



The  
**Ulrike Michal**  
**Foundation**  
for the Arts

What Happens Next—  
Guide for Applicants

Charity Reg. No. 1188685

2020

# ***Appraisal & Decision Processes for the UMFFTA Grant Schemes - Information for Applicants***

## **1 UMFFTA Grant Schemes**

**The Foundation operates two grant schemes:**

- ◆ **The Core Grant Scheme**
- ◆ **The Student Grant Scheme**

### **The Core Grant Scheme**

This is the main grant scheme of the Foundation.

The Foundation will award grants to the successful applicants for projects that meet the aim of the foundation:

*The foundation's aim is to promote, encourage and extend the love, appreciation, enjoyment, understanding and practice of fine, decorative and applied arts among people of all ages through experiences at museums, art galleries, historic properties and in the community at large, both as individuals and communally, as participants and spectators.*

The projects should be based around:

*either*

***Fine Arts, using traditional skills: painting, drawing, original printmaking and sculpture***

*or*

***Decorative and Applied Arts, using traditional skills: pottery/ceramics and textiles.***

### **The Student Grant Scheme**

This is the other grant scheme operated by the Foundation.

This scheme enables the Foundation to support students who have already successfully embarked on fine art and decorative arts courses at an institute of higher education such as a university or an art college.

The course should aim to enable the student to improve their knowledge and practice of the traditional skills involved in:

*either **Fine Arts such as painting, drawing, original printmaking and sculpture***

*or **Decorative and Applied Arts such as pottery/ceramics and textiles.***

We advise all applicants to download the UMFFTA Grant Scheme and eligibility documents and the relevant guidance document from our website. Each guidance document corresponds with the application form for each grant scheme.

## 2 Appraisal process

There is a separate appraisal process for each grant scheme.

As the applications arrive, the secretary will ensure that all the judges have access to each application and its associated enclosures.

Each grant scheme's appraisal process has three stages based on the three sets of criteria:

- ◆ Threshold criteria – these are the criteria the application must meet to be considered
- ◆ Qualitative criteria – these are the criteria against which each project is judged and marked.
- ◆ Additional criteria – these criteria are used to assist a final decision.

## 3 Eligibility

The judges will initially check that each application meets the threshold criteria for each grant scheme.

### The Core Grant Scheme

All applications must meet the following criteria

- ◆ **Eligibility of the applicant individual or organization – geographically**

In case of individual applicants, they must live in:

In case of an organization, it must be based in or operate/work in:

*the counties of Anglesey, Gwynedd, Denbighshire and Flintshire; the county boroughs of Conwy and Wrexham; the former metropolitan county of Merseyside (comprising Wirral, the City of Liverpool, Knowsley, St. Helens, Sefton and Halton), Cheshire East; Cheshire West and Chester; and the counties of Shropshire and Herefordshire (as extant on 2nd December 2019).*

#### ◆ **Eligibility of the beneficiaries – geographically**

The beneficiaries should be primarily in our region:

*the counties of Anglesey, Gwynedd, Denbighshire and Flintshire; the county boroughs of Conwy and Wrexham; the former metropolitan county of Merseyside (comprising Wirral, the City of Liverpool, Knowsley, St. Helens, Sefton and Halton), Cheshire East; Cheshire West and Chester; and the counties of Shropshire and Herefordshire (as extant on 2nd December 2019).*

#### ◆ **Relevance of the project to the foundation's aims**

The applicant's project outcomes must satisfy wholly or primarily the aim of the foundation as set out below:

*The foundation's aim is to promote, encourage and extend the love, appreciation, enjoyment, understanding and practice of fine, decorative and applied arts among people of all ages through experiences at museums, art galleries, historic properties and in the community at large, both as individuals and communally, as participants and spectators.*

Moreover owing to the foundation's focus on traditional skills in the fine and decorative/applied arts, the project must involve the traditional skills connected to the fine and decorative arts as set out earlier.

#### The Student Grant Scheme

All student applicants must meet at least one of the geographical criteria as well as the Education and Relevance criterion:

#### ◆ **Eligibility of the applicant individual – geographically**

The applicant must be normally resident or have been normally resident (prior to the commencement of their academic studies) in:

*the counties of Anglesey, Gwynedd, Denbighshire and Flintshire; the county boroughs of Conwy and Wrexham; the former metropolitan county of Merseyside (comprising Wirral, the City of Liverpool, Knowsley, St. Helens, Sefton and Halton), Cheshire East; Cheshire West and Chester; and the counties of Shropshire and Herefordshire (as extant on 2nd December 2019).*

#### ♦ **Eligibility of the applicant individual - geographically**

The student applicant must be studying full or part-time at a place of higher education (post 18) such as an art college or university located in the region as set out above.

#### ♦ **Education and Relevance of the expenditure to the foundation's aims**

The student applicant must be in the second or third year (at the time of application) or equivalent (for part-time students) and pursuing a fine or decorative art course. The student should have successfully completed the first year (or part-time equivalent) of a fine or decorative art course.

Owing to the foundation's focus on traditional skills in the fine and decorative/applied arts, the student's course must involve the study and practice of the traditional skills connected to the fine or decorative arts.

In the case of each scheme:

The judges will complete the threshold criteria checks within two weeks of the deadlines for applications.

If the application is eligible, it will proceed to the next stage

If the application is not eligible, this means that the Foundation cannot process it any further and it will not be considered for funding. If an application is not eligible the Foundation will email applicant to let them know.

This will be a *pro-forma* letter highlighting the reason why the application is ineligible.

The Foundation will send out these rejection emails within one month of the application deadline.

## **4 Appraisal – Qualitative Criteria**

All applications that meet the threshold criteria will then be judged against a series of qualitative criteria. These will vary slightly between the two grant schemes.

### **The Core Grant Scheme**

#### [Appraisal of Applications](#)

Each eligible application will be judged against a series of criteria:

- ◆ Track record of the applicant and any partners involved in the project –
- ◆ The traditional artistic skills and development opportunities in the applicant’s project
- ◆ The artistic content and originality of the applicant’s project
- ◆ The artistic benefit provided by the project to the artists, participants and spectators
- ◆ Value for money and efficacy
- ◆ Feasibility
- ◆ The social impact of the project for participants and spectators
- ◆ Sense of Place – the relationship between the project and its locality –
- ◆ Wider artistic legacy of the project

The Judges will use the evidence in each application and our expertise and judgement to come to a ‘score’ for each appraisal criteria:

**5** – Outstanding: goes beyond our expectations for this criterion

**4** – Excellent: meets all our expectations for this criterion

**3** – Good: meets some of our expectations for this criterion

**2** – Weak: does not meet our expectations for this criterion

**1** – Poor: does not meet our expectations by a wide margin

**0** – Totally unacceptable

Any application scoring 0 or 1 in more than one criterion in the initial scoring is unlikely be considered eligible for a grant. The Trustees may or may not choose to apply this regardless of the number of applications.

Any applications which fail at this stage will be contacted by email.

To allow for the various priorities of the Foundation as set out in the Foundation’s aim, some criteria are more important than others. Consequently some criteria are given additional weight during the scoring process.

## **The Student Grant Scheme**

This is the other grant scheme operated by the Foundation.

### Appraisal of Applications

Each student’s application will be judged against a series of criteria:

- ◆ **Track record of the applicant – artistic and academic.**
- ◆ **Traditional artistic skills and development opportunities revealed by the portfolio and planned spending**
- ◆ **Artistic content and originality shown in the portfolio**
- ◆ **Artistic benefit provided by the planned spending**
- ◆ **Value for money and efficacy**
- ◆ **Need – financial, family, social and educational**

The Judges will use the evidence in each application and our expertise and judgement to come to a 'score' for each appraisal criteria:

**5** – Outstanding: goes beyond our expectations for this criterion

**4** – Excellent: meets all our expectations for this criterion

**3** – Good: meets some of our expectations for this criterion

**2** – Weak: does not meet our expectations for this criterion

**1** – Poor: does not meet our expectations by a wide margin

**0** – Totally unacceptable

To allow for the various priorities of the Foundation, some criteria are more important than others. To allow for this we will use multipliers to create the weighted scores for each criterion.

## **5 Risk**

In relation to the Core Grant Scheme, we will judge the risk of failure of any application as part of judging the following criteria in this order of priority:

- ◆ Feasibility
- ◆ Track Record
- ◆ Value for money

A project that is seen as very high or high risk may secure 0 or 1 at the initial scoring stage against one or more of these criteria.

As part of the risk check we may consider:

- timeline
- partnerships
- planning
- budget
- financial or in-kind support

The Foundation may choose to support a project with a moderate risk but will mitigate the risk using payment conditions. If you are awarded funding, we will ask you to send us additional information before we will release your first payment. We call these additional pieces of information 'payment conditions'. For example, we might ask for a confirmed exhibition schedule or confirmation that the other income for the project or activity is in place.

The Foundation understands that risk accompanies all projects to some degree, especially during the Covid-19 pandemic with its resultant limitations on our activities.

## 6 Decision making – Core Grant Scheme

In the case of the Core Grant Scheme, once the judges have scored all the applications, they may also take account of the following criteria before making their final decision

- ◆ **Geographical spread** across the region
- ◆ **Variety of projects** (*across that round and previous rounds' grants*)
- ◆ **Diversity of beneficiaries** (*across that round and previous rounds' grants*)
- ◆ **The Overlooked**
- ◆ **Equal Opportunities**
- ◆ **Final Hurdle** – Other factors especially in relation to charity law and other relevant legislation.

The judges will make their decision and the Trustees will convey their decisions to all the applicants to Core Grant Scheme within three months of the application deadlines.

The Foundation is only a small charitable trust so it will inevitably have to disappoint people because it cannot fund all of the good applications received.



### **Applications will be ranked accordingly:**

- ◆ Unsuccessful applicants (failed at Threshold Criteria stage)
- ◆ Unsuccessful applicants (not chosen at Qualitative Criteria stage)
- ◆ Unsuccessful applicants (not chosen at Additional Criteria stage)
- ◆ Unsuccessful applicants (not chosen at Additional Criteria stage – eligible to apply again in the future)
- ◆ Successful applicants

**and all applicants to be notified of the decision at an appropriate stage and at the very latest within three months of the application deadline.**

## **7 Decision making – Student Grant Scheme**

In the case of the Student Grant Scheme, once the judges have scored all the applications, they may also take account of the following criteria before making their final decision.

- ◆ **Geographical spread** across the region
- ◆ **Variety of projects** (*across that round and previous rounds' grants*)
- ◆ **Diversity of beneficiaries** (*across that round and previous rounds' grants*)
- ◆ **Equal Opportunities**
- ◆ **Final Hurdle** – Other factors especially in relation to charity law and other relevant legislation.

The Foundation understands that during the Covid-19 pandemic with its resultant limitations on our activities, there are many limitations on students which may impede their learning plans.

### **Applications will be ranked accordingly:**

- ◆ Unsuccessful applicants (failed at Threshold Criteria stage)
- ◆ Unsuccessful applicants (not chosen at Qualitative Criteria stage)
- ◆ Unsuccessful applicants (not chosen at Additional Criteria stage)
- ◆ Successful applicants

**and all applicants to be notified of the decision at an appropriate stage and at the very latest within two months of the application deadline.**

## **8 Sharing Our Decisions**

The decision email will clearly state the main reason(s) we did not award funding and this guidance intends to help the applicant understand our decision.

Only those applicants who are not chosen at the Additional Criteria stage will receive a detailed decision letter. Unfortunately, since the Trustees are all volunteers, it is not possible to answer each applicant in detail, but all applications will receive a written communication setting out the trustees' decision.

### **8.1 Reapplying**

Applicants, who have been unsuccessful, may reapply to the Core Grant Scheme if they have received the appropriate email. Repeat applications will be judged by the same criteria as new applications at the next funding round. Repeat applications that are identical to the previously unsuccessful application may be unsuccessful for the same reason.

The Foundation is not able to accept repeat applications to the Student Grant Fund, nor applications from previously unsuccessful applicants to that fund.

### **8.2 Making a complaint**

The Foundation employs no staff so all the judges and trustees volunteer their time. If any applicant has concerns with the way the Foundation has dealt with their application, they can contact us and we will respond as best we can. Applicants can only complain if they believe the Foundation has not followed its published procedures when processing an application. Applicants cannot appeal against the decision.

## **9 Contact the Foundation**

Email: [info@umffta.org](mailto:info@umffta.org)

Website: [www.umffta.org.uk](http://www.umffta.org.uk)

Post: UMFFTA Grant Scheme, P.O. Box 2429, Wrexham, LL11 0PX.