**Hornpipe Small Grants Scheme**

* **Grants: From £250 to £4,000**
* **Funding source:**Hornpipe Theatre Company
* **Match funding:** Required, can also be in-kind support
* **Eligibility:**
  + - Your activity can be working with young people in or out of the school setting.
    - Activities can be of any artform.
    - Applications can be made by an Arts Organisation, freelance artist, community group or school.
    - Delivery needs to be working with young people within a PO postcode.
    - Applications are required to meet aims set out below.
    - The activities must take place within one year of receipt of award.
    - Only one grant can be awarded to the same grantee in a one year period.
* **Apply:**  
  **By Post:**FAO Hayley Reay, Portsmouth Guildhall, Portsmouth, PO1 2AB  
  **By Email:**[hayley.reay@portsmouthguildhall.org.uk](mailto:hayley.reay@portsmouthguildhall.org.uk) , referencing ‘Hornpipe Arts for Schools, Small Grants Scheme’
* **Deadlines for applications:**

The closing date for the next round:

**No later than 5pm** **Monday 22nd April 2024.**

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

* **Process:**Hornpipe Small Grants Scheme 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:**

For requests up to £1000, you will need to detail how your project contributes to at least 2 of the following criteria.

For larger requests of £1001-£4000, you should detail how your project contributes to at least 4 of the following criteria.

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/community setting.
6. Raise young people’s aspirations

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 available each quarter, 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 : *Please tick the relevant box below* | | | |
| School |  | Individual |  |
| Voluntary/community group |  | Health Body |  |
| Registered Charity \*\* |  | Company limited by guarantee \*\* |  |
| \*\* *Please specify Charity Number or Company Number* : | | | |
| 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 : | |  | **Office Use Only** | |
| Public Liability Insurance |  |  | Application No: |  |
| Safeguarding Policy & Procedures in place |  |  | Amount requested |  |
| Equal Opportunities Policy |  |  | Outcome |  |

**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**   * **Academic achievement** * **Well being** * **Cultural development** * **Increased access** * **Staff confidence** * **Raised aspirations** | How will your proposal contribute to the criteria set out in our guidance?  **Please note- for requests up to £1000, you will need to detail how your project contributes to at least 2 of the criteria.**  **For larger requests of £1001-£4000, you should detail how your project contributes to at least 4 of the criteria.** |
| **Partners**   * **School/s** * **Artists** * **Community groups** * **Others** | Who will be the potential 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? |

**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 (£)** |
| *Alpha Printmakers’ fee, 12 hours @ £10 per hour* | *£120* |
| *Equipment and resources for printing* | *£150* |
|  |  |
|  |  |
|  |  |
|  |  |
| **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.

. 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**

|  |  |
| --- | --- |
| If you are successful in applying for funding, the grant will be sent directly to your bank account.  If you do not have a bank account, please tick this box.  **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.** |  |

# CHECKLIST AND SIGNATURE

Once you have completed the form, please check through the following list and confirm that you have copies of the following documents, and can make them available, **should we request to see them in the future.** Make sure you have ticked each box relevant to your application and sign below. We **do not** require you to send us the documents at this point.

**Confirmation of documents**

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

**If you do not have access to 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