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**ARTS COUNCIL
ENGLAND**

IMAGINE festival of the arts 2015 guidelines for grant application.

Welcome to Sutton's largest festival of the arts

The aim of this year's festival is to establish new relationships between libraries, artists and arts organisations, which encourage communities to participate in artistic and cultural activities. These community grants serve to offer quality arts experiences that are ambitious and innovative whilst supporting local talent.

So far... we will be working with acclaimed composer Fraser Trainer to turn Wallington into a living instrument and plans for a large music day on the site. In the Phoenix centre we're working with Dog Kennel Hill Projects and InUnity to deliver dance classes over the summer and a final performance planned for October. In Sutton Central library we're working with the talented Rachael Sambrooks and Robin Vaughan William to deliver spoken word workshops, which culminate into a final digital literature event hosted by performer John Hegley. Finally we've commissioned ART workshops to collaborate with scenic painter James Rowse and produce 6 banners to hang in Cheam library.

Can you offer something outside of these projects? We invite work that stands out and utilises these libraries and other sites such as The Sutton Life Centre, Circle Library, Library@Westcroft and Worcester Park library but are open to applications for events based in other locations. However, these events must lead people back to libraries in some form.

We encourage

- Projects that celebrate the history and stories of Sutton's libraries and surrounding communities.
- Applications that invite participants / audience to see their library differently and activate the space(s) in new way.
- Digital projects that redefine what we think a library is, including any projects that promote the free wifi.
- Organisations who can demonstrate new and innovative ways of engaging teenagers and the elderly with libraries.
- Applications that celebrate established national initiatives such as the WW1 Centenary, The Big Draw, Black History Month, the Family Art Festival and others taking place between 16-31st October 2015.

Grants

All projects funded by the grants scheme must be based in London Borough of Sutton and benefit people in Sutton. Outside organisations can apply, but the projects must benefit people in Sutton.

Who is eligible to apply?

Organisations and groups who deliver cultural and artistic activities or events are eligible to apply. The majority of the work by these groups must take place in London Borough of Sutton.

Project Timetable

The project / event must be planned between Friday 16th – Saturday 31st October 2015.

Deadline for submission

All applications must be received by Wednesday 1st July. All successful applicants will be notified by Wednesday 15th July. Please assume that you have been unsuccessful if we have not contacted you by this date.

To ensure fairness for this grant, a mixed panel of officers from the London Borough of Sutton will assess the applications, with two independent representatives invited from the Sutton community.

To give your application the best possible chance of being successful, you need to consider the following:

- Does the project provide a participatory opportunity?
- Does the project provide an opportunity that the target group would not otherwise be able to access?
- Does the project create new partnerships?
- Does the project celebrate arts and culture?
- Must be free and accessible to all

You also need to be aware that

- The Council will not support fundraising schemes.
- The Council will not support projects/events that promote religious or political beliefs.
- The money cannot be used to fund projects which have already started or are on-going activities

Your project

Please give as much detail as possible about your project.

Ask yourself some of these questions:

- Who will you work with?
- Who will lead the project?
- How many sessions will take place?
- Where will the work take place?

The judging panel will look at who benefits from your project. Remember your project must give the opportunity for the public to get involved either as a spectator or as a participant.

BACS payment

Please note that we cannot pay grants into an individuals personal bank account. If you do not have a bank account for your organisation you will need to provide bank details of an umbrella organisation that will be able to receive the money on your behalf.

Equal Opportunities Policy

It is understood that some groups may not have an equal opportunities policy but if not successful groups will be expected to follow the principles of the councils Equal Opportunities Policy which can be found [Here](#)

DBS Checks

If your organisation receives funding from London Borough of Sutton, a disclosure and barring certificate will need to be supplied from staffs that have unsupervised contact with children and vulnerable adults. The council expects all organisations working with children or young people (up to the age of 18) to have child protection procedures in place, based on the London Child Protection Procedures, which can be found [Here](#)

Please send your completed applications via email to Joanna Steele at Joanna.steele@sutton.gov.uk