



MAKING A GRANT APPLICATION TO ANS 2025

CONTENTS

Welcome from ANS Committee	page	2
Important Information		3
<ul style="list-style-type: none"> ○ Timescale & Key Dates ○ Funding Categories 2025 ○ Joint Applications ○ Support available from ANS 		
Completing the Application:		
<ul style="list-style-type: none"> - Eligibility (Online Form Section 1) 		4
<ul style="list-style-type: none"> - About the Applicant (Online Form Section 2) - About Your Project (Online Form Section 3) 		5
<ul style="list-style-type: none"> - About Your Budget (Online Form Section 4) 		8
<ul style="list-style-type: none"> - Crediting & Evaluation & Policies (Online Form Section 5) 		10
Reminder of Next Steps		
What happens after submission		11
<ul style="list-style-type: none"> ○ About the Deadline ○ Stage One - Application Review ○ Stage Two - Applicant Meetings ○ Unsuccessful Applicants 		

WELCOME

We are thrilled you are considering applying for a grant from Arts Network Sutton. Please read this document carefully.

Following a successful trial last year, there are now three categories of ANS Grants for which members can apply for funding in 2025:

- a) 'Open' project idea (ie an idea you have developed yourself)
- b) 'Commissioned' project idea (ie a creative project with a community group new to ANS - see page 3 for details)
- c) 'Artist Professional Development' (ie to fund specific training, development or networking opportunity)

How much you can apply for:

- One ANS Member (individual or group) can apply for up to **£1,000** [Single applicants]
- Two or more ANS Members (individuals or groups) can partner together and apply for up to **£1,500** [Joint applicants]

About this Document: Pages 1-3 contain important information about this year's grants process; pages 4-10 of the document follow the format of the online application form that you will need to complete and submit by the deadline. All of the information that you will need to be able to plan your application is included in here, including whether or not you are eligible to apply.

Access: If you need any adjustments or access support to complete this application, or if you require the information in a different format, please contact us on info@ansutton.org by Friday 28th February.

Planning your project / initiative / professional development: You will need a fairly developed plan in place in order to complete the online application form - this includes getting any partners on board, setting dates for events/activities (page 6-7) and having an idea of what costs will be involved (page 8-9).

Drafting your Application: A downloadable version of the application form is available to help you draft your responses before inputting it into the online form. If you'd like a copy of this, please email us at info@ansutton.org

Completing & Submitting your Application: Open the online form using this [Application Form Link](#) which will go live from Monday 10th February (also available on the [ANS Homepage](#)). You will need to complete and submit this form before the **deadline of Friday 7th March 2025, 17.00.**

Best wishes,

Gemma, on behalf of the ANS Committee, January 2025

IMPORTANT INFORMATION 2025

Timescale: Key Dates 2025

- ANS Networking Socials - including opportunity to chat with ANS committee about the Grants process:
 - Morning Coffee:* Fri 7th & Fri 14th February, 11.30-13.00 [[The Sound Lounge](#), Sutton High St]
 - Online Chat:* Wednesday 12th February, 20.00-21.00 [[click for ZOOM link](#)]
 - Evening Drink:* Thursday 13th February, 19.00-20.30 [[Shinner & Sudtone](#), Sutton High St]
- Online Application Form goes live: Monday 10th February 2025
- Deadline for Applications: Friday 7th March 2025, 17.00
- Announcements of successful funding: mid-April 2025 (projects to run between May 2025 and April 2026)

Funding Categories

- **“Open” Projects**
Design a creative project you want to deliver; the only restrictions to this are that it fits with our Charitable Objectives and Grants Criteria (see page 4).
- **“Commissioned” Projects**
We invite you to work closely with an existing community group in Sutton that has no previous involvement with ANS Grants, to co-create a project bespoke to their members’ needs and circumstances.
- **Professional Development**
You may apply for an ANS Grant to focus on your artist practice; this could allow you to attend a training course, develop a new skill or participate in a vital networking opportunity.

Joint Applications

Two or more eligible ANS Members (individuals or groups) can partner together and apply for up to **£1,500** as **Joint Applicants**. This approach allows members to share ideas and skills, maximising the potential of the network.

Skills Sharing Partnerships examples:

- An experienced artist partners with a less experienced artist, to provide support, guidance, mentorship
- Two artists with different skill-sets partner together, to share ideas, knowledge and expertise

Individual and Group Partnerships example:

- An ANS Group Member that wants to run a specific creative project for their own network, might work in partnership with an ANS Individual Member who has the relevant artistic skill set

Support from ANS (available before the deadline)

- ❖ Attend a ‘DROP IN’ social to discuss your project, connect with potential partners, seek advice or support (dates ↑)
- ❖ For any further clarification or support (including Access support), please [email us](#) by Friday 28th February
- ❖ Occasionally we receive applications containing basic errors, which we have to reject. Submitting your application early (by Friday 28th February) means the ANS team can carry out a quick check of your application and flag up any errors. All applications received after this time (but before deadline) will go forward unchecked.

Please note: ANS checking your application does not guarantee a successful outcome.

COMPLETING THE APPLICATION FORM:

ELIGIBILITY (Online Form Section 1)

Before you start the application form, make sure you are eligible to receive the grant money. There are rules about what we can and can't fund; this is because ANS is a charity *and* because most of our funding is from the London Borough of Sutton.

ELIGIBILITY 1) MEMBERSHIP STATUS

Applications for ANS Grants funding are only open to full members of ANS who have been a member for at least six months before the deadline (meaning you became a member no later than 7th September 2024).

For Joint applicants, this applies to both/all parties in the partnership.

You will be asked to confirm whether or not your membership status allows you to apply

NOT ELIGIBLE?

If you are NOT eligible, please get in touch with us for advice or consider renewing your membership - we want to make sure you can successfully apply next time round.

ELIGIBILITY 2) FITS WITH OUR CHARITABLE OBJECTIVES (adapted from our Constitution)

Arts Network Sutton (ANS) aims to promote, champion, nurture and act as a voice for the diverse range of arts in the London Borough of Sutton. This will be done by encouraging and facilitating the development and enhancement of local arts community activities, facilities, partnerships and training; to realise the full potential, and benefits, of the arts within the community.

As a registered charity, ANS seeks to engage more local residents in cultural activities, particularly the arts, and support an increase in arts activities.

You will be asked to confirm whether your project fits with ANS's Charitable Objectives

ELIGIBILITY 3): GRANTS CRITERIA - what we CAN fund:

ANS Grants Funding is intended for:

- Events that engage the local community in high quality arts activity as audience or participants
- Arts projects that involve collaboration and/or partnership working with local artists, groups and organisations
- Projects or activities that diversify access to arts in Sutton and encourage inclusivity
- Creative activities that increase the wellbeing of Sutton residents
- Creative activities that help to address one or more local needs
- Professional Development opportunities for local artists (who are also ANS members)

You will be asked to confirm whether your project fits with this criteria

STILL NOT SURE?

If have any issues or questions, please contact info@ansutton.org by Friday 28th February

ELIGIBILITY 4): GRANTS CRITERIA continued - what we CANNOT fund:

You will be asked to confirm whether any of these apply to your project

Because we are a charity, and because we get our money from the LBS, ANS CANNOT fund:

- Organisations directly funded by the London Borough of Sutton (excluding grant funding)
- Events where proceeds go to charity
- Political parties, lobbying and campaigning
- Promotion of religion

ABOUT THE APPLICANT (Online Form Section 2)

This section requests basic information about the ANS member(s) applying for funding through this form.

NB Please answer the relevant question for Single applicants or Joint applicants.

ABOUT YOUR 'PROJECT' (Online Form Section 3)

In this section we will be looking to see all of these (where applicable):

- The project idea is exciting, achievable and well thought-through
- You have a plan for how people will find out about events involved
- It realistically matches at least one point on the ANS Grants Criteria
- It will be safe and well managed

And at least one of these:

- something interesting for the London Borough of Sutton
- make a difference to the arts in Sutton
- develop Sutton artists / young people

For Commissioned Projects only:

- Tell us about the community group you intend to work with and if/how you are connected with them
- Explain who you will work with to co-create a bespoke project

For Artist Professional Development Opportunities:

- Tell us about your current artistic practice
- Identify the opportunities that would be possible with this funding
- Specify the skills / experience you hope to gain and how this will aid your development as an artist

WHAT ARE YOU APPLYING FOR?

Before telling us about your idea, we will ask you to indicate which of the following you are applying for:

- 'Open' project idea** (ie an idea you have developed yourself, in the usual way)
- 'Commissioned' project idea** (ie responding to brief to deliver a creative project with a community group new to ANS)
- Professional Development** (ie to fund specific training, development or networking opportunity)

Then proceed to complete all questions on the form that are applicable to the category you are applying to.

MATCHING ANS GRANTS CRITERIA

How does your project fit with ANS's Grants Criteria?

We will ask you to indicate which of the following points your project is likely to address

- Events that engage the local community in high quality arts activity as audience or participants
- Arts projects that involve collaboration and/or partnership working with local artists, groups and organisations
- Projects or activities that diversify access to arts in Sutton and encourage inclusivity
- Creative activities that increase the wellbeing of Sutton residents
- Creative activities that help to address one or more local needs
- Professional Development Opportunities for ANS member (individual)

TELL US AS MUCH AS YOU CAN ABOUT YOUR PROJECT:

We will ask you to answer as many of the following questions as are relevant and provide any further information at the end.

Length		What we ask:	What we're looking for in your answers:
Max 600 characters (roughly 100 words)	WHAT ?	What is the name of your project?	<i>What will you call the project when you promote it?</i> <i>For Professional Development applications: this could be your own name or a quick fun descriptor of what you're aiming for, eg 'Dani's Digital Art Discovery']</i>
		What is the project?	<i>Open & Commissioned projects only:</i> <i>Sum up your project / opportunity for us. Tell us information such as: What will it entail? What art-forms will you use? What will happen during the project / on the day of the workshop or session? What will the events / activities be?</i>
		What is your artistic practice?	<i>Professional Development Applicants only:</i> <i>Please include a brief biography of yourself as an artist</i>
		Which of the following apply?	
		<input type="checkbox"/> Drop in activities (no booking required) <input type="checkbox"/> Ticketed event (pre-booking required) <input type="checkbox"/> Exhibition <input type="checkbox"/> Performance	<input type="checkbox"/> Entrance / Participation Fee Charged <input type="checkbox"/> Free (no charge) <input type="checkbox"/> Attending Training Courses <input type="checkbox"/> Attending Networking Events <input type="checkbox"/> Other - tell us more
Max 600 characters (c100 words)	AIMS?	What are your AIMS?	<i>What do you hope will be achieved through this project / professional development opportunity?</i> <i>What will the outcome be?</i>

Length		What we ask:	What we're looking for in your answers:
Max 500 characters per question (roughly 90 words)	WHO?	<i>Optional for Artist</i> Who will deliver / lead it artistically?	<i>Who are the artists / organisations involved?</i>
		<i>Professional Development applicants - only</i> Who will experience it?	<i>Who will the participants and/or audience be (include anticipated numbers)? How do you plan to engage them?</i>
		<i>complete if relevant & different to above</i> Who will project manage it?	<i>Who is going to project manage and/or lead the logistical elements of this project? For joint applicants: how will you work together to manage the project?</i>

Max 500 characters per question (roughly 90 words)	WHEN & WHERE ?	When will it take place?	<i>Provide dates and times of all activities / events / workshops (include how many sessions / performances / workshops etc) For Professional Development applications: provide details of any training courses you intend to attend</i>
		Where will it take place?	<i>What venues / locations are you planning to use / attend? Are these fully confirmed, provisional or tbc?</i>
	NEW?	How could this be a positive learning experience for you / your team?	<i>What elements of this project (if any) will be new to you and how do you intend to find out the relevant information about these things? For Professional Development applications: how will this benefit you as an artist?</i>

<p>WHAT HAVE WE MISSED? <i>This is your opportunity to provide any further information you think is relevant.</i></p>
<p>What more do we need to know about you or your project that we haven't already asked?</p>

NB We do not expect you to change the world with £1,000 or £1,500. Be realistic!

ABOUT YOUR BUDGET (Online Form Section 4)

About the Project Budget

To be able to award you the funding grant, we will need to know that you have a clear and realistic plan of how you will spend the money. This is so we can see that it is in keeping with what you outline in the previous sections and adheres to our charitable objectives and grants criteria.

At this stage we are only looking for a basic outline of what this project / opportunity will cost and how much you will need in order to fund it.

If the Grants Panel rates your application GREEN or AMBER and you are invited through to the Applicant Meetings, you will then be asked to complete a more comprehensive budget template.

Information about REPEAT FUNDING

If you have previously received funding from ANS, and are applying again for the same or similar project (which is known as 'repeat funding'), 10% of your total budget income will need to be funding from sources other than ANS (this is known as 'match funding').

BUDGET TOP TIPS

- Even though this is just a basic budget estimate, we want to see you have an idea of how much each element of the project will cost
- Be realistic about your fundraising targets and any income from ticket sales etc
- If you are having any issues with this section, please contact ANS well before the deadline and we will do our best to offer support.

Bear in mind that projects funded by charities should not aim to make a profit - all of the income money should be used to pay for making the project happen

EXPENDITURE

Tell us how much you expect to spend on each of the following areas, with basic details to help us understand how you have reached that amount. (Not all categories will apply to all projects).

We want to know how much you will spend on:	What detail we're looking for in your answers:
People's Fees	<i>How much will you need to pay the artists delivering the project? Which other roles do you need to pay and how much will this be? For example: "£350 (one artist, leading 2 sessions, at £175 per session)" "£250 (project manager, set fee for whole project)</i>
Materials / Equipment	<i>Roughly what will you need and how much will this cost?</i>
Other Costs that might be incurred: <ul style="list-style-type: none">- Marketing / Social Media- Space / Venue hire- Expenses- Travel (outside of London only)	<i>Give detail wherever possible:<ul style="list-style-type: none">- What costs will be incurred promoting your project?- If you need to pay for a venue, how much will that be?- Will you need to pay expenses for volunteers eg travel / food?- What other specific costs do you envisage entailing?</i>
Professional Development Opportunities	<i>If some or all of what you are hoping to use the funding for does not fit into the categories above, tell us here how you intend to use it.</i>
What is your expected Total Expenditure	<i>How much will the project cost in total? (Add up all the total figures you have given above to determine the total you expect to spend.)</i>

INCOME

Tell us how much money you expect to receive from other sources in addition to this grant funding if successful

We want to know how much you will get from:	What detail we're looking for in your answers:
Amount requested from ANS	<i>How much are you asking for from ANS? (maximum £1,000 for SINGLE applicants or £1,500 for JOINT applicants)</i>
Additional income	<i>Do you intend to charge entry for any events / workshops, if so what do you expect the income from ticket sales to be? Have you / Do you expect to receive funding from other sources? If so, how much and from where? [NB see 'Repeat Funding' on page 10]</i>
What is your expected Total Income	<i>How much income do you expect to receive in order to pay for this project? (Add up all the figures you have given above to determine the total amount you expect to have for this project.)</i>

OTHER INFORMATION

Tell us about any DONATIONS of goods or services that you expect to receive in support of this project,

"In kind support": How much volunteer time will this project entail? Will you be given 'free' venue hire or resources?

CREDITING & EVALUATION & POLICIES (Online Form Section 5)

By applying for this grant, if you are awarded the funding you agree to:

- advertise that the event / project is supported by ANS (including using the ANS logo on all relevant material produced and using **#artsnetworksutton** in any relevant social media postings)
- complete an online evaluation form within two months of the event / project completion (ANS will retain 10% of the grant award until the evaluation is submitted)
- ensure that all appropriate policies and insurances are in place by the start of the project

You will be asked to indicate which of the following POLICIES / INSURANCES you have in place (if applicable):

- Do you have a safeguarding policy (if you work with adults at risk or children and young people)?
- Do you / will you carry out DBS checks on staff working with children and young people?
- Do you have an Equality and Diversity Policy?
- Do you have a Health and Safety Policy covering staff, volunteers and service users?
- Do you have public liability insurance?

REMINDER OF NEXT STEPS

- If you require a **DOWNLOADABLE VERSION** of the application form to help you draft out your answers, email us at info@ansutton.org
- Open the **ONLINE FORM** using [this Link](#) which will go live from 10th February 2025 (also on [ANS Homepage](#))
- If you have any **QUESTIONS**, or want to request adjustments or alternatives for **accessibility** purposes, please don't hesitate to contact us on info@ansutton.org by Friday 28th February.
- **COMPLETE** the online form by **Friday 7th March 2025, 17.00** at the latest (or by Friday 28th February if you want it checked for basic errors, and accept that this does not guarantee a successful outcome.)

WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION

About the Deadline (Friday 5th March 2025, 17.00)

- ❖ Like most funding opportunities, the deadlines we give are final. There are no exceptions to this, so we encourage you to submit your online application forms promptly (or early if you want it checked - see page 4).

After Submitting your Application

- ❖ You will receive an automated response from ANS once your online application form has been submitted. (Please check your Junk folder for this if it doesn't arrive in your inbox immediately).

Stage One - Online Application Review

- ❖ All applications submitted online before the deadline will be reviewed by the Grants panel, made up of members of the ANS Executive Committee*. The panel operate a traffic light system when considering grant applications:
 - **GREEN** means your idea and application is a great fit with our criteria. It's clear what you want to do and with whom, and how you intend to engage your audience (if applicable) OR how this will support your practice.
 - **AMBER** means your application is interesting, but we require more information to know if it fits our criteria.
 - **RED** means your application is not clear and may contain errors (for example not all the relevant questions have been answered). If your application falls into this category we will not be able to approve it.

Stage Two - Applicant Meetings

[At this stage we will inform **RED** applicants that we will not be able to proceed with their application.]

- ❖ All **GREEN** and **AMBER** applicants will be invited to attend a 30 min zoom meeting with representatives of the Grants panel to further discuss their applications and provide more detail, including a more comprehensive budget where necessary. These meetings will determine whether applicants become or remain **GREEN**. [Meetings will be scheduled 26th March and 5th April - you will be asked to indicate your preference of date and time on the online form.]
- ❖ Following these meetings, the Grants Committee will meet once more to make final decisions about which projects to fund. All remaining applicants [**GREEN** and **AMBER**] will be notified of the committee's final decision by mid-April 2025 (maximum six weeks following the deadline).

Unsuccessful Applications

- ❖ We want you to succeed - if not this time, then hopefully next time. We provide feedback on all unsuccessful applications to explain our decision, in the hope this will help you strengthen any future applications you make.

**NB ANS Executive Committee members cannot receive a grant as individuals; in addition they will be required to declare any conflict of interest if they are named or involved in any group applications and leave the meetings while these are discussed.*