

DCDAN Enabling Grants

Derby Cultural Diversity Arts Network offers small grants of up to £500 for cultural practitioners and organisations working in Derby. Individuals, small groups and organisations can apply. You can only be successful once a year.

What is an Enabling Grant?

The Enabling Grant is mainly for development, and is for projects that have a primary focus on diversity in culture in arts in the city of Derby.

An Enabling Grant is money that can be used for

- training costs for you or your group.
- paying for personal or organisational research and development, or rehearsal time in a project where you or your group are the main practitioners.
- covering the costs of an expert to help develop your project, practice or organisation.
- funding a mentor to support you.
- improving your marketing or publicity to make sure your event has maximum impact.
- hire of a venue or community space where it is not possible to work with the venue.
- reducing the costs of tickets for a local event to increase access.
- additionally, **organisations** can use the grant to pay for the fees of emerging local artists in larger or mainstream venues or events.

*An **emerging local artist** is an artist who has not had the opportunity to present his or her work to a wider audience (more than fifty people **or** in a mainstream venue) **and** be paid for that work three times (or more) in the last three years, who lives in Derby or Derbyshire.*

What we cannot fund

The Enabling Grant is mainly for development, and is for projects that have a primary focus on diversity in culture in arts, with the main activity happening in the city of Derby. It cannot be used for

- Projects that do not have primary focus on diversity in culture in arts. *This does not mean that you or your group has to be from a particular ethnic group; but that your work has a **specific aim** of connecting with and attracting communities from various cultural and ethnic backgrounds.*
- Projects that do not ultimately benefit the city of Derby.
- paying for (or contributing towards) artists' performance fees **except** in the case of an organisation showcasing emerging local artists.
- paying for artists' rehearsal costs where you or your organisation are not the main practitioners.

- paying for general running costs (such as food, registration fees or subscriptions for unions)
- covering overheads that are already paid for by other income.
- covering insurance or maintenance costs.
- office rent or as a contribution towards office rent or buying a building.
- purchase or hire of equipment, materials or instruments.
- an activity that starts before we can make a decision about your application.
- funding something that has already taken place.
- Buying or hiring things which you could access for free: for example, hiring venue space at short notice instead of working with the venue to be included in its programme of events.
- Contingency funding (for example, covering an unforeseen increase in costs for a project).

The Enabling Grant is for a maximum of £500. **Please do not apply for more than this amount.**

How to apply

There are five easy steps:

1. **Read this information sheet carefully.** It should tell you what you need to know to be able to apply to us.
2. **Tell us about yourself and your idea.** Send a brief outline of your idea to grant.apps@dcdan.org.uk.
3. **Arrange a meeting with two members of the DCDAN steering group,** who will make notes about what you want to do.
4. **Then fill in our easy application form.** This can be downloaded from our site at <http://dcdan.org.uk/>
5. **Wait for four weeks.** This will give us time to assess your application.

Your application should allow *at least six weeks between the time you apply and the date you need the funding*. This will give time for bank transfers or cheque clearances, and for us to ask more questions if needed.

The application form

There are four sections to the form.

1. **About you**
Please enter your details or the details of organisation here. Also let us know your preferred method of contact.

Note that **if you are registered on the DCDAN web-site, there is no need for you to fill in this section**; just tick the box marked "I am registered on the DCDAN web-site" and put down your name or the name of your organisation.

As long as you have completed your profile, we will be able to collect the

information from there and will contact you about your application by e-mail.

2. Your project

You do not need to write a lot – please explain your idea in the two pages provided, using a font size of 12 points (the font size of this paragraph). Please tell us

- what you want to do
- when your activity will start
- how you plan to make your idea happen
- why it is important to you or your organisation
- what partnerships you have already and how you will work together
- how it will develop you or your organisation
- how it fits with what you want to achieve in the future

If you are applying for marketing and audience development, please also let us know

- the target audience you intend to reach, why you are aiming for them; and
- how your idea will increase or meet the needs of your audience, and help you improve your relationship with them.

If you are an organisation applying for developing emerging local artists, please also let us know

- how your idea will meet the needs of the artist(s), and help you improve your relationship with them.

3. Finance

You need to state how much you need from the Enabling Grant fund for your idea, and the breakdown of how the money from the Grant will be spent.

It's good practice to keep a copy of your receipts.

4. Evaluation

By applying for an Enabling Grant, you are agreeing to evaluate your work and share this evaluation with others.

To do this we would like you to write how you used the grant and what you achieved with it.

The written evaluation does not need to be formal. If you have an account on the DCDAN web-site you can write about your project on your blog space.

We would also like you to share your experiences at a meeting; or you can choose to have an evaluation meeting with one of the steering group.

Please check you have filled in all sections before sending the form.

After completing the form, sign it and

EITHER e-mail the form as a **PDF** or a **Rich Text Format (RTF)** file to
grant.apps@dcdan.org.uk

OR send it to:

DCDAN Enabling Grants Scheme

Arts Team

Derby City Council

Roman House

Friar Gate

Derby

DE1 1XB

We prefer e-mail applications.

Please do not send applications as Microsoft Word documents.

Two signatures are required for organisations, and for joint applications we require a signature from the leader of each partner organisation.

If sending an joint application by e-mail, then the lead of each partner must send an e-mail declaring their involvement with the application.

If the e-mail application is from an organisation, then we require an supporting e-mail from the leader of your organisation.

If you are successful

We will write to you if you are successful, explaining any special conditions we may have applied, and how we will pay the grant. It will be a one-off payment.

Everyone who receives a grant from us must accept our standard conditions for grants. These conditions will come with the notice of success.

You must accept the offer within one month. This means writing back to us and officially accepting our conditions. Please also send us your bank details. You will need a bank or building society account to receive the Enabling Grant.

If you receive a grant offer but no longer wish to accept it, please let us know in writing.

If you are not successful

We will write to you explaining in detail why you were not successful. You can apply again, but we recommend that you contact us first before doing so.