



# ARTS GATEWAY MK

'Funding And Support For The Arts'

## GUIDANCE NOTES FOR ALL APPLICANTS

### What does Arts Gateway MK do?

Arts Gateway MK (AGMK) exists to foster and develop the arts in the area covered by Milton Keynes Council. It helps creative practitioners and groups including artists, dancers, musicians, drama groups, writers, photographers, orchestras, choirs, festival organisers and others to achieve their aims through information, guidance and financial support (grants).

### Who can apply?

Individuals, groups or organisations. Examples of this include: artists groups, theatre or drama groups, festival organisers, not-for-profit arts organisations, individual artists, designers, makers, writers, musicians, dancers etc

### How much can I apply for?

- **Start up grant** - Up to £500 for individuals or organisations applying for the first time
- **Creative development grant** - Up to £1,500 for organisations and £500 for individuals towards a creative venture, project<sup>1</sup>, event or activity
- **Guarantee against loss** - Up to £500 for organisations to support an event/ activity where a projected loss may be incurred and jeopardise delivery

### What will the AGMK fund? **These are examples only. Please enquire to the administrator to see if your project/event will qualify**

- Creative events and activities (workshops, exhibitions, festivals etc)
- Professional development activities (mentoring, courses etc)
- Start up grants for individuals
- Marketing, publicity and promotions
- Theatrical, dance or musical performances
- Development or production of published materials (books, websites etc)
- Film making or screening

**AGMK can only fund projects which take place in the borough of Milton Keynes or from an individual/group or organisation who is resident or based in Milton Keynes.**

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<sup>1</sup> The term 'project' is used throughout to encompass all creative activities.

## What MKAA will not fund?

- Commercial ventures
- Travel and hospitality expenses, including accommodation
- Curriculum activities in statutory/formal education
- Fundraising activities and events
- Activities which have already taken place or will take place before a decision has been made on an application
- Applications from groups or individuals who are based outside of Milton Keynes and/or whose project does not directly benefit the population of Milton Keynes

## When can I apply?

You may submit an application at any time of the year, but the application deadlines are as follows:

**1st February**

**1st May**

**1st October**

Decisions on applications are announced a maximum of 6 weeks after the above dates

## How do I make an application?

Applicants must complete the grant application form completing all relevant questions and providing the required supporting information (see checklist on Section D of the application) It is important that you provide as much information as possible in support of your request to enable the panel to make an informed decision.

The form can be completed in pen or electronically. Please refer to the questions on the last page of these guidance notes for advice on answering questions and making an electronic application.

Late applications or incomplete applications will not be considered so it is important to submit your form and supporting information by the closing dates.

### **Information and guidance:**

Arts Gateway MK (AGMK) assessors are experienced in a wide number of creative fields and may be able to provide you with information that will help your proposed activities and inform your application. This may include guidance on:

- Putting together your application to AGMK.
- Other sources of funding
- Planning or delivering your project
- Budget development and control
- Best practice and creative development
- Marketing & PR
- Networking opportunities to meet other creative professionals

### **Assessment criteria:**

All applications are assessed against the criteria listed below. It is recommended that, when completing your application, you consider how your project fulfils these criteria.

- |                         |  |
|-------------------------|--|
| 1. Commitment:          | making it happen                                   |
| 2. Community:           | access, benefit and engagement to a wider audience |
| 3. Creativity:          | artistic development, quality and innovation       |
| 4. Development:         | evidence of progression                            |
| 5. Learning benefits:   | potential to up skill or learn new things          |
| 6. Organisation skills: | evidence of planning and organising                |
| 7. Time scale:          | realistic delivery plan or schedule                |

AGMK will be assessing the extent to which your application meets the relevant assessment criteria.

## **What happens to my application?**

Once an application is received it is checked by the administrator, to see if all relevant questions are completed, supporting information is submitted (where required) and that the application is eligible for funding. Please note that AGMK will not consider incomplete applications.

Applications are then passed to application form assessors. The assessors are allocated applications for assessment based upon their experience, skills and specialist knowledge relevant to your proposed project. The assessor assigned to your application will then contact you to arrange a visit and this will be an opportunity to discuss and explain your project further. It is important and beneficial to have available any additional supporting material available which is relevant to your project: e.g. slides of artist's work, recordings of music, samples of writing, photographs etc.

The assessor will then make recommendations of funding for your project to be discussed with the panel Chair – please be aware that the AGMK often receives more applications than it is able to fund.

Your project and the assessor's recommendations will be presented by the panel Chair to the Executive Committee who will make a decision at the Awards Meeting on whether they will fund the project and how much they can offer.

## **How long will it take to process my application?**

The process from the closing date for applications to notification of the outcome takes a maximum of 6 weeks.

It is important that you do not start working on your project before hearing about the outcome of your application if the project's success is dependent upon the AGMK funding.

## **What happens after I receive a grant?**

If you are awarded a grant or guarantee against loss, it is essential that you fill in and return to AGMK the completed evaluation form and budget (including copies of invoices as proof of expenditure/cost). You must do this within the timescale indicated on the letter confirming that your application (either funded in whole or part), has been successful.

You must also comply with any other condition placed upon any award offered. If you either fail to return the evaluation form or to comply with any other condition of the award AGMK

- May take steps to redeem the award
- Will not consider any further application which you may make or be involved in

# Applications - Question by Question Guidance on completing a grant application form.

## Section A

1. Please provide the name and contact details of the person making the application. These details will be used by the assessor to arrange the assessment meeting.
2. Please state the amount of funding and type of grant you are requesting from Arts Gateway MK (AGMK)
  - **Start up grant** - Up to £500 for individuals and groups/organisations
  - **Creative development grant** - Up to £500 for individuals and £1,500 for groups/organisations towards a project<sup>2</sup>, event or activity
- 3a. **(4a Grps/Orgs)** Please give a concise summary of your proposed project which should include: what, where, when and who about your project.
- 3b. **(4b Grps/Orgs)** This section should be completed with as much detail as possible. This will be used by the assessor to understand the nature of your project and assess it against the AGMK criteria.

It is recommended that you consider the following when completing this section:

**Aims:**

- What do you hope to achieve?

**Objectives:**

- How do you plan to do it?

**Expected outcomes:**

- What do you expect will happen?
- How will you know you have been successful?

**Development:**

- How has the project come about?
- Does the project link to any previous activities?

**Timescale:**

- What is the projected timescale of your project?
- When will it start and finish?

**Schedule/action plan:**

- What are the actions you need to do to make it happen?
- When will things need to be done and by whom?

**Benefits:**

- What will be the benefits of your project?
- Who might benefit and how from the project?
- Will a wider audience be able to participate or learn from the project?
- How will this support your personal or organisational development?

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<sup>2</sup> The term 'project' is used throughout to encompass all creative activities.

Where the project involves delivery partners please include details of any partners, together with a statement of support from them

**Location** – where will the project take place?

**Target audiences**

If you are planning a project which will include an audience, participation etc please give details of who might be involved. You will be asked for feedback on this in your evaluation form.

**Expected audiences**

Please give details of your expected audience figures; you will be required to feedback on this in your evaluation form. For example:

- if your project involves an exhibition or event please estimate the number of people who may attend and view the work
- If your project includes a performance please state the number of performances and expected audience numbers
- If you are planning to run workshops or activities that people can take part in please state the number of workshops and how many people will be able to participate

**How did you hear about Arts Gateway MK?** – It is useful for our monitoring if we know how you heard about us.

## Section B

4. Please tell us if you have received a grant from Arts Gateway MK before, what type of grant, when and for how much.
5. If your application includes equipment or materials please provide copies of 2 quotes. For specialist equipment we will also require evidence that you are appropriately trained or experienced in its use.
6. Please state if you are self-employed. Evidence of self-employed status may be required and applicants are responsible for declaring any award if appropriate.
7. Please state if you have public liability insurance which will cover your project.
8. Please give details on how the project might change or respond to either not being funded or being awarded less than the amount requested.
9. If your project application involves children and young people you should ensure that all those working with them have are Criminal Records Bureau (CRB) checked.

## Section C

### Budget information

Please ensure that the financial information you submit is accurate and realistic. Make sure:

- You have included all expected income and expenditure for your project
- Your income and expenditure totals balance – you should not expect to receive more than you plan to spend or vice versa
- That your budget sheet matches the 'amount requested' (question 2)
- That this budget matches other funding application budgets
- That figures are realistic – it is worth researching or getting guidance on potential costs for areas which are new to you

**Equipment, materials or professional services** - If the application is for equipment, materials and/or services, please supply at least two quotations. You may also be required to provide evidence of training or experience for specialist equipment.

**Courses, tuition, mentoring** - You should include a copy or photocopy of the course brochure with your application or a CV/biography of the proposed mentor/tutor.

## Section D

Please complete the checklist to ensure you have fully completed the application form and submitted the required supporting information. If applications are received without the relevant additional information they will not be considered therefore if you are unable to provide any information please explain this in the space provided.

### Completing an electronic application form

- Please note, fields are limited – you will need to restrict your answers to the space available.
- Once you have completed the form, please save the changes and return the form as an attachment to: [info@artsgatewaymk.org.uk](mailto:info@artsgatewaymk.org.uk) along with any other electronic supporting documentation.
- The last 2 pages of the application must be printed off, signed and returned by post. These pages and all supporting documentation should be posted to the address below.
- All parts of the application must reach Arts Gateway MK by the deadline if the application is to be considered. (**1<sup>st</sup> Feb, 1<sup>st</sup> May or 1<sup>st</sup> October**)

## HELP

If you need any further information or would like to discuss your application, please contact the administrator at:

### Arts Gateway MK

Acorn House, 351 Midsummer Boulevard, Central Milton Keynes, MK9 3HP

Tel / Fax : 01908 241122

Email: [info@artsgatewaymk.org.uk](mailto:info@artsgatewaymk.org.uk)

Web: [www.artsgatewaymk.org.uk](http://www.artsgatewaymk.org.uk)