



GRANT MAKING POLICY For 2021/22 Academic Year

SMART has access to two funding streams:

- 1. Money raised by SMART since its inception in 2018.**
- 2. Money transferred from the now discontinued Friends of Suffolk Youth Music (FoSYM).**

Applications for funding from the SMART fund will be awarded in accordance with SMART's objective:

To relieve the needs of young people from Suffolk who have needs by reason of youth; in particular, but not exclusively, by the provision of grants to access or participate in art in its widest form, including music.

Applications for funding from the SMART fund should be made using the application form on our website: www.suffolksmart.org/apply-for-funding

Applications for funding from the FoSYM fund will be awarded in accordance with FoSYM's objective:

To advance the musical education of young people living in, or educated within, the County of Suffolk particularly by supporting the charitable activities of the 'Suffolk Youth Ensembles' [FoSYM rules define 'Suffolk Youth Ensembles' as; Suffolk Youth Orchestra and similar County ensembles managed by the Suffolk County Music Service (SCMS) or its successors].

Applications for funding from the FoSYM fund should be made on the Suffolk Music Hub website: <https://www.suffolkmusic hub.co.uk/take-part/remissions-information/remission-application-form/>

PRIORITISING GRANTS

Criteria that trustees will consider to enable them to make an informed decision and prioritise applications on behalf of individuals:

- Regarded as gifted/talented by arts professionals
- Social deprivation / financially disadvantaged (may be in receipt or Free School Meals (FSM) or has been in the past 6 years and is therefore entitled to "Pupil Premium Grant" (PPG))
- Special Educational Needs & Disabilities (SEND)
- Black & Minority Ethnic Groups (BME/BMEG)
- Has English as an Additional Language (EAL)
- Asylum Seeker
- Social, emotional, mental health difficulties (SEMH)
- Child Looked After (CLA) (e.g. adopted, fostered, care order)
- Not in Education, Employment, or Training (NEET)
- Disaffected (e.g. excluded from mainstream education)
- Discretionary (e.g. based on family circumstances)

Criteria that trustees will consider to enable them to make an informed decision and prioritise applications from organisations:

- A proportion of the grant funding will be used to support young people from the categories listed above.
- High quality arts provision will be guaranteed.
- Whether or not the organisation can contribute funding.
- The potential impact and sustainability of the project.

Please note that SMART is unable to offer grants to organisations for the 2021/22 academic year.

FREQUENTLY ASKED QUESTIONS

A. What are the grants for?

- a. Access to and participation in music and other arts education.
- b. Travel and other associated costs of auditions and interviews.
- c. The costs of accessing specialist or tertiary education.
- d. Access to national or international music and other arts opportunities.
- e. Access to equipment needed for arts education and participation.
- f. Access to music or other arts therapeutic services.
- g. Educational organisations to support their work in advancing music and other arts education.

B. What criteria must be met in order to qualify for support?

- a. Young people must be living in Suffolk (and/or be educated in Suffolk for FoSYM funds) or have lived in Suffolk immediately prior to moving into specialist or tertiary education.
- b. Young people must be aged 25 or under.
- c. Organisations must be advancing the education of young people of or from Suffolk.
- d. A range of additional factors will be considered by trustees when selecting beneficiaries which are listed on the Grant Application form.
- e. Organisations/individuals will be expected to be explicit in what funds their application is for and grants will be made for this purpose only.

C. How and when are decisions made?

- a. The Grants Officer will anonymise all grant applications before they are reviewed by the grants sub-committee. The Grants Officer will take no part in grant-making decisions or awards.
- b. There are no deadlines for submission; we accept grant applications on a rolling basis. SMART will endeavour to give you a decision within a month of receiving your application.
- c. Where a majority decision cannot be made, the chair of the sub-committee will have a second or casting vote.

D. How do I apply?

- a. An application form for individual applications from SMART is available on the SMART website. An application form for individual applications from FoSYM is available on the Suffolk Music Hub website. Links to these websites are above.
- b. An application form for organisation applications is available on the SMART website.
- c. Only completed application forms will be considered. We are unable to accept requests for grants through other means of communication.

E. Is there a minimum or maximum grant I can apply for?

- a. There is no minimum or maximum grant you can apply for, but the trustees have set a cap on the amount that the charity can award in any one year. This may change in the future, depending upon the success of fundraising initiatives.
- b. The following caps apply for 2021/22:
 - i. FoSYM funds - £5,000
 - ii. SMART funds for individuals - £1,000
 - iii. SMART funds for organisations - £0

F. Can I apply more than once? Can I apply for continual funding?

- a. If you are unsuccessful in applying, you may submit another application. However, it is expected that significant changes to the application will be made.
- b. If you are successful in applying, you may submit another application. However, the charity hopes to provide grants to many individuals and organisations so you may not be successful with subsequent applications.

G. If I am successful, how do I access the funds?

- a. Each individual will need to provide a referee from a recognised organisation, e.g. a school, where possible funds will be paid to the organisation, who will then in turn pay for the activity the grant has been awarded for. Alternatively, the funds can be paid directly to the service provider of the activity the grant has been awarded for.
- b. In some cases, this may not be possible, and the trustees will need to decide on the best way to issue funds on a case-by-case basis, to ensure that they are spent for the agreed purpose on a case-by-case basis.

H. Where do I find information about applying for a grant?

- a. SMART website
- b. SMART social media sites
- c. Publicity to music and other arts education organisations
- d. Publicity to schools and colleges

I. How do you know what I have spent my funding on?

- a. Recipients and/or their organisations will be required to provide proof of expenditure, e.g. receipts, invoices for goods and services, etc. A timescale will be agreed for this evidence. If a recipient/organisation fails to provide evidence within the given timescale, then the trustees reserve the right to withhold further funding and/or not agree to any further requests for funding.
- b. Depending on the amount of funding provided, SMART may require a report on how the funds were spent and progress/outcomes for that individual/organisation. This will help trustees see where SMART's money is having the most effect, identify what improvements could be made to our selection processes, and to help inform future funding decisions/areas of focus.

APPLYING FOR GRANTS

Individuals

- Individuals may apply for grants, but **MUST** have a referee from a recognised organisation (e.g. school, college, music group, theatre company) who will complete the form with them or on their behalf.
- Applications for grants from the SMART fund **MUST** be made on SMART's application form that can be found on the SMART website. No other applications will be considered.
- Applications for grants from the FoSYM fund **MUST** be made on the Suffolk Music Hub website: <https://www.suffolkmusiclub.co.uk/take-part/remissions-information/remission-application-form/>.
- If you are unsure which fund to apply to, please contact funding@suffolksmart.org
- Evidence will be required from the individual/referee to show that the funding has been spent appropriately.
- Evidence may be required for any of the categories ticked on the application form, e.g. parents' working tax credit statement, birth certificate.
- The application **MUST** be verified by a senior manager/leader within the referee organisation.
- Applicants **MUST** also complete the Equal Opportunities Monitoring Form that can be found on the SMART website.

Note for Youth Trustees: Youth Trustees are not precluded from applying for grants as their application will follow the same anonymisation process as all other applications and no Youth Trustees will take any part in grant-making decisions or awards. Only the Grants Officer will know the identity of the applicants and they will not take part in grant-making decisions or awards. Following the awarding of a grant, recipients will remain anonymous unless the recipient consents to waive anonymity.

Organisations

- Organisations may apply for grants.
- Applications **MUST** be made on SMART's application form that can be found at www.SuffolkSMART.org, no other applications will be considered.
- An outline of the project's objectives will be required.
- Priority will be given to projects that enable young people in Suffolk access high quality arts education.
- Priority will be given to projects that involve young people who are experiencing disadvantage.
- Priority will be given to projects that show the potential for long-term sustainability and impact.
- Evidence of impact will be required.
- Evidence of spending will be required.

Please note that SMART is unable to offer grants to organisations for the 2021/22 academic year.

Decisions

- All grants are issued at the trustees' discretion.
- SMART trustee decisions are **FINAL** - there is **NOT** an appeals process.