

GWYNEDD AND ANGLESEY SCHOOLS

ARTS AGENCY

GUIDELINES 2009/10

1. THE AGENCY'S OBJECTIVE

Gwynedd and Anglesey Schools Arts Agency will consider allocating grants to schools within Gwynedd and Anglesey Education Authorities and appropriate bodies working on behalf of those schools such as Parents and Teachers Committee, in order to promote activities in all art forms.

2. FUNDED ACTIVITIES

- a. The Agency will not consider applications for activities that are only of a literary nature – such applications should be sent to the Welsh Academy – ☎ 01766 522817
- b. Grants are allocated towards costs of holding activities including salaries/fees, consumable materials/goods, production costs and travelling expenses. The Agency cannot pay capital equipment costs but these costs can be included as a contribution of the required match funding (i.e. **at least 35% of the total costs**) by the applicant.

3. CHILD PROTECTION POLICY

- a. It will be the school's responsibility to ensure the necessary supervision (namely a teacher's continual attendance) for pupils during the project if an artist is used who has not undergone the criminal record check.

*** For further details please call Gwawr Wyn Roberts on 01286 679721 / 07789 032517**

4. THE APPLICATION PROCESS

- a. Schools will not be permitted to submit more than one application within one academic year.
- b. Schools can apply for **up to 65%** of an arts projects costs.
- c. Every applicant is requested to complete an application form.
- d. Grant application closing dates –

12pm, 3 July 2009	12pm, 1 December 2009	12pm, 8 March 2010
--------------------------	------------------------------	---------------------------
- e. The Steering Group will consider every individual application on receipt and decisions will be taken as soon as possible. A letter will be sent to the applicant confirming the Steering Group's decision.
- f. Priority is given to projects that keep within the criteria mentioned below.
- g. A brief report, monitoring form, finalised expenditure form (including copies of invoices) and a photographic record of the project at the end of the activity/project should be sent to Agency officers. The grant will only be awarded when these documents are received.



- h. The grant will be paid through internal transfer to the school preparing the application. It should be mentioned on the monitoring form whether the grant should be transferred to the school finances or to the school fund.

5. ARTIST FEES & PROJECT COSTS

- a. An artist fee of up to £160.00 per day can be funded. If the artist charges more the school will have to fund the difference.
- b. Travelling costs for artists will be paid in accordance with Local Authority fees. Contact the Agency for more details.
- c. The Agency will consider funding schemes up to 65% of the total project cost with a **maximum grant of £1,500.00** per school.

6. CRITERIA

- a. The aim should be to provide high quality artistic experiences for participants and the artistic leadership should be experienced.
- b. It is imperative that each activity be additional to the Statutory Curricular Requirements.
- c. Favourable consideration is given to projects that include up to 6 visits from an artist or short-term projects.
- d. Projects costing more than £1,000 are more likely to be approved if the application is submitted as a consortium/cluster/catchments-area i.e. one application for the same activity in more than one school.
- e. Favourable consideration is given to projects that provide value for money.
- f. Favourable consideration is given to projects that combine artistic fields and/or projects that make use of the arts to support and enrich broader educational aspects.
- g. Additional funding should be sought from the community for projects linked to special celebrations.
- h. Schools that have already received sponsorship from the Agency should consider working in partnership with another school/other schools or alter the artistic genre if deciding to re-apply for sponsorship.
- i. Priority will be given to projects which promote the arts for the pupils and for the teachers. Projects which build on teachers artistic skills will be given preference as they are a means of professional development and ensure artistic sustainability within the school environment.

7. MARKETING

- a. As a rule, whenever practical or appropriate, every applicant will be expected to acknowledge the Agency's contribution on any publicity material. Please contact Gwawr Wyn Roberts for a copy of the Agency's logo – 01286 679721

8. CLAIMING YOUR GRANT - **IMPORTANT**

Each school will be required to complete their projects by the end of the academic year. Each school will have to claim their grant money by the end of September in the following academic year. If this is not done the schools will lose the funding.

