



SURREY HEATH
ARTS COUNCIL

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Registered Charity 286681

GRANT AID GUIDANCE AND APPLICATION FORM

Grant Aid is funded by an annual grant from Surrey Heath Borough Council to enable financial assistance to be made to local groups and individuals at non-professional level. This scheme is aimed at developments in the cultural field.

Individual applicants must live, work or be educated within the borough of Surrey Heath to qualify for a grant. For **Organisation applications**, the activity /event / benefit must be within the borough of Surrey Heath to qualify for a grant.

Application Process

We invite applications three times each year with **deadlines at the end of January, May and September.**

The application will be judged by the Arts Council core group in the first instance with a recommendation presented to the Arts Council advisory group. All applicants will be advised within 3 weeks of the deadline and projects must not start until the applicant has been notified.

Please note, awards are made at the sole discretion of the Surrey Heath Arts Council. Priority may be given to those who have not recently been awarded support from the Surrey Heath Arts Council.

All successful applicants will be asked to provide a 500 word summary of how the grant was used. This may be published on the Surrey Heath Arts Council website and used as evidence in future funding applications.

The Arts Council supports

- Contribution towards vocational course fees up to £400
- Not for profit or free to attend community events with defined cultural objectives
- Art, photography, heritage exhibitions
- Music events and / or associated workshops
- Dance and Drama events
- Equipment to support individual or group artistic endeavours
- Engaging a professional artist/performer for a free to attend event
- Activities and events that fulfil Surrey Heath Borough Council aims and objectives

The Arts Council will not support

- Marketing costs
- Room hire costs for event, workshops etc.
- Stationery and Admin costs
- Staff or volunteer expenses
- Profit making endeavours
- Refreshments
- Underwriting any losses.

GRANT AID APPLICATION FORM

All applicants should complete Sections A and D. Organisations should also complete Section B; individual applicants should also complete Section C.

SECTION A *(to be filled in by all applicants)*

Name of organisation / individual applying.....

Address

Email address.....

Contact telephone number.....

Full details of purpose and benefit of grant applied for (continue on additional sheet if necessary)

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Total cost of project Amount applied for.....

Date of application.....

SECTION B *(to be filled in by Organisations only)*

What are the organisation's purposes/aims?

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How long has this organisation been in existence?

NB. A balance sheet for the previous year should be attached along with a summary sheet of proposed costs of project.

SECTION C *(to be filled in by Individual Applicants only)*

Name and position of referee.....

Address

..... Tel:

Connection with applicant

SECTION D *(to be filled in by all applicants)*

Have you or your organisation previously been awarded an Arts Council Grant?

YES / NO If Yes state Date.....Amount.....

What was the grant requested for?

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Applicant signature..... Date

Please complete the form and return it by email to: surreyheathartscouncil@gmail.com

The information you give us is protected by the Data Protection Act 2018 and will only be used for the purpose set out in this document.

END OF GRANT AID APPLICATION FORM

For Committee Use

GRANT PROCESSING		
<i>Date Received</i>	<i>Date of Grant Meeting</i>	<i>Presentation requested Yes / No</i>
<i>Referee contacted Yes / No</i>	<i>Grant Awarded Yes / No</i>	<i>Amount, if applicable</i>
<i>Any Conditions</i>		
<i>Date ratified</i>	<i>Date applicant notified</i>	<i>Signature</i>
<i>Applicant's Report received</i>		

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