Small Project Grants
Guidance for applicants
1. About

Our Small Project Grants provide up to £10,000 funding to help museums, galleries and visual arts organisations realise new and adventurous projects across a range of activities to benefit their audiences.

This guidance will help you consider whether this funding programme suits your needs, and provides further information regarding eligibility and how to submit a strong application.
2. Before you apply

Aims

The overall aim of this fund is to help museums, galleries and visual arts organisations act on good ideas and/or test new ways of working that will benefit their audiences.

What we’ll fund

We encourage project activity and outcomes that align with one or more of the four strands of our charitable programme:

Building collections
To support museums in adding to their collections through acquisitions, commissions, gifts and bequests, conservation and other means.

Shaping futures
To help museum professionals to develop their skills, share expertise and strengthen curatorial leadership.

Reaching audiences
To help museums increase the impact of their collections through the sharing of works of art as widely as possible.

Making connections
To help museums engage more inventively with their audiences, and collaborate more closely with each other, so more people can see more art.

We will consider grants for any type of activity provided the organisation can demonstrate its impact and benefits and show which of Art Fund’s programme aims it meets. We encourage innovative and entrepreneurial thinking and are happy to support experimental projects.

We particularly welcome applications which focus on:
– audience development
– equality, diversity and inclusion
– activity outside London, and/or in areas of low cultural provision/engagement
– new partners

We cannot fund:
– Long-term running costs, including core staff costs
– Costs relating to ongoing overheads, including equipment
Case studies

Touchstones Rochdale: Herstory – Women Artists from the Private Collection of Patrizia Sandretto Re Rebaudengo
Art Fund grant: £4,800
Aims: To use the exhibition and the issues it addresses to engage more closely with vulnerable women in the local community.
Activity supported by Art Fund: A community engagement project working with a range of local women and young people to generate their own personal creative responses to specific artworks.
Art Fund programme strand: Reaching audiences

Institute for International Visual Arts (Iniva): annual conference
Art Fund grant: £6,500
Aims: To address the current state of creative diversity in commissioning and collecting and to identify barriers and devise solutions through working in partnership.
Activity supported by Art Fund: Iniva established the first in a new annual series of events aimed at uncovering the barriers to commissioning and collecting works of art by artists of colour, and exploring solutions as to how these barriers can be overcome via new strategic partnerships.
Art Fund programme strand: Building collections and Making connections

Foundation for Art and Creative Technology (FACT): curator in residence
Art Fund grant: £6,500
Aims: To connect with emerging talent and demonstrate FACT’s commitment to access, inclusion and equal opportunities.
Activity supported by Art Fund: FACT invited curators, in particular curators from underrepresented backgrounds, through an open call process to contribute to their programme.
Art Fund programme strand: Shaping futures

Birmingham Museum & Art Gallery: Coming Out exhibition tour and ‘Drag and Draw’ life drawing session
Art Fund grant: £300
Aims: To engage young audiences, offering them greater access into the arts and enabling them to connect and network with peers and arts professionals.
Activity supported by Art Fund: An event offering students the opportunity to explore sexuality, gender and identity in art, in relation to the exhibition Coming Out. The day included a tour of the exhibition led by the gallery’s learning officer, and a ‘Drag and Draw’ life drawing session with artist Lacey Lou.
Art Fund programme strand: Making connections
Who we’ll support

We will consider applications from UK public museums, galleries, historic houses, libraries and archives, agencies and other visual arts organisations that:

– have a public presence (eg a building open to the public) or a public outcome (eg a festival or public art programme)
– can demonstrate that they operate to standards of best practice within the sector (eg through Arts Council England accreditation)

All grant recipients will be asked to sign our conditions for project grants.

Funding range

We will consider applications for up to £10,000.

To enable applicants to act quickly to realise a good idea, we will consider 100% funding.

Applicants should demonstrate the commitment their own organisation is making to the activity, in cash or in kind.

We will also consider match funding requests, particularly if this will help a project to achieve more.

Applications will be considered on a rolling basis. We ask applicants to allow at least eight weeks between submitting applications and the time by which they need a decision.
3. Your application

Application process

Please get in touch with the Programmes team at Art Fund to discuss your potential project before submitting an application. We will be able to give you advice on eligibility, timescales and deadlines for applications. All applicants should contact Robert Dingle, programme partnerships manager, on 0207 225 4871 or rdingle@artfund.org

You can apply for a grant using our online application system. For application forms and to apply, log in to My Art Fund or create an account at artfund.org/my-art-fund

You must be registered as a professional user. If you already have a My Art Fund account but are not registered as a professional user, you can add your professional details when logged in.

If you encounter any difficulties registering or require the application form in an alternative format, please email programmes@artfund.org.

Completing the application form

In the application form we will ask you to:

– provide details of the proposed project or activity, the impact it will have on your organisation and its audiences, and explain how it meets the overall aims of this scheme and aligns with the aims of Art Fund’s programme

– provide details on how the grant will be spent, including an indicative but realistic timeframe and a full budget breakdown

– provide any additional supporting documents that may have been requested during your initial conversation with us eg letters of support from project partners
4. What happens next

All applications are assessed in the first instance by an Art Fund programme manager. They will provide initial feedback and discuss with you if the application needs further development before it can be progressed.

If your application is successful we will inform you immediately following the decision process. We will then issue our offer paperwork to your organisation or nominated body. The paperwork includes:

- offer letter
- agreement to terms and conditions
- a schedule of the proposed activities as described in your application, including key project dates and aims and desired outcomes

In most instances, the first 90% of the grant can be claimed upfront following the submission of an invoice together with a signed copy of the offer letter (keep the other copy for your own records).

The final 10% of the grant can be claimed once the activities have been undertaken and you have submitted a report. This report should assess the funded activities, reflecting on the aims and outcomes as described in your application.

Please note that no portion of the funding can be paid directly to individuals. All funds must be paid to a formally constituted organisation with non-profit status.
5. Terms and conditions

The following conditions are attached to Small Project Grants (the Grant):

1. APPLICATION OF THE GRANT
   The Grant must be used only for the project you have detailed as benefiting from the Grant on your Grant application form (the Project) and for no other purpose whatsoever.

2. VAT
   The Grant is not a consideration for any taxable supply for VAT purposes.
   2.1. You acknowledge that the Art Fund’s obligation does not extend to paying any amounts in respect of VAT in addition to the grant.
   2.2. If you are registered for VAT, or you subsequently become liable to register for VAT, you must keep proper and up to date records and you must make those records available and give copies to Art Fund when requested.

3. PAYMENT SCHEDULE
   The Grant will be paid to you in the following stages;
   3.1. 90% upon your returning to us a signed copy of the letter of agreement along with an invoice for such amount;
   3.2. 10% upon receipt by us of the evaluation report referred to in clause 10 below in a form which is satisfactory to us.

4. ACKNOWLEDGING OUR SUPPORT
   Our contribution to the Project must be acknowledged in all literature and/or other materials generated by you to publicise and around the Project including (but not limited to) press releases, webpages, e-communications, promotional film or video, press advertisements, posters, leaflets and brochures about the Project. You will make all reasonable endeavours to ensure any partner organisations do likewise.

5. Our contribution to the Project must be acknowledged through correct use of the credit line with Art Fund support and, where possible, Art Fund’s logo. All uses of the logo must be submitted to us for approval prior to publication/printing. You agree to maintain on any web pages that you host in relation to the Project a link to Art Fund’s home page at www.artfund.org. You will make all reasonable endeavours to ensure any partner organisations do likewise.

6. You will not use Art Fund’s name or logo in a way which may adversely affect the image of Art Fund or cause any negative publicity or otherwise damage or injure our reputation and standing.

7. You will arrange for our membership literature and display panels to be prominently displayed at all times in the main foyer of the museum, the size, design and location of the display panels to be mutually agreed. Supplies of our membership literature must be requested from us whenever necessary.

8. You will grant free entry to your permanent collections to bearers of valid membership cards of Art Fund. In the case of temporary exhibitions, either free entry or entry at the most favourable concessionary rate will be granted.

9. You agree to work with us in good faith in order to showcase and promote the Project throughout the Project Period. Such activities might include (but are not limited to); facilitating visits for our supporters; online activity (including for example, online diaries and interviews) and features in our magazine Art Quarterly.
10. EVALUATION AND REPORTING
You will report on the project in the following ways;

10.1. You will provide us with regular updates on the progress of the Project throughout the term of the Project when requested. Such updates must address the aims and desired outcomes of the Project and give full financial details in relation to the ongoing costs of the Project and the application of the Grant and such other matters as we might agree between us from time to time.

10.2. Within 12 weeks following the end of the Project you will provide us with an evaluation report which will comprise an analysis of; the final outcomes of the Project as against the initial aims and desired outcomes; the challenges encountered; the benefits realised and a full financial analysis of the total Project costs and the application of the Grant.

11. PUBLICITY AND IMAGES
We each agree that all press releases, web or press copy or related publicity relating to the Project will be submitted to the other for prior written approval in advance of publication. We may publicise the amount and purpose of the Grant in whatever way we think fit, although we will consult with you in advance.

12. You also agree to provide us at regular intervals throughout the Project with a representative selection of high-resolution digital images illustrating the Project. These images must be suitable for publication and copyright cleared for use by us (where copyright is owned by a third party). Where copyright is owned by you, you agree to grant us a royalty free, irrevocable licence to use the images for all Art Fund purposes.

13. PERSONAL DATA
Art Fund may collect your personal data, please see Art Fund personal data policy for grant giving in our privacy and cookies policy on the Art Fund website https://www.artfund.org/pages/privacy-and-cookies

14. TERMINATION
Art Fund will not be liable or responsible to you for any failure to perform, or delay in performance of, any of their obligations under these conditions that is caused by events outside their reasonable control (a “Force Majeure Event”). The obligation for performance under these conditions will be deemed to be suspended for the period that the Force Majeure Event continues, and you will have an extension of time for performance of the Project, if appropriate. Art Fund will each use their reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which their obligations may be performed despite the Force Majeure Event.

15. If any of the conditions set out in these conditions are breached in a material respect and (if capable of remedy) such breach is not remedied within 60 days, we reserve the right at our sole discretion to require that all or some of the Grant is repaid. We shall exercise this right by specifying in a notice in writing to you the amount of the Grant which is to be repaid. Any sum which is specified in the notice and is not repaid within 60 days of the date of the notice will bear interest charged on a daily basis at the then base rate of our clearing bank.