

**APPLICATION FOR ARTS GRANT
(events up to 30.09.20)**

Closing date: 31st January 2020

NOTES FOR APPLICANTS



Important: applicants for Box Moor Trust grant funding must comply with strict criteria in order to stand a chance of success. It is therefore very much in the applicant's interest to read these notes carefully before submitting their application. If you require clarification on any points, please contact the office on 01442 253300 or email: elainerushton@boxmoortrust.org.uk

1. The Box Moor Trust has made available a small arts grant fund for projects within its Area of Benefit.
2. These will be one-off grants and should be used for costs associated with staging an arts-based event. The grants are aimed at local organisations that can involve local artists and musicians in bringing enjoyment to the residents of Hemel Hempstead and Bovingdon. (Community fetes could be eligible if they include an element of entertainment involving local people). The Trust is particularly keen to support activities that help take performers to new and bigger audiences. These could include outdoor performances and inter-school talent competitions. **Examples of eligible spending would be typical running costs, such as insurance, toilet hire, outdoor stage hire, hall rental, etc.**
3. Organisations must be operating in the Box Moor Trust Area of Benefit, which broadly covers Hemel Hempstead and Bovingdon (please see enclosed map). **If the applicant is part of an organisation covering a wider geographical area, the application must demonstrate that the project will serve mainly Hemel Hempstead and Bovingdon residents.**
4. The application period is now open for events between 1st October 2019 and 30th September 2020. Applications will be accepted up until **31st January 2020**. Expenditure must be made, and funds claimed, before **30th September 2020**. However, it should be noted that if an applicant spends money before hearing the result of their application, this will be at the applicant's own risk.

5. No grants will be made to private individuals, Box Moor Trustees or Trust employees.
6. No grants will be made to services primarily provided for by either local or county authorities, or regional or national health authorities. However, voluntary organisations that exist to support such services (eg parent teacher associations) or teachers organising multi-school activities such as 'battle of the bands' may apply.
7. The onus is on the applicant to ensure that all relevant local authority licences and permissions have been obtained. Please note that if an outdoor event is likely to attract over 500 people then DBC approval will be needed. The Trust will need to be satisfied that an adequate risk assessment has been made.
8. Grants will be up to a maximum sum of £500 for any applicant.
9. Applicants should enclose a copy of their latest accounts (if available) and also indicate the number of people likely to benefit from a grant.
10. Amount requested – please be specific to the nearest £10 and be prepared to show evidence that you have costed out the project accurately and illustrated best value for money.
11. Completed application forms should be returned, either by post to Elaine Rushton, Admin. Officer, The Box Moor Trust Centre, London Road, Hemel Hempstead, HP1 2RE, or electronically to elainerushton@boxmoortrust.org.uk
12. Funds will be paid to successful applicants on sight of relevant invoices, which must be authorised by the contact named on the grant application form.
13. Please note that if monies are not claimed by **30th September 2020**, any grant approved will be null and void.