



Grants for the Arts Application Guidelines

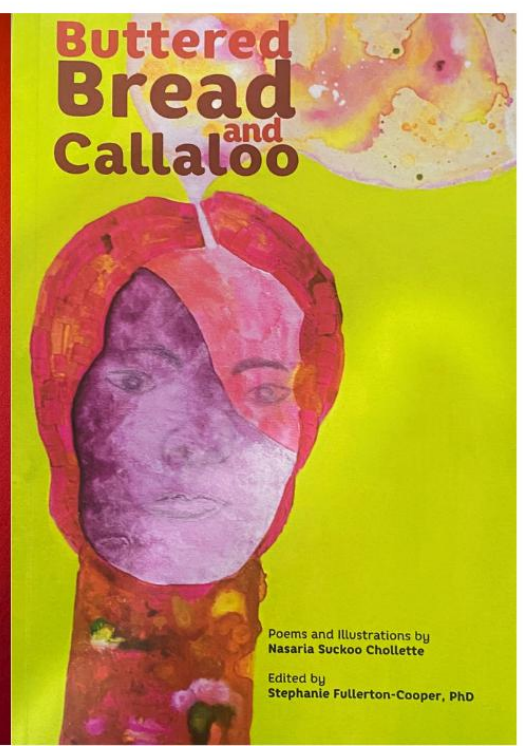
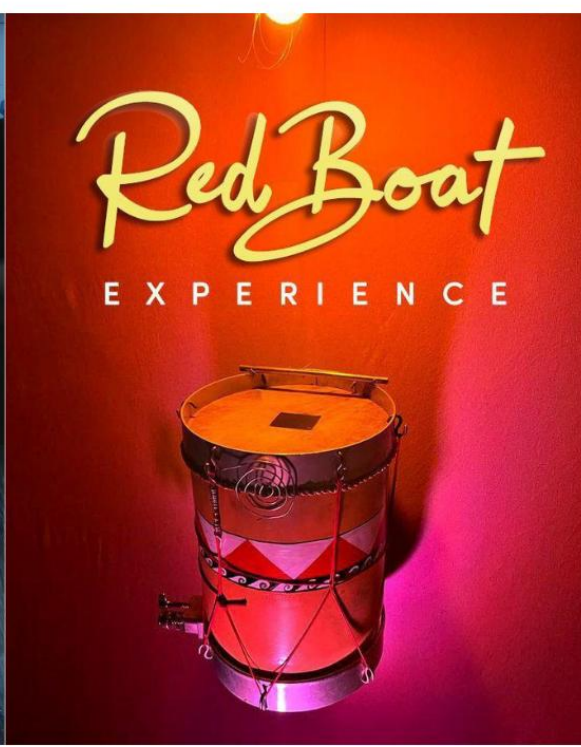
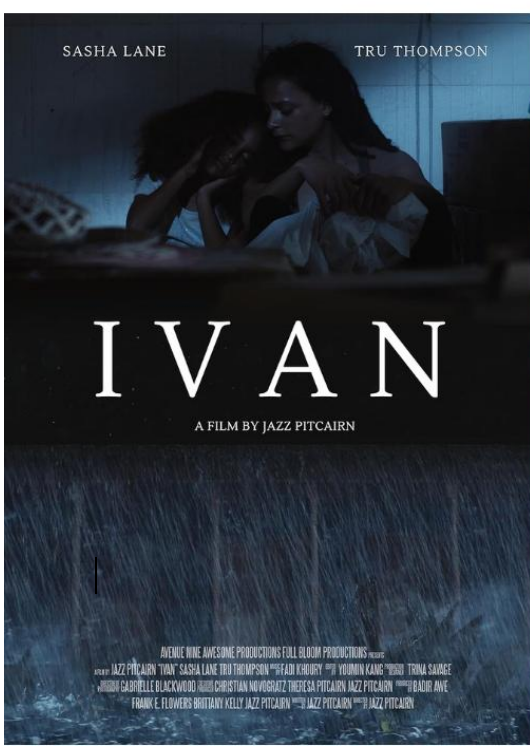


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INTRODUCTION

The Cayman National Cultural Foundation's (CNCF) mission is “to stimulate, facilitate and preserve cultural and artistic expression generally, particularly the preservation and exploration of Caymanian performing, visual and literary arts, crafts, culinary arts, etc.”

Thank you for your interest in CNCF's Grants for the Arts (GFA), our funding programme for arts activities that 'engage' people in the Cayman Islands and help individual artists and arts groups to carry out their work. 'Engage people' means people being stimulated or inspired by, and getting actively involved with/in, the arts. This could include taking part in an arts activity or creating a work of art.

This document should give you all the information you need to apply. We encourage you to read it carefully before you complete the application form.

Five Steps to Apply for Grants for the Arts

- 1. Read these guidelines carefully.** They provide important information on how to apply for a grant and answer some common questions.
- 2. Write a proposal.** You need to write a proposal about the activity you want us to support. This is a very important part of your application. The 'Your Proposal' section of this document (page 13) gives detailed instructions that you should follow carefully.
- 3. Complete the application form.** This gives us information about you and what you are applying for. The form also gives us information we may use to report to the Government or to monitor the different areas in which we give grants.
- 4. Include any relevant extra information.** Depending on the type of activity you want us to support, you may need to include extra information. We may also ask you to send us more information if we want to verify something in your application.
- 5. Make your application online at: www.artscayman.org.** If you cannot apply online, submit your application to us at:

Grants for the Arts
Cayman National Cultural Foundation
Harquail Theatre, 17 Harquail Drive
PO Box 30201 SMB, Grand Cayman KY1-1201
CAYMAN ISLANDS

CNCF Grants for the Arts is an ongoing programme but we make regular improvements and may introduce new materials from time to time. Before sending us your application, please check that you have the latest version. You can do this by visiting our website at www.artscayman.org or by phoning our office on 345-949-5477.

The Grants and Awards Committee will not review any application that is not submitted on the current standardised form.

Structure of Grants

Cash grants are awarded as follows:

INDIVIDUAL ARTIST

Practical Endeavour: Production of a piece of Theatre, Dance, Music and Song, Film, Literary, Crafts, Culinary, etc.

Award Amount: Maximum CI\$3,000

Arts Research: Quality interrogation of one or more aspects of Caymanian folk traditions, cultural arts or humanities discipline, leading to the submission of a publication-worthy paper of no less than 5,000 words.

Award Amount: Maximum CI\$3,000

ART ORGANISATIONS/GROUPS

Practical Endeavour: Production of a piece of Theatre, Dance, Music and Song, Film, Literary, Crafts, Culinary, etc.

Award Amount: Maximum CI\$6,000

Arts Research: Quality interrogation of one or more aspects of Caymanian folk traditions, cultural arts or humanities discipline, leading to the submission of a publication-worthy paper of no less than 5,000 words.

Award Amount: Maximum CI\$6,000

MANAGEMENT'S DISCRETIONARY GRANT

As the title suggests, this grant is made, on the recommendation of CNCF Management, to an individual artist or culture animator in need of a small amount of funds to help in starting or completing a project that demonstrates creative vision. To apply for this grant, contact the grants committee, at grants@artscayman.org.

Award Amount: Maximum CI\$1,000

Not every eligible application can be successful. As a result, applicants should consider other options if CNCF cannot fund their activity.

Application Deadlines

We consider grant applications in March and September each year. The submission deadline for March applications is 15 January. The submission deadline for September applications is 15 July.

When You Will Know

We will notify applicants of the Grants and Awards Committee's decision by 15 May for applications considered at the March session, and by 15 November for applications considered at the September session.

How to Contact Us

For general information about Grants for the Arts you may contact us as follows:

- Phone: 345-949-5477
- Email: grants@artscayman.org
- Website: www.artscayman.org

Our office staff provides general information about:

- CNCF work.
- how long it takes us to reach a decision.
- eligibility.
- things we do not fund; and
- information sheets that support our programme

Before You Begin

Please read this document carefully before you work on your proposal or fill in the application form. It will tell you who can apply (page 7), what you can apply for (page 8) and what your application must include (page 9).

If you have any questions that this document does not answer, or if you need advice on your application or the activity you are applying for, you may contact us before you apply. Please read the application materials and be ready to describe your activity to us. This will save time and help us give you good advice.

Making Your Application Eligible to be Assessed

We cannot assess applications that are not eligible. You can do the following things to help avoid this.

- Allow enough time for us to reach our decision and for you to start planning and preparing to start your activity. If your activity/project is solely dependent on CNCF funding, we would recommend you not start the activity/project until a decision has been made by the GFA Committee. Fill in the application form completely and legibly.
- Attach a budget showing projected sources and amounts of income as well as a breakdown of projected expenses related to the activity, giving us as much information as possible so we can see how you have reached your figures.
- Make sure your budget balances. The total income should be the same as the total spending.
- Include your proposal and follow the five headings given. See the 'Your Proposal' section of this document (page 13).
- Send in a CV (curriculum vitae) if you are applying as an individual.
- Enclose everything we ask for.
- If you're applying on behalf of a group, provide the names and contact information for two persons who are authorised to sign cheques on behalf of the group.

Other Income for Your Activity

We want to make our funding go further, and we expect you to make the most of any other sources of income available to you. This can include:

- funding from other public entities;
- private sector donations; and
- a contribution from you or your arts group.

In very special circumstances we can provide a grant for the total cost of your activity. These circumstances could include situations where there is little chance of raising money from other sources. If you apply to us for the total cost of your activity, your proposal must tell us what your special circumstances are, and the efforts you have made to raise money from other sources.

We wish you success with your application.

ELIGIBILITY

Our grants are for individuals who are resident in the Cayman Islands and have been resident in the Cayman Islands for the preceding twelve (12) months and operate in the Cayman Islands. They are for activities carried out over a set period and which:

- engage people in the Cayman Islands in arts activities; and
- help artists and arts groups in the Cayman Islands carry out their work.

Who Can and Cannot Apply

The following individuals or arts groups **can apply** for Grants for the Arts.

Individuals:

- creative artists from all arts disciplines
- crafts people
- arts educators
- cultural workers

Groups:

- arts organisations
- youth groups
- community groups

Please note that groups should have a bank account with two people who can sign in the group's name.

Your activity must take place mainly in the Cayman Islands. There are some exceptions to this when artists or arts groups from the Cayman Islands are involved in activities in other countries.

The design and delivery methodology of a project is entirely in the hands of the artist/s making a submission. Relevance to a Caymanian aesthetic – visual, aural, and social – is essential and must be obvious to the Grants Committee members.

The following individuals or arts groups **cannot apply** for Grants for the Arts. If you fall into one of these categories, your application will not be eligible to be assessed.

- Arts groups that can share out profits to members or shareholders, unless the activity you are applying for is a self-contained arts project and has a clear benefit to the public
- Individuals or arts groups based (living) outside of the Cayman Islands

Applications We Ask For

We may occasionally ask for specific applications to help us achieve our mission and priorities. For more details about our mission and priorities, please see our website (www.artscayman.org).

What You Can and Cannot Apply For

We have designed CNCF Grants for the Arts to encourage you to develop your ideas, linked to your artistic needs and future plans. It aims to be flexible and to encourage new ideas. We are interested in supporting as many applicants as our budget allows.

You can apply for grants for arts-related activities running for a limited time, such as:

- Projects and events
- Commissions and productions
- Research and development
- Activities for people to take part in
- Educational activities
- Professional development and training
- Organisational development to improve the long-term stability of arts organisations
- Touring (touring activity might involve performances or exhibitions, artistic residencies, artistic work involving people from specific communities, or possibly all of these things)

You cannot apply for the following activities:

- Activities that are not related to the arts/culture and heritage
- Activities that provide no potential benefit to the public, either in the short or long term
- Activities, including buying goods or services, which take place or start before we would be able to decide about your application
- Activities, equipment or events that duplicate what already exists
- Costs that are already covered by other funding
- General running costs and overheads that are already paid for by other income, including your own funds
- Ongoing overheads relating to equipment or buildings, such as insurance and maintenance costs
- Fundraising events, such as charity galas, that do not benefit the arts
- Activities or events mainly taking place outside the Cayman Islands. There are some exceptions to this, for example, grants for international travel or training, and international exchanges but these activities must benefit individuals and artists living in, and arts groups based in, the Cayman Islands.

- Activities that do not benefit or engage people in the Cayman Islands or that do not help artists and arts groups in the Cayman Islands to carry out their work
- Buying equipment and instruments which would not be used for the benefit of the public, either immediately or in the long term, or where the applicant does not have an artistic track record
- Self-promotional activities which do not provide public benefit, either immediately or in the long term, or where the applicant does not have an artistic track record
- Activities in a formal educational setting for educational purposes necessary by law
- Afterschool programmes

The Number of Applications You Can Make

In exceptional circumstances, we may accept a second application while we are still assessing the first one. Please contact our office staff if you want to make a second application. We will confirm in writing whether this is possible, and if permitted, you must include the confirmation letter from CNCF with your second application.

If you have had a grant from us before, you must meet all the conditions in your grant offer and you must send us all the information we need for that grant before you apply again. We cannot assess a new application if you still need to meet conditions from a previous grant. If you have been unsuccessful with a previous application, you can apply for a grant again provided you still meet the eligibility requirements.

What Your Application Must Include

To be assessed, your CNCF Grants for the Arts application must include a number of items, including a proposal and completed application form. Applicants who do not use the current standardised form will be asked to complete the correct form. You must apply online or use the application form posted on our website (<https://artscayman.org/grants-for-the-arts/>).

To be assessed, your application must include the following:

- A signed and dated **application form with the answers to ALL questions filled in**
- A **proposal**, following the headings we ask for in this document. You must use these headings, or your application will not be assessed.
- A **budget** showing projected sources and amounts of income as well as a breakdown of projected expenses related to the activity, giving us as much information as possible so we can see how you have reached your figures. You must show a balanced budget (that is, your income and spending, including how much you are asking for from us, must be the same).
- A **tour schedule** (if you are applying for touring activity).

- A **CV** if you are applying as an individual.
- **Written confirmation** that we agree with you making another application if we are already assessing an application from you

If your application does not contain the information, we need in the format requested, it will NOT be assessed. Also, we will not be able to process your application if it does not contain enough information to assess it, or if you have not met all the conditions from a previous grant. Therefore, please follow the guidelines carefully and provide as much detail as you can on your past work/projects in your proposal.

Sending Us Your Application

Acknowledgement of Application

The application form can be completed and submitted directly to CNCF or downloaded from the CNCF website (<https://artscayman.org/grants-for-the-arts/>) and completed electronically, saved and emailed. Once submitted, you will receive an email acknowledging receipt of your application. If the email indicates that one or more sections is/are incomplete/questionable and are marked with an asterisk (*), it is imperative that you quickly provide the necessary information, in writing, to the secretary of the CNCF Grants Committee, at grants@artscayman.org who will then advise whether your application has been accepted.

If you have applied online or given us an email address, we will send this receipt only by email. Contact us if you have not heard from us within 10 working days after you send the application.

Documentation of Past/Current Work

Please submit documentation of your past/current work to support your application and to familiarise the committee with your work. Some examples of what you could send us include:

- an evaluation of your work
- other people's views on the quality of your work (e.g., audiences, people taking part, artists, critics)
- links to other sources of information about your work such as a website
- a small sample of images of your previous work or of work in progress
- evidence of who takes part in and attends your activities and how you reach them
- other proof of your past work
- a first draft of your book/play script
- a Curriculum Vitae (CV). A CV will help us learn more about what you have done in the past. If you are an arts group, please include a CV for each main person involved in the activity, or more information about them.

Please do not send original pieces of work as they will not be returned.

Signed Declaration

You must ensure that you have signed the declaration at the end of the application form and use the checklist included in the form to make sure you have sent everything that has been requested. Please inform us immediately if anything in your application changes during the assessment process.

What Happens Next?

After your application has been accepted, we first check whether it is eligible. We will then assess your application and decide whether to award a grant. We consider your application against an overview of other activities we have funded.

Notification of Awards

An official letter of notification will be sent to each applicant from the secretary of the CNCF Grants Committee advising of the outcome of his/her application. Unsuccessful applicants will receive a written justification for the decision. Successful grants will be announced in the media. The decision of the Grants Committee is final.

How We Assess Your Application

One of the important things we consider is how closely your activity meets our assessment criteria which are as follows:

- The quality of the activity, or its ongoing effect on artistic practice (or both) and the quality of experience for audiences and those taking part
- How the activity increases opportunities for the public to engage in arts activities
- How the activity will be managed and its ongoing effect
- How realistic the activity is financially, and its future effect

If your application is assessed as not meeting any of the four assessment criteria, a grant offer will not be forthcoming.

What Happens if You are Offered a Grant

You will receive an offer explaining any special conditions and details of how we will pay the grant.

Everyone who receives a grant must accept our standard conditions. These conditions are provided by the grants secretary in a contract upon the success of your grant application. We may add special conditions to our offer of a grant. This is perfectly normal, and most grants will have some extra conditions attached.

We will also explain how you should acknowledge funding from us. If you do not acknowledge our funding, it may affect any future applications you make.

If you receive a grant offer but no longer want to accept it, please let us know in writing. You must accept the offer within ONE month. This means signing the contract and returning it to us. We will make all payments when you have met any conditions associated with receiving payment. If you applied as a group of people, you will need to send the bank details, including the names and contact information of two persons who are authorised to sign cheques on behalf of the group. The person taking the lead in making the application will be responsible for the grant. You must also continue to meet our standard grant conditions.

What Happens if Your Application is Unsuccessful

You will receive a letter outlining the main reasons why your application was unsuccessful. You can apply again at any time. We will not be able to assess repeat applications for the same activity/project that have not addressed the concerns expressed in the first (unsuccessful) application.

Your application and supporting documentation and information will be kept on file for two years, after which time it will be destroyed.

Complaints

Any artist/group who has submitted an application for a grant and has reason to believe that the application was unfairly dealt with is encouraged to submit a written complaint in the form of an email to the Secretary of the CNCF Grants Committee at grants@artscayman.org. The complaint should be made within five (5) working days of receiving notification of an unsuccessful application. A response will be provided via email within 10 working days after CNCF receives the complaint.

YOUR PROPOSAL

Your proposal, along with the application form, will be used to assess your overall presentation and should be detailed and concise.

If you are applying as an individual, you must also include a CV with your application. This will help us learn more about what you have done in the past. If you are applying as an arts group, please include a CV for **each main person involved in the activity, or more information about them.**

For all applications, you must provide the following. Some areas might not be relevant to all applications.

1. You and Your Work

- Name and type of project or activity
- Duration of project
- Activity location
- The names, skills and experience of the artists and other main people involved
- The aims of the activity and how you will achieve them
- How this activity fits in with your current work and its future development
- How the activity is likely to affect the people who experience it, or how it will affect the arts more widely
- Tour schedule (if your activity is touring)

For applications over \$1000, please also tell us the following:

- How you will involve other artists or people with other skills
- How the activity will develop your skills or those of the artists taking part
- How you will explore new ideas and concepts in this activity
- How the activity relates to best practice in this area

2. How the Public will Engage with Your Work

- Details about the people the activity will reach (for example, the audiences – age range - or people taking part), stating whether these people would not normally engage with the arts

For applications over \$3000, please also tell us the following:

- Details of how you will reach people and details of your press and marketing activities

- Details of how you think you could engage the public in the future (for example, some research and development activities) if there is no immediate chance of engaging people

3. Making it Happen

- How far you have gotten with your planning
- How you will manage the main stages of your activity, and what each stage contains
- Your past experience of successfully managing a similar activity

For applications over \$6000, please also tell us the following.

- The involvement of, and support from, any partners, including others providing funding
- What risks you have identified to successfully completing the project, and how you will manage them
- The long-term implications of the activity on you or your group
- How your management committee or board are involved in the activity

4. Finance

All applications must include a budget that will give us most of the information we need to carry out our financial assessment. Your budget must include:

- How you have worked out the figures in your budget
- Your approach to raising as much money as you can from other sources, what other sources of funding you have applied for, and the progress of any other applications you have made for funding

5. Evaluation

Please tell us how you plan to monitor the progress of your activity and to evaluate your achievements from the start and throughout the activity. Evaluation is a structured way of thinking about what has happened.

All applicants are to provide a thorough S(strengths) W(weaknesses) O(obstacles) T(threats) analysis and conclusion for your activity.

For applications over \$3,000 please also tell us the following.

- How you will share the results of the evaluation with others (including things you have learned from the activity and good practice).
- How you will evaluate the effect the activity has on the people and communities taking part.

If we award you a grant, we will ask you to evaluate your work and fill in an **Activity Report** form (download from www.artscayman.org) at the end of your activity.

Kindly familiarise yourself with the Activity Report **prior to submitting your grant application** so that you know, in advance, what documentation, especially of expenses paid, will be required at the end of the project.

YOUR BUDGET

All applications must include a budget or they will not be assessed. The budget should be for the total cost of the activity and should also include the amount you are applying for. A sample budget can be found on the CNCF website on the Grants for the Arts page. We expect at least 10% of the total cost of the activity to come from other sources.

In very special circumstances we can provide a grant for the total cost of your activity. These circumstances could include situations where there is little chance of raising money from other sources. If you apply to us for the total cost of your activity, your proposal must tell us what your special circumstances are, and the efforts you have made to raise money from other sources.

Other Spending

Include any other spending for your activity that is not included elsewhere. This can include an amount for unexpected costs (contingency spending). There are some overheads or running costs that we do not fund – see the ‘What You Can/Cannot Apply For’ section of this document for that information (page 8).

Please double check your figures to make sure that they are accurate as applications with inaccurate figures will not be assessed.

YOUR WORK AND THE FREEDOM OF INFORMATION ACT

We are committed to being as open as possible. This includes being clear with you about how we assess and make decisions on Grants for the Arts. If you apply to us for a grant, we are happy to give you copies of the information we hold about you, including our assessment of your application.

We are also listed as a public authority under the Freedom of Information (FOI) Act 2007. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2007. However, we will not release those parts of the documents covered by one or more of the exemptions under the Act. Visit the website at www.ombudsman.ky for information on the exemptions and freedom of information generally.

This section describes how we generally plan to treat your application documents and assessment information if someone asks to see them under the Freedom of Information Act 2007. However, it does not cover all cases as we have to consider each request for information individually, based on the situation at the time.

We do not release any information about applications during the assessment as this may interfere with the process. After we have assessed your application, we may release your application documents and information about our assessment if a member of the public asks for them. Here are details of what information we would not release.

If your application is not successful, we would not release the following:

- Your name, home address, email address, phone, cell phone and fax numbers, and any details of your background (if you have provided details)
- Any information you said was confidential when you applied to us for funding. This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information before the date your activity ends (as shown in your application), we would not release the following information.

- If you are an individual – your home address, email address, phone, cell phone and fax numbers, and any details of your background (if you have given details)
- Any information you said was confidential in the application form. This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information after the date your activity has ended (as shown in your application), we would not release the following information.

- If you are an individual – your home address, email address, phone, cell phone and fax numbers, and any details of your background (if you have given details)

Under the Freedom of Information Act 2007, if we are asked for information after your activity has ended, we will generally release your proposal and budget, together with all other information in your application documents. We will only not do this if in the application form you provided good reasons for the information remaining confidential after the end date.