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**SMALL CREATIVE PROJECT GRANT**

**GUIDANCE**

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| **Name of Fund** | **Small Creative Project Grant** |
| 1. **Summary**
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| * For one-off events and activities
* Grants between £500 and a maximum of £1,500
* No match funding required
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| 1. **What is the fund for?**
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| **To deliver one-off non-profit creative projects in North East Lincolnshire (NEL) funded by Create North East Lincolnshire.**Create North East Lincolnshire is broadening the work of Grimsby Creates across North East Lincolnshire and will channel our creative energy for the benefit of everyone in North East Lincolnshire by:* Empowering and uniting our creative community.
* Celebrating and sharing our creative skills and talents.
* Linking creativity, heritage and community for social and environmental benefit.
* Creating opportunities and supporting development and growth in creative careers and businesses.

This fund is for new activity and ideas or new programmes or additions to existing regular events. You can also apply for funds to develop an idea to undertake research and development. If you wish to develop your own professional practice or your company if you are working professionally in the cultural sector, the CreateNEL development fund grant is more appropriate.Further information can be found in the supporting guidance. |
| 1. **What we cannot fund**
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| * Repeat activity – your project activity must be new
* Activities not related to arts, culture and heritage
* Activities with insufficient planning time
* Activities that provide no benefit or engagement opportunity to the people of North East Lincolnshire
* Student/schools projects or activities which are part of statutory education provision
* Core costs, including general running costs, that are already covered by other funding or that should be covered by the organisation’s own resources
* Ongoing overheads relating to equipment or buildings, such as salaries, insurance, building repairs and maintenance costs
* Activity taking place outside North East Lincolnshire
* Applications where the main focus is capital spend for equipment
* Charity fund-raising events
* Travel costs
* Sports kit or equipment
* Competitions or lotteries
* Activity that promotes party political or religious views
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| 1. **Who can apply?**
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| * Individuals who are professional artists or creatives living/based in North East Lincolnshire
* Arts, cultural and heritage organisations
* Community or voluntary groups
* Commercial organisations who wish to run a non-profit arts/cultural project
* Groups of organisations (one group or individual will need to take the lead and have the main responsibility for managing the application and being accountable for any grant given)
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| 1. **Who cannot apply?**
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| * Commercial for-profit projects
* Individuals living and organisations based outside or not operating in North East Lincolnshire
* Arts Council England National Portfolio Organisations
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| 1. **Can I apply for all open grants?**
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| You can only apply for one CreateNEL project grant (small or large).You can also apply for the CreateNEL development fund. |
| 1. **When is the deadline for applications?**
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| There is currently no fixed deadline for this fund, although activity and evaluation, including final cost evidence will need to be completed within 9 months of the commencement of the project. |
| 1. **How much can be applied for per application?**
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| Between £500 and £1,500 |
| 1. **How much funding is available?**
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| There is over £60,000 available for small and large project grant activity for delivery between from 1 December 2023 onwards. |
| 1. **When must the activity take place?**
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| Your activity must take place after confirmation of the grant – we cannot fund activity which is already underway.Activity should be delivered within 6 months of receiving your award – unless agreed in advance. |
| 1. **Match funding from other sources**
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| There is no match funding required but you may detail any in-kind support or match funding if you have received it.You can use the small project grant funding as match funding towards a larger creative project, but it cannot be used as match funding for an Arts Council England application. |
| 1. **How do I apply?**
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| Complete the Create North East Lincolnshire Small Grants application form on the Grimsby Creates website and answer all the questions on there.There are also attachments for you to return with your application which are listed in section 18 of this guidance and at the end of the application form.We are happy to accept answers to the questions in alternative formats including video and audio (maximum 10 minutes) but the basic information about you and your project will need to be completed in the online application form. **If you need support with this, please contact us.** |
| 1. **How will we make our decision?**
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| Applications will be assessed by NELC officers and possible external colleagues from the Creativity Board.The panel will evaluate your application on how closely it meets the criteria requirements, the extent to which it fulfils the programme aims and value for money. They will agree a recommendation to either approve or refuse the funding request. If they recommend approval, the final decision will be with North East Lincolnshire Council (NELC) to ensure due diligence is applied before the award is confirmed.We will balance applications to ensure that there is a spread of investment across the borough, diversity in the awards and a good range of activity in different art forms. Balancing means that you may make a strong application but may not be successful at a particular moment in time. |
| 1. **When will we make our decision?**
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| You will be notified within 4 weeks of the application deadline. |
| 1. **If I am unsuccessful, can I apply again?**
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| We will offer feedback on unsuccessful applications, and you are welcome to develop your application and re-apply should opportunities arise in the future. |
| 1. **When will I/we receive our grant?**
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| If your application is successful, you will receive a grant offer letter from NELC which you must sign and return before starting on your project. You will receive 80% of the award on receipt of a signed funding agreement.If you are new to our funding, we will set you up as a new supplier and once this is complete, we will pay you via bank transfer. Following completion of your project you will be required to submit a monitoring form, including updated expenditure table, and the remaining grant of up to 20% will be paid. |
| 1. **Help with making an application**
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| If you would like to discuss your project before making an application, then please email createnortheastlincolnshire@nelincs.gov.uk in plenty of time before the deadline and by 20th October 2023 at the latest.We are also available at drop-in sessions:* Thursday 5th October between 9am and 12noon at Projekt Renewable in Grimsby, next to Fishing Heritage Centre.
* Monday 9th October, at The Grumpy Kitchen, 41 Alexandra Road, Cleethorpes, DN35 8LE, between 9am and 12noon.

We’ll also host an online information session on Monday 9th October 5-6pm on Teams. If you wish to join us for the online session, please email us on createnortheastlincolnshire@nelincs.gov.uk for the details. |
| 1. **Supporting information**
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| Along with your application form, you are asked to submit the following, some of which are optional for the small grants.* Inclusion monitoring form (mandatory)
* Budget spreadsheet (optional)
* Project plan to supplement your answer to Q3 (no more than one side of A4) (optional)
* Governance documents such as articles of association (mandatory if you are an organisation)
* Safeguarding documents (mandatory if working with young people under 18 or vulnerable adults)
* Attach up to 5 files that support the activity for which you are seeking support (optional)
* Attach up to 2 files of previous cultural work. Alternatively, you may provide up to 2 web links to examples of creative work such as videos or websites. (optional)
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