



HERTS OPEN STUDIOS COMMUNITY PROJECTS FUNDING 2008 APPLICATION FORM

Please answer all the questions clearly. If completing by hand please use BLOCK CAPITALS. **Read the attached notes before completing the application.**
Return the completed form to: Open Studios Community Venues Funding, 280 Hatfield Rd, St Albans, Herts, AL1 4UN, by **31st January 2008**

1. **Name of group (if applicable)**
2. **Contact name**
3. **Contact Address**
4. **Post code** 5. **Email**
6. **Telephone number** **Day** **Eve**
7. **Title of project**
8. **Venue Address**
9. **Please describe the project.** Please include your target audience, your aims and objectives, and how the project meets the aims of the Community Projects Funding initiative. Continue on a separate sheet if necessary.

10. Are all artists who will be participating in the project members of Herts Visual Arts Forum? Yes/No

If No please give details:

11. Start date of project End date

12. How will you ensure that your target group(s) is made aware of your proposed activities? Please describe your plans for publicity.

12. **Estimated budget for the project (please itemise)**

Your total income and expenditure figures should be the same. Under income please indicate the sum you are requesting from Open Studios Community Projects Funding, plus any other sources of income eg artists' contributions, sponsorship etc. Under expenditure include an estimate of all costs involved (including materials and publicity).

Income		Expenditure	
Item	Amount	Item	Amount
Open Studios Community Projects			
Funding requested			
Total	£	Total	£

Signed

Print name Date

**HERTS OPEN STUDIOS COMMUNITY PROJECTS FUNDING 2008
NOTES FOR COMPLETING APPLICATION FORM**

1. The funding for Open Studios Community Projects results from the award of Lottery Funding through Arts Council England. To comply with the regulations of this grant your project must meet the requirements set out in these notes.
2. The **aims** of the Community Projects Funding initiative are to:
 - a) Increase community involvement and to reach new audiences ie. to attract people who might not normally go to an art exhibition
 - b) Increase audience awareness of the annual Open Studios event
 - c) Use innovative **community** spaces (both indoor and outdoor) ie venues not normally used for art exhibitions/demonstrations which have the potential to attract a number of visitorsYour application should clearly state how your project will meet these aims.
3. We would expect all applicants for funding and artist participants in funded projects to be members of Herts Visual Arts Forum.
4. **Publicity:** You need to ensure that you have adequate publicity to let your target audience know about your event. Any printed publicity material must include a strapline which includes the Lottery Funding, HVAF and Open Studios logos (available from the Open Studios Development Officer) and the proof of any publicity material must be agreed by the Open Studios Development Officer (who will also arrange for copies of publicity material to be sent to the contact at Arts Council England East at least 4 weeks before an event).
5. **Income & Expenditure:** Your application for funding should state all sources of anticipated income and expenditure. You should indicate the sum requested from Open Studios Community Projects Funding plus any other sources of income. We will consider proposals for projects requiring up to £1,000 of support from us. Artists participating in a project would normally be expected to pay a contribution. Remember to include an estimate of all costs involved including materials and publicity costs. We would not normally pay artists for their time.
6. All applications should be for projects during calendar year 2008 and must be received by 31st January 2008. Each application will be assessed by the Funding Group in relation to the following criteria:
 - a) The extent to which it meets the aims of the initiative
 - b) Artistic quality
 - c) The potential impact of the project in the community
 - d) Economic viabilityThe decision of the Funding Group will be communicated in writing by 29th February 2008. If insufficient applications are received by the deadline (or the quality of applications is not high enough) the Funding Group may consider applications received after the deadline.
7. If your application for funding is successful, you will need to keep a record of the number of artists involved and the number of people attending your event, and submit an evaluation report after the project.
8. For successful applications, we will normally pay up to 75% of the agreed funding prior to the event, and 25% of the agreed funding after the event, upon receipt of an evaluation report.

Completed forms should be returned to: Open Studios Community Projects Funding, 280 Hatfield Rd, St Albans, Herts, AL1 4UN by **31st January 2008**. If you have any queries regarding the application process please contact Wendy Dumbrell/Karen Rowlinson email openstudios@hvaf.org.uk or phone 07813 100651.