



GRANT MAKING POLICY For 2023/24 Academic Year

SMART has access to three 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).**
- 3. Money transferred from the now discontinued Peter Youngs Memorial Trust (PYMT).**

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 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 PYMT fund will be awarded in accordance with PYMT's objective:

To relieve deserving musicians, up to 21 years of age, who are in need of financial assistance, by one or more of the following ways:

- To assist with the cost of purchasing musical instruments
- To assist with course fees
- To assist with the cost of a musical workshop
- To assist with the cost of orchestral requirements

Beneficiaries should come from within the Northern Area of North Suffolk as defined by the Education Authority. This is the area of the former Waveney District Council, bounded by the five towns of Lowestoft, Beccles, Bungay, Halesworth and Southwold. Beneficiaries can be individuals or a group of people.

Applications for all funds should be made using the application form on our website:

www.suffolksmart.org/apply-for-funding

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 of 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)

FREQUENTLY ASKED QUESTIONS

A. What are the grants for?

SMART's Grants provide funding for Suffolk's young people to access arts opportunities. This might include:

- 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. Membership of other nationally recognised music and other arts education organisations
- e. Access to national or international music and other arts opportunities
- f. Access to equipment needed for arts education and participation
- g. Access to music or other arts therapeutic services

These grants are available to young people who demonstrate a great deal of commitment to and enjoyment of the arts, but who cannot necessarily afford what they need to pursue that passion.

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 (or 21 and under for PYMT).
- c. A range of additional factors will be considered by trustees when selecting beneficiaries which are listed on the Grant Application form.
- d. 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 3 submission deadlines per year, one for each term:
 - i. **22nd November 2023:** Deadline for Grants for Spring Term 2024
 - ii. **6th March 2024:** Deadline for Grants for Summer Term 2024

- iii. **19th June 2024:** Deadline for Grants for Autumn Term 2024 and 2024/25 Full Academic Year
- c. Applications received after the above deadlines will not be considered until after the next deadline.
- d. SMART will endeavour to give you a decision within a month of receiving your application.
- e. 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 can be found on the SMART website.
- b. Only completed application forms will be considered. We are unable to accept requests for grants through other means of communication.

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

- c. There is no minimum or maximum grant you can apply for, but the available funds depend on the success of fundraising initiatives.

E. 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.

F. 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.

G. 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

H. 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 and invoices for goods and services, etc. A timescale will be agreed for this evidence. If a recipient 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. 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 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. A parent cannot be a referee for their child.
- Applications for grants **MUST** be made on SMART's application form that can be found on the SMART website. No other applications will be considered.
- 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.

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.

Decisions

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