

Helensburgh Outdoor Museum

Finance Arrangements

Existing assessment criteria and application allow Design Panel to:

- Determine and award funds to projects they wish to assist with development costs to a maximum value of £500
- Make recommendations on the principle of proposed artworks and projects they wish to financially support with total costs. Recommendations are taken to Helensburgh and Lomond Area Committee for final approval

Note:

- Applicants can be constituted or non-constituted groups and private individuals.
- 50% match funding is required for all applications. Assessments can be made on match awarded in principle/live applications but awards will not be paid out until match funding is confirmed.
- Awards will only be paid on completion of the agreed works. Receipted invoices should be provided. Submission of unpaid invoices may be considered for award to assist with cash flow if deemed appropriate and necessary.
- Where a successful applicant looks to utilise their own expertise and/or skills for the purpose of artwork development, fabrication, production or installation a bill of works must be provided including a detailed breakdown of elements and associated costs.
- All awards must be drawn down within 12months of award. Any unclaimed awards at the expiry date will be returned to the central funding pot and may be reallocated.

Process for Constituted Groups

Application for Development Costs (Max £500)

1. Application assessed by Design Panel.
2. Application determined by Design Panel.
3. Award letter sent on basis of application.
4. Match funding confirmed.

On completion of works:

5. Receipted invoices submitted
6. Project evaluation submitted.
7. Grant paid.

Application for Total Costs (Max £3000 - inclusive of any previous grant)

1. Application assessed by Design Panel.
2. Recommendations taken to Area Committee for final approval.
3. Award letter sent on basis of application.
4. Match funding confirmed.

On completion of works:

5. Receipted invoices submitted
6. Project evaluation submitted.
7. Grant paid.

Documentation requirements for constituted groups

Before any award is paid applicants must provide:

- A copy of their constitution

- A copy of their last audited accounts
- Proof of match funding
- Receipted invoice(s)

Process for individuals and non-constituted groups

Application for Development Costs (Max £500)

1. Application assessed by Design Panel.
2. Application determined by Design Panel.
3. Award letter sent on basis of application.
4. Match funding confirmed.

On completion of works:

5. Receipted invoices submitted.
6. Project evaluation submitted.
7. Grant paid retrospectively.

Total Costs (Max £3000 - inclusive of any prior grant)

1. Application assessed by Design Panel.
2. Recommendations taken to Area Committee for final approval.
3. Award letter sent on basis of application.
4. Match funding confirmed.

On completion of works:

5. Receipted invoices submitted.
6. Project evaluation submitted.
7. Grant paid retrospectively.

Documentation requirements for individuals and non-constituted groups

Before any award is paid applicants must provide:

- Proof of match funding
- Receipted invoice(s)