



Chamber Culture Fund Guidance

Please read this document before completing the application form for the Fund. It describes the application process, requirements and rewards, and time scales involved.

1 About the Chamber Culture Fund

The Hull and Humber Chamber of Commerce has introduced the Chamber Culture Fund to commemorate the organisation's 180th anniversary and Hull's status as the 2017 UK City of Culture.

The Hull and Humber Chamber of Commerce invites applications for a series of monetary awards. The number and value of awards will depend on the funds available and the quality of the applications. The maximum single award is £4,000. The purpose of the awards is to help exceptional arts projects to take place in the Hull and Humber region.

The awards are open to artists and organisations based and working in any discipline within the Hull and Humber region – this can include literature, music, visual art, the performing arts, digital media and performance, or any combination of these.

The Fund will recognise and provide financial support to artists and arts organisations throughout the Hull and Humber region.

As a leading business organisation with a long and proud history, the Chamber recognises and values the role of art and culture in supporting and developing our communities. The region's historically strong arts and culture offer has been further reinforced by Hull's status as UK City of Culture 2017. The Chamber Culture Fund will help to support this legacy and extend its benefits further afield.

We welcome applications from literature, music, visual arts, the performing arts, digital media and performance, or any combination of these. We also welcome additional support from businesses, who have chosen to join us in investing in art and culture in the region.

2 Eligibility

- The award fund is open to organisations and individual artists.
- Applications must be received by **12 midday on Monday, 2nd October 2017**.
- All projects must be completed by **31 October 2018**.
- Individual applicants must live and work in Hull and Humber region. Organisations must have their main base in Hull and Humber region and work in the area, defined as the local authority areas of Hull, the East Riding of Yorkshire, North East Lincolnshire and North Lincolnshire.

- We welcome applications from **all** artforms including: music, literature, visual arts, the performing arts, digital media and performance, or any combination of these.
- Projects must engage with audiences in some way – either in the development of the work, or in the sharing of the final work.
- The fund will not support 100% of the costs of a project. At least 10% of the total project cost must be raised from other sources, such as other grants, business sponsorship, earned income and in-kind contributions or services, materials or facilities.
- Applicants should consider how the fund may help to lever in other forms of support, including grants from other funding bodies such as the local authority or Arts Council England. Where successful applicants are applying for other grants to make up the total project cost, the Chamber Culture Fund will be awarded conditionally subject to confirmation of receipt of those grants.
- All project expenditure must take place after the panel decision has been formally announced to successful applications.

3 Application Process

The application and grants monitoring process will be administered by the Hull and Humber Chamber of Commerce. Application forms can be downloaded from the link below or hard copies requested from:

Chamber Culture Fund
Hull and Humber Chamber of Commerce
34–38 Beverley Road, Hull, HU3 1YE

T: 01482 324976

E: President@hull-humber-chamber.co.uk

<https://www.hull-humber-chamber.co.uk>

The closing date for return of application forms is **12 midday Monday, 2 October 2017** and can be submitted either electronically or by post.

Applications will be assessed by an expert panel, including specialists within the regional art and culture community representatives from the Chamber.

Shortlisted artists will be invited to give a 10-minute presentation to the panel on **Tuesday 17th October**. The successful applicants will be announced no later than **Friday 27th October 2017**. The panel's decision will be final. Feedback on applications will be provided upon request.

4 Assessment

Applications will be assessed against the following criteria

Artistic Quality	Audience Engagement
<ul style="list-style-type: none"> • Is the artistic idea clearly described? • Are the artistic aims of the project are likely to be achieved? • Has the applicant demonstrated that they have a track record of achieving their artistic aims? • Does the application demonstrate a commitment to artistic excellence and ambition? • Will the activity provide an excellent experience for those that engage with it as audiences or participants? 	<ul style="list-style-type: none"> • Will the activity involve good quality audience engagement? • Has the applicant clearly identified their intended audience(s)? • Do they have a realistic plan for how they share their work with audiences?
Management	Finances
<ul style="list-style-type: none"> • Are the plans to deliver the activity clear and realistic? • Does the applicant demonstrate that they have the necessary track-record, skills and expertise to deliver the project? • Is the timetable for planning and delivery realistic? 	<ul style="list-style-type: none"> • Is the budget for the activity realistic – demonstrating a clear breakdown of income and expenditure? • Does the application demonstrate a realistic and achievable plan for raising the match funding?

5 Payment of Awards

The awards will normally be paid in two installments:

- 90% at the start date which will be agreed by the applicant and the panel **and** following confirmation of other funding and provision of a detailed budget.
- 10% on satisfactory completion of the project and the project self-assessment and evaluation.

6 Project Delivery and Mentoring

Each successful applicant will be expected to provide the panel with a detailed budget and a project plan for how the project will be carried out (including the end date).

The budget and project plan will be submitted to the panel by the start date agreed by the applicant and panel.

Each successful applicant will be allocated a mentor who will offer advice and support during the project, adding to the overall learning experience.

7 Acknowledgment

The Chamber Culture Fund supports exceptional arts projects to take place in the Hull and Humber region using money donated by the Hull and Humber Chamber of Commerce.

By accepting a Chamber Culture Fund award, you have made a commitment to acknowledge our support publicly. You should do this by featuring our logo on all of your related information, marketing and publicity materials.

At the start of the project, each successful applicant will be provided with an electronic copy of our logo and guidance for use.