"/>
Outcome	<input type="text"/>

Proposal - What do you want to do?

Proposal (500 words max)	Outline the event/project/activity that you are bidding for and why this is of value.
Criteria <ul style="list-style-type: none">• Academic achievement• Well being• Cultural development• Increased access• Staff confidence	How will your proposal contribute to <u>at least 2</u> of the criteria set out in our guidance?
Partners <ul style="list-style-type: none">• School/s• Others	Who will be the potential school partners or contributors from the arts and culture sector (for example, workshop leaders or companies).
Safety	Are there safety issues related to your proposal?
Child protection	What child protection procedures will be in place?
COVID-19	Please detail how your activity is COVID secure, and set out any contingency plans that you have, should the event not be able to go ahead as planned, for example due to a local lockdown.

Finance - Costing your application

Please identify any expenses, the amount of grant you are applying for, any in-kind support or other sources of additional funding. Schools should be encouraged to contribute financially or in kind.

Expenditure

Breakdown of the separate costs for your project

Please identify all specific companies /artists etc that you are applying to fund.

Please see examples in red

Description – Use additional rows if required	Cash (£)
<i>Alpha Printmakers' fee, 12 hours @ £10 per hour</i>	<i>£120</i>
<i>Equipment and resources for printing</i>	<i>£150</i>
Total Cash Cost	

In Kind Support

Please note that we mean things like volunteer time, venue hire, use of equipment etc.

In other words, elements of the project that are not 'Cash' but will be provided/donated by individuals or organisation as part of the project.

Please indicate if this will have cash value or in-kind value.

Description – Use additional rows if required	Value (£)
Total In-Kind Support	

Funding

. Please state how much you are applying for from this grant scheme.

. Please set out any income you have already secured or are expecting to receive for this project. Schools should be encouraged to contribute financially or in kind.

. Any additional funding e.g. Arts Council England

. Other sources of funding e.g. sponsorship/donations.

Funding source – Use additional rows if required	Status (Pending / secured)	Amount
Hornpipe Small Grants Scheme	Pending	
Total Funding		

Total Project Costing

Hornpipe Grant application	
In Kind Support	
Additional Funding	
TOTAL	

Bank Account payment

<p>If you are successful in applying for funding, the grant will be sent directly to your bank account.</p> <p>If you do not have a bank account, please tick this box.</p> <p>It will be a condition of the grant that you will need to set a bank account up within two weeks of being awarded the grant.</p>	
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CHECKLIST AND SIGNATURE

Once you have completed the form, please check through the following list and include all relevant documents when you send it to us. Make sure you have ticked each box relevant to your application and sign below.

Please note: we will not process incomplete applications – these will be returned to you.

Enclosures

- I/We have enclosed a copy of our governing documents/set of rules
- I/We have enclosed a copy of our latest annual accounts
- I/We have enclosed copies of the following policies: Equal Opportunities; Health and Safety; Safeguarding / Child Protection

If you are unable to provide these documents, please say why (e.g. if you are a freelance artist or sole trader):

Declaration

I acknowledge that the information supplied is correct and that I have not withheld any information which may be relevant to this application. I agree to abide with the criteria and conditions of the grant scheme.

I understand that you may ask for additional information at any stage of the application process.

Signature

Please print name: _____

Please email your completed application form to

Hayley.reay@portsmouthguildhall.org.uk

Email applications are preferred. Please ensure that any supplementary documents such as photographs or policy documents do not exceed 5MB.

If you need to submit your application by post, please send it to:

FAO Hayley Reay, Portsmouth Guildhall, Guildhall Square, Portsmouth, PO1 2AB