

CODSWALLOP CIC



10 YEARS

MICRO-GRANTS

Guidance Notes



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The Green
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@CODSWALLOPcic



ABOUT THE GRANT

The Codswallop CIC 10 years micro-grants scheme will offer 10 small amounts of money, under £100, to young people aged between 16 - 30, living in Aireborough to create a piece of art, host an event or start a business or group.

The fund was created to celebrate 10 years of Codswallop CIC working in the Aireborough community and encourage the next generation of art and community.

Codswallop was founded in 2013 by a small young team, with very little funds, very little experience but a lot of drive and passion. Over the last 10 years, 'Learn by doing' has been the unofficial mantra for Codswallop staff and this fund aims to encourage young people to do exactly that. Learn by doing.

The aims of this grant are to encourage applicants to take a leap and take steps towards materialising a vision which can be split into 3 categories; CREATE, HOST or START.

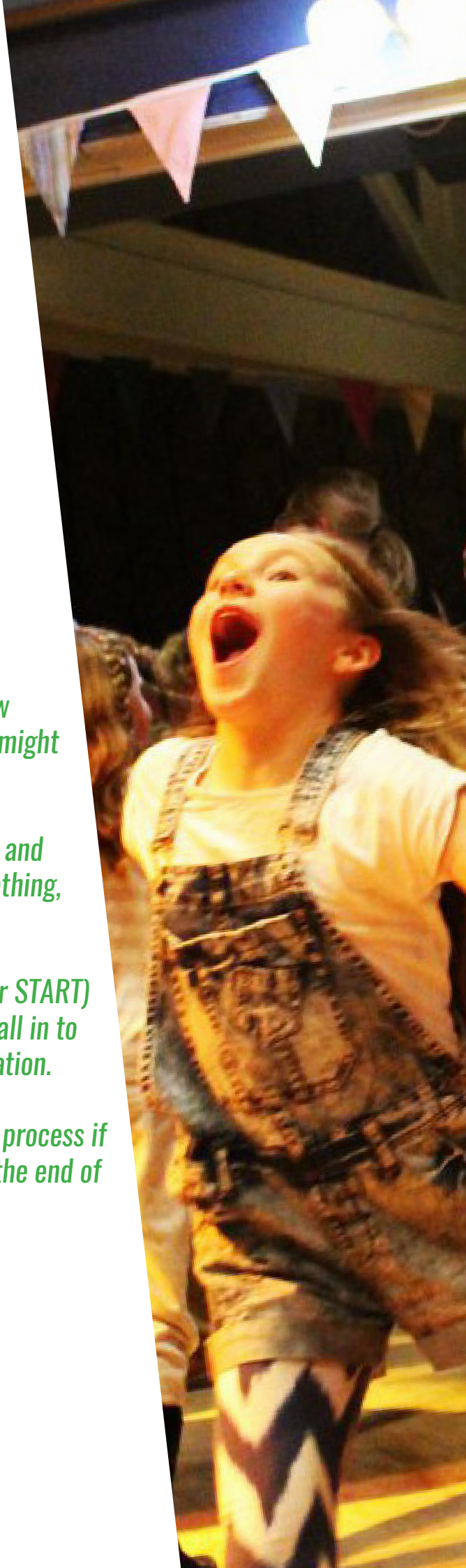
General Guidance

This grant is designed to help and encourage. We know that £100 isn't a grand sum of money, but we hope it might open a door to something bigger.

The best thing to do when applying is be clear, honest and open about your project. If you are unsure about something, write that in your application.

You might be unsure which category (CREATE, HOST or START) your project falls into. If so, choose one that it could fall in to and state the category it could fall into in your application.

We are available to guide you through the application process if you require help. Our contact details can be found at the end of this document.





Guidance on **CREATE**

CREATE is open to all artistic mediums and practices including but not limited to painting, sculpting, performance based art, compositions, digital art and experimental art.

We will consider funding an artist's time, resources, research and development and equipment.

Our aim would be to have a piece of art that can be exhibited or performed publicly at the end of the project. If a physical work of art, you should plan for the work to be exhibited publicly on a permanent basis, but ultimately the artist will own the artwork.

Guidance on **HOST**

HOST is designed to help you create an event that is open to the public.

Your event could target specific people but should be open to anyone that turns up.

Your event does not have to necessarily be creative.

Your event does not have to be free or Pay What You Can.

Your event does not have to be community focused.

We will consider funding marketing materials, room hire, equipment hire and resources and your time to host the event.

Guidance on **START**

START is designed to kick start your idea for a business.

We would hope (and so you should plan for) your business to have a lifespan of 18 months or more. We will consider funding, a piece of equipment you need to start your business, marketing materials, work clothes for your new business or building a website.

What we will and won't fund

We won't...

We won't fund applicants under 16 years old

We won't fund applicants over 30 years old

We won't fund established organised groups for young people lead by people outside of the age and geographical restrictions

We won't fund applications submitted on behalf of someone else

We won't fund ongoing projects

We won't fund projects taking place after 2023

We won't fund projects that take place outside of aireborough

We won't fund contributions towards fundraising.

We will...

We will fund applications from groups of individuals providing that all individuals are within the age and geographical restrictions

We will fund capital purchases if the benefits are long term

We will fund resources

We will fund facilitators time



Question By Question

Section 1

Your Name

This is the name of the person applying for and receiving funds.

Your Email Address

This is the primary way we will contact you regarding your application. Make sure this is a current, regularly checked email address.

Your Phone number

If we struggle to get in touch with you, we will use this number. If you are under 18, please give the number of a parent, carer or trusted adult to comply with our Safeguarding policy.

Your age at the time of applying

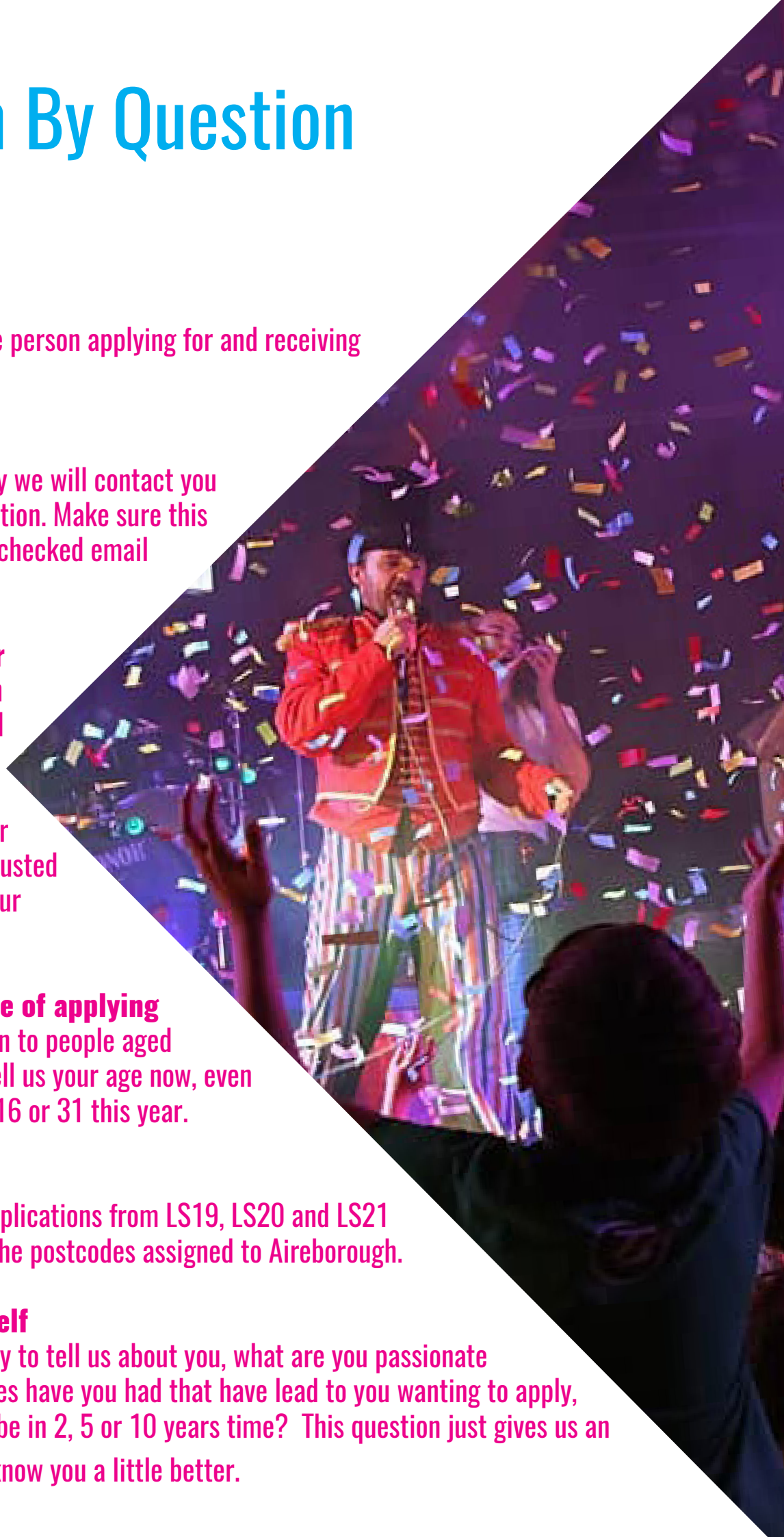
This application is open to people aged between 16 and 30. Tell us your age now, even if you may be turning 16 or 31 this year.

Your Postcode

We will only accept applications from LS19, LS20 and LS21 postcodes. These are the postcodes assigned to Aireborough.

Tell us about yourself

This is your opportunity to tell us about you, what are you passionate about, what experiences have you had that have lead to you wanting to apply, where do you want to be in 2, 5 or 10 years time? This question just gives us an opportunity to get to know you a little better.





Section 2

Do you want to Host, Make or Start?

This just asks which category you think your applications falls in to.

What is the name of your Project?

This could be the name of an event, the name of your work of art, the name of your new business or your name. It doesn't have to be final and can change before being made public. It's just a name for us to refer to your application by.

Summarise your project in under 100 words.

This is your elevator pitch. Keep it short, make the main points but try to cover the project as a whole. This will accompany the project name when brought to the decision panel and so will want to grab their attention and make them excited to read the rest of your application. If successful, it may also be used on social media to advertise your project.

Describe your project in detail

This is where we want to hear the who, what, where, when and hows of your project. We want to know that if you receive a grant, it is actually possible for you to achieve what you want to achieve. This is a good opportunity to talk about the logistics of our project and why you want it to happen.



When will your project take place?

We want to ensure that the projects we fund don't all happen at the same time and can be given the recognition they deserve. Give us a rough idea of when you envisage your project to take place. This doesn't have to be final.

Who will experience your project and how will they benefit?

If you are applying to create art, have a thing about where you would like your work exhibited. If you are hosting an event, who are you hoping to attract and how will the experience affect them? If you are starting a business, who are you targeting and how will your company positively affect the community. You might be wanting to interact with specific people or groups of people.

Tell us about the main aims of your project.

You can set yourself targets here that you believe to be achievable. These can be personal targets or statistical. Eg, 'i aim to learn about project management and managing finances' or 'I aim to attract 100 people to my event' or 'i aim to create a steady income form my business in 5 months'. Take a look at Codswallops company aims for inspiration at codswallop.org.uk/about-us. Once you have decided your aims, tell us how you will achieve them and why they are important.

Section 3

How much are you applying for?

The limit of this grant is £100. You can apply for any amount up to £100. Please round your total up to the nearest £5.

When do you require the funds?

This is the rough date that you will require the money in your account. So if you are planning an event in October, but need to start spending in September, request the money in August!

Give a detailed breakdown of how the money will be spent.

Make sure you account for all the money you apply for. If you are planning on putting some of your own money in, explain how this will contribute to your project. We want to be sure that you know what you are planning and are realistic in expectations of cost.



A photograph of a man in a red jacket and black hat dancing with a young girl in a blue checkered dress. The man is on the left, and the girl is on the right, both smiling and looking towards each other. The background is dark and out of focus.

Timeline

Application deadline:
30th April 2023, 12pm (noon)

Decision announcements:
On or before 15th May 2023

Project delivery:
May - December 2023

Project evaluation:
Before 30th January
2024

T&Cs

Any advertisement of your funded project must carry the Codswallop 10 years of chaos logo.

Codswallop CIC reserves the right to refuse funds at any point during the funding process if it sees appropriate to do so.

Incomplete or undelivered projects will be expected to return funds in full.

Successful applicants will be expected to sign an agreement before receiving funds.

A short monitoring form will be requested upon the completion of the project.

By completing the application form, you give codswallop cic permission to use any aspect of the form (excluding personal details) in any marketing materials we see fit.

Once successful and the grant has been awarded, the applicant must have full control over the funds.



Contact and Support

If you require assistance with your application or access support, please contact:

Jacob Phillips
Artistic Director, Codswallop CIC

jacob@codswallop.org.uk
07902190002

