

CLORE POETRY AND LITERATURE AWARDS

FOR CHILDREN
AND YOUNG PEOPLE

Guidelines for Applicants

The Foundation has created these Awards with the aim of providing children and young people with opportunities to experience poetry and literature in exciting and compelling ways, in and out of school.

Recent reports suggest that fewer children and young people are connected to the world of literature and that new and inspiring ways are needed to help them see its possibilities.

Quality literature offers a richness of language and ideas which can excite and extend children's and young people's horizons and experiences. We are looking for evidence of a sustained focus on published literature (contemporary or classic), enabling the participants to enter the world created by or within the literature and poetry, and to appreciate its meaning.

Young people's creative engagement can be expressed in many ways, but this grants programme emphasises the value of both critical and emotional responses, however they are expressed.

- We would like to see the links between the reading of literature and any creative writing made explicit within your application
- We would like to see clear information on the need for the project
- The inclusion of a celebratory component is welcomed but it should be clearly integrated into the aims of the project and have a longer-term relevance
- You should indicate how the project will be followed-up and built upon
- We welcome digital elements as a component of the exploration of literature and poetry, rather than as a presentational vehicle (i.e. more than simply a recording of the work)

Who is eligible to apply?

- Primary, middle, secondary, special schools, sixth form colleges, academies, PRUs and Further Education Colleges
- Professional literature, poetry and creative writing organisations and libraries
- Other arts/cultural organisations (e.g. museums, galleries etc.) are eligible to apply but must provide a clear rationale for their proposed literature/poetry projects
- Established community groups
- Not-for-profit organisations

Who is not eligible to apply?

- Individuals
- Publishing and commercial organisations
- Organisations which are based outside the UK

What the Programme will fund ...

- Participatory learning projects and programmes focused on literature, poetry and creative writing for **under-19s**

... and what it won't fund

- General appeals
- Ticket subsidies
- The purchase of books, computer software, DVDs and CDs – unless directly associated with the proposed project and representing no more than 25% of the budget
- Staff posts
- Academic research
- Capital/building costs (e.g. the construction of playground reading areas)
- Professional development and training for teachers and others who work with children and young people – unless directly associated with the proposed project and representing no more than 25% of the budget
- 'Business as usual': the project should be something new for you

The money

- The Awards will cover project costs ranging from £1,000 to £10,000
- The assessment process will take into account the cost-effectiveness of the project – value for money is important
- There will be no requirement to seek matching funding
- The Clore Duffield Foundation prefers to be the major funding body, but if your total project budget is costed at more than £10,000 it should be noted that the total should not exceed £20,000. You will need to make clear your additional funding sources and whether the additional funding has been secured

Points to note

The Foundation does not intend to be prescriptive in terms of criteria. We are not applying a hard and fast definition of poetry or literature. The points below may evolve over time as we learn from the assessment process and from the projects we fund: the criteria may change slightly over the duration of the scheme. However, please note the following:

Practical points

- The Trustees will be happy to consider partnership applications from linked institutions but grants will be paid to the lead institution
- Beneficiaries of the proposed project will need to be clearly identified (and the likely number of beneficiaries)
- Any writers involved in the proposed project will need to be clearly identified in your application
- First-time applicants who are rejected may re-apply to the programme with a different project

- We will not fund projects retrospectively: please allow at least three months between submitting an application and your project commencement date
- Grant recipients will be unable to reapply for funding within two years of the completion of their funded project

Project points

- We are interested in projects which draw on a full range of poetry and literature to promote creative reading and writing for pleasure
- Applicants are encouraged to approach this funding opportunity in creative and imaginative ways
- We are looking for innovation, relative to your context: the programme has a strong interest in funding projects where nothing similar has happened before and which provide new experiences for the children and young people involved
- School-based projects should enhance the curriculum, but need not be directly related to it
- We are keen to see a community component to projects and innovative approaches to the presentation of writing and literature
- We have an interest in the impact of funded projects and how great ideas can be embedded within your practice for the future (documenting the process involved is therefore important) – do indicate how the project will be followed-up and built upon
- The Trustees will be interested in the potential for projects to serve as models of good practice for others, including the planning and evaluation processes which show intended outcomes and impact

When to apply

- Application forms will be considered at least once a year. Please check the precise deadlines on the Foundation's website

How to apply

- Application forms are available only from the Foundation's website at www.cloreduffield.org.uk (during times that the programme is open)
- A copy of your completed application form should be returned to the Foundation together with one set of the following:
 - A project summary (max. 500 words)
 - A detailed budget breakdown for the project
 - Most recent audited accounts (of the lead organisation, if applicable)
 - The most recent OFSTED report of the schools involved
 - Most recent annual report of any non-school applicant
- Completed application forms sent to us by email will not be accepted
- Applications which arrive with us after the closing date will not be accepted

The assessment process

- All applications will be reviewed by the Programme's Specialist Advisers
- The Specialist Advisers may contact applicants to discuss their project plans in further detail, and may take up references as required
- Very occasionally, site visits may be arranged

When you will hear back from us

- All applications will be acknowledged upon receipt
- Applicants will be notified as to their success within eight weeks of the closing date
- A full list of grant recipients for each round will be published on the Foundation's website within twelve weeks of the closing date

Monitoring and evaluation

The Foundation requires an evaluation report from Award recipients within three months of completion of the funded project. The text and images from this report may be used as case studies on the Clore Duffield Foundation website or in relevant publications. A selection of projects each year may be externally evaluated.

The evaluation report must be typed and must be no longer than five pages plus relevant attachments. It should contain the following:

- An overview of what happened in the project and a review of the aims and outcomes
- Documentation of the processes involved
- Evidence of project impact, including actual numbers of participants who benefited
- Reflection on what was learned from the project
- Attributed quotes from participants and project leaders
- With school-based projects, evidence of impact on teaching practice and whether this is different as a result of the project
- Copies of any press materials released, if you are planning to undertake any publicity, and copies of any resulting press cuttings
- Photographs – these are essential, with permission for future Foundation use of images in print or online
- DVDs or other media if applicable
- Financial summary of expenditure

About the Clore Duffield Foundation

The Clore Foundation was founded in 1964 by the late Sir Charles Clore, one of Britain's most successful post-war businessmen and one of the most generous philanthropists of his day. After Sir Charles' death in 1979, his daughter, Vivien Duffield, assumed the Chairmanship of the Foundation and created her own Foundation in 1987 with the aim of continuing and consolidating her family's history of philanthropy. The two Foundations were merged in 2000 to become the Clore Duffield Foundation.

The Foundation is chaired by Dame Vivien Duffield DBE and concentrates its support on cultural learning, creating learning spaces within cultural organisations, leadership training for the cultural and social sectors, and enhancing Jewish life.

This is the third Small Grants Programme to be launched by the Foundation. The Clore Small Grants Programme for Museum and Gallery Education ran from 1999 to 2004 and funded almost 200 projects in small museums and galleries throughout the UK. The Clore Performing Arts Awards ran from 2005 to 2009 and funded 134 exceptional performing arts experiences for young people from across the UK. A full list of funded projects is available on the Foundation's website.

Contact details

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The Clore Duffield Foundation is a supporter of the Cultural Learning Alliance, a collective voice working to ensure that all children and young people have meaningful access to culture. Sign up at www.culturallearningalliance.org.uk