Culture in Essex Small Grant Scheme Guidance Notes

All applicants are advised to read these Guidance Notes carefully before completing the application form. Applicants are strongly advised to talk to a member of the Essex County Council Cultural Development Team before submitting an application.

Please note that applying for a grant does not guarantee the receipt of funding. You must ensure that you receive a reference number for your application. One will be emailed to you from the Cultural Development Team upon receipt of your application. Applications cannot be considered as having been received if you do not receive your reference number.

Cultural Development Contacts:
The Cultural Development Team is based at Essex Records Office, Wharf Road, Chelmsford, Essex CM2 6YT. They can be contacted by email at: culture@essex.gov.uk or by phone on: 033301 32470.

Essex County Council Culture in Essex Small Grants Scheme

- The Culture in Essex Small Grants scheme offers grants of between £250 and £2,500 maximum.
- The emphasis of the Culture in Essex small grants scheme is for applicants to use this small award to help lever in further cash funding for your project/activity. Essex County Council will not be the sole funder of the project and cannot fund a programme of work in its entirety. You should demonstrate in your application the match funding amount you have secured or hope to secure. If the match funding stated in your application is yet to be secured, any Culture in Essex award will be offered on the condition that you successfully secure the proposed match funding. Match funding amounts must be greater than the amount you are applying for via the Culture in Essex scheme.
- Applications will be prioritised that can demonstrate strong match funding figures. Match funding could be from other funding bodies such as Arts Council England, Heritage Lottery Fund, Big Lottery Fund, trusts and foundations, through earned income, or other means such as sponsorship. ‘In kind’ match funding will always strengthen an application but will not be counted towards the cash match funding requirement.
- By prioritising applications which demonstrate multiple partner support, we hope to encourage programmes of work that have a greater impact on Essex communities and residents.
- It is aimed at individuals, voluntary and professional organisations and community groups who are running cultural projects or festivals for the benefit of people in the County of Essex.
The definition of a ‘project’ is flexible. It may be a self-contained project covering a period of some weeks/months or a one day event. District, Borough, Town and Parish Councils, Schools, Further and Higher Education establishments and other departments within Essex County Council may be a partner in a Culture in Essex Small Grants application. However, the application must be submitted by an individual, voluntary or professional organisation or community group.

Only one grant will be awarded to an individual/organisation in any one financial year.

What we will not fund:
- 100% of the cost of the project.
- Fundraising events where there is any unallocated profit
- Applications from full-time or part-time students unless the project is separate from or does not form part of their course studies
- Applications for support towards attending full-time or part-time courses in Further or Higher Education
- Direct support for touring internationally
- Capital applications solely for buildings or equipment
- Current projects in deficit
- Projects which have already taken.
- Projects whose benefits fall mainly outside of the County of Essex
- Projects for commercial gain
- Projects by or involving artists who have previously received funding from the scheme, or any previous schemes operated by ECC Cultural Development, or its predecessors, and have not completed our evaluation process.
- Events where publicity has already been disseminated for the elements you are requesting funding for – this includes e-mails, Facebook and twitter announcements, hard copy publications and media coverage of any sort.
- Any other public sector organisation projects
- Schools projects that are part of the statutory timetable
- Organisations supported through ECC’s Cultural Development Strategic Fund may not apply to the scheme.
- Projects taking place for the majority of programming outside the administrative boundaries of Essex County Council (this includes the Unitary Authorities of Southend-on-Sea Borough Council and Thurrock Council), are not eligible for funding. However, applications can be made by individuals or organisations living or based in Southend-on-Sea Borough Council and Thurrock Council areas or further afield, if the project’s main focus and benefits occur within ECC’s administrative boundaries.
- Organisations such as museums, theatres or arts centres that are part of a local authority’s direct provision will be considered on a case by case basis. Please contact the Cultural Development Team.
Closing dates:
The closing date for applications falls on the 13th February 2017.

ECC Vision:
All applications must link in some way to Essex County Council's Vision for Essex 2013-17

Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.

Our vision

We want Essex to be a county where innovation brings prosperity. We know our county faces a set of unprecedented challenges. If we are to meet these challenges we need new thinking and innovation to ensure we can use our resources in the best possible way for the people of Essex. We must harness the power of new ideas to secure a more prosperous Essex.

This is our vision for Essex 2013/17. As a county council, our most important role will be to establish the conditions for innovation and prosperity in our economy, and to lead innovation in the public services.

Throughout our work, we will build on the strengths of our county. This means harnessing the energy and passion of people across Essex who work hard for their families, build careers and businesses and shape their communities.

We must all play our part in securing a more prosperous county, one where we can flourish, live well and achieve our ambitions.

Delivering the vision

If we are to succeed through these testing times, we must maintain a focus on our core purpose. The challenge ahead strengthens our resolve to:

- Increase educational achievement and enhance skills
- Develop and maintain the infrastructure that enables our residents to travel and our businesses to grow
- Support employment and entrepreneurship across our economy
- Improve public health and wellbeing across Essex
- Safeguard vulnerable people of all ages
- Keep our communities safe and build community resilience
- Respect Essex’s environment

For further information please visit the Essex County Council website:
How to apply:
You can either request an application form through emailing culture@essex.gov.uk or by downloading an application from the Cultural Development pages on the Explore Culture website http://www.exploreculture.org.uk/funding.html

Please contact a member of the Cultural Development team before submitting an application to check its eligibility.

You are advised to read the checklist at the end of the application form to ensure that you have completed all the necessary stages prior to posting. You are advised to keep a copy of your application for your own records. It will not be possible, unfortunately, for any supporting materials to be returned.

Send your completed application form and your monitoring form to: culture@essex.gov.uk or telephone 033301 32470. You can also return the completed forms by post to: The Cultural Development Team, Culture in Essex Small Grants Scheme, Essex Record Office, Wharf Road, Chelmsford, Essex CM2 6YT.

The Award
Project grants will be paid in two instalments as set out in the Offer Letter. The total grant amount will not exceed £2,500.

The amount written in the Offer letter is the maximum we will pay.

You must complete your activity and return the evaluation form to us within three months of completing your activity. Failure to do so will impact on future payments.

You must claim any payments which are due to you in line with conditions relating to the payment.

If you expect your activity to be delayed by more than eight weeks or the event has to be cancelled, you must contact us as soon as possible to explain and we will confirm whether this is acceptable. If we deem that this is not acceptable, we reserve the right to rescind the grant.

Furthermore, we reserve the right to rescind the grant under any of the following circumstances:
- Failure to obtain necessary artists’ insurance
- Failure to obtain necessary Disclosure & Barring Service checks
- If your business or organisation goes into financial administration or you go into bankruptcy or insolvency
- If you do not follow our reasonable instructions or special conditions imposed on your award
- If you do not use your award for the purpose for which it was awarded
• If you change your award-related activity from the application specifications without requesting permission from us first
• If you act illegally or negligently at any time during the funded activity, related to that activity
• If we believe your actions harm the reputation of ECC
• If you sell or transfer the grant to another person or organisation

How your application will be assessed?
Applications will be assessed by ECC officers. Applications will be assessed against the criteria. Decisions about awards will be made within available resources. The panel will be conscious of the geographic distribution of successful awards and the range of projects supported.

When will you know if you have been successful?
All efforts will be made for decisions to be confirmed within 4 weeks of the closing date and you will be informed in writing whether you have been successful or not. Applicants are strongly advised to factor in sufficient time from the assessment period (4 weeks from the closing date) to start their projects.

Accepting the offer
You must accept the grant in the way that we ask you to. This involves you accepting your responsibilities for the grant by signing the acceptance form and returning it to us. We will not make any payments until this has happened. If your grant is for a specific activity and we do not receive the signed acceptance within one month of us sending it to you, our offer of a grant will no longer be valid.

Appeals
The decision of the panel is final. You are; however, welcome to seek feedback on any decisions.

Should applicants have concerns about procedural practice these concerns should be made in writing to:

Cultural Development Manager
Cultural Development
Essex Record Office
Wharf Road
Chelmsford
CM2 6YT

Or by email to culture@essex.gov.uk

Working with children and vulnerable adults
You are responsible for being fully aware of issues about the protection of children and vulnerable adults. You should consider any possible risks involved in the funded activities and take appropriate action to protect everyone involved. If you are an organisation, you must carry out and adopt a written policy and a set of procedures to protect children and vulnerable adults. If your project involves artists working with children and vulnerable adults, it is the responsibility of the host organisation, employing body or project lead to ensure that all relevant project leaders and staff have been checked through the Disclosure & Barring Service (D & B) procedures.

For further advice and information refer to the Disclosure & Barring Service website – https://www.gov.uk/government/organisations/disclosure-and-barring-service or telephone: 0870 90 90 811 (8am-6pm weekdays and 10am-5pm Saturdays)

Insurance
Insurance is essential if you are working with the public, in which case you need to have Public Liability Insurance for a minimum of £5 million. This will insure against damage to ‘third parties’ - the general public – caused through the negligence of someone acting with the organisation’s authority, including the action of your volunteers.

When you use contractors, or invite other organisations to take part in your events, make sure that they have the necessary insurance in place as well. This will safeguard you, your employees, volunteers and the public.

Insurance is a complex area, so we advise you do not leave it to the last minute to organise your cover and to ensure that you are suitably insured before work commences. For further information and guidance you can refer to the following resources:

- Voluntary Resource (provides a selected list of specialist brokers) www.volresource.org.uk
- The British Insurance Brokers Association (they can put you in touch with a broker from their UK network) www.abi.org.uk
- Artists Newsletter www.a-n.co.uk
- Voluntary Arts Network www.voluntaryarts.org
- Charity Commission www.charitycommission.gov.uk
- Association for Independent museums – www.aim-museums.co.uk/

Risk Assessments:
You are responsible for making sure the appropriate risk assessments have been undertaken to ensure the safety of the public and staff involved. In addition, you are also responsible for ensuring that relevant monitoring or risk assessment is made of museum collections and buildings as appropriate.

Event licences
The Licensing Act (November 2005) means that regulated entertainments are required to be licensed. Please contact your local council Public Licensing Department for advice and information. Please remember to factor adequate time into your project planning - you may need to give up to 90 days notice.

- **Premises Licence:**
  A Premises Licence will be needed in order to hold public entertainment, eg: film shows, indoor sporting events, performances of live or recorded music, dance performances or plays and permission to use the building for the sale of alcohol. A Premises Licence can include the sale of alcohol. In this case the applicant must name a Premises Supervisor who is the holder of a National Certificate for Personal Licence Holders to supervise the serving of alcohol.

- **Temporary Event Notice (TEN):**
  A Temporary Event Notice is required if you intend to carry out a licensable activity on unlicensed premises or wish to operate outside the terms of your existing Premises Licence or Club Premises Licence.

- **Licensable Activity:**
  - The sale or supply of alcohol
  - Regulated entertainment (i.e. music, singing or dancing)
  - Provisions of late night refreshment (hot food or drink between the hours of 2300 and 0500)

- **Road Closures:**
  If a road closure is necessary, 5 weeks minimum notice is usually required for a minor road closure. Notice is likely to be much longer where major traffic disruption is forecast.

**Evaluation**
Evaluation is an essential part of developing and delivering a cultural project, and all who receive funding from the Culture in Essex Small Grants scheme have to complete a compulsory evaluation which is supplied when the grant is awarded. Failure to complete the specified evaluation within specified timescales will result in future instalments being forfeited and the applicant will be barred for all future applications to this grants scheme.

**Marketing**
All successful applicants are to brand their projects with ECC’s branding and logos.

**Additional guidance on completing the application form:**

**Section One: About the Applicant**

1.1 **Name of individual / organisation:** Please state the individual, group or organisation applying for the grant.
1.2 **Contact name:** This should be someone who has a good working knowledge of the project. All future correspondence relating to the application will be addressed to the contact name.

1.3 **Contact address:** Please ensure you provide your correct postcode.

1.4 **Have you spoken to a relevant District or Borough Council officer about your application?** If yes, please state their name(s) and job title(s).

1.5 **Please give a brief overview of your practice and the work you deliver. If applying as an organisation please state your organisations key aims.** Provide an overview of the work you / your organisation delivers.

1.6 **Please give an example of any recent highlights of your work.** Give an example of any recent highlights. These could be industry awards and recognition, funding and project successes or a programme of work you are particularly proud of and think advocates your practice.

**SECTION TWO: ABOUT THE PROJECT**

2. **Title of Project:** State the full title of your project.

2.1 **How much grant funding are you applying for?** This should be the total amount you are requesting from ECC’s Culture in Essex Small Grants scheme to fund your application proposal (Maximum £2500)

2.2 **How much additional funding is your project securing?** The scheme cannot fund a project in its entirety and we would expect to see cash match funding to support any proposed programme of work, either through applications to other external funding bodies, trusts and foundations, through earned income or other means such as sponsorship. In using a small grant award as match funding to other bodies, we would expect our investment to be used to lever in more funding than that awarded by the scheme. The scheme cannot support a programme of work where there is no cash match funding and where we are the sole primary funder.

2.3 **When will your project start and finish?** Remember it takes up to 4 weeks for you to hear about our decision, so please give sufficient time to start your project.

2.4 **Where will your project take place?** Please state where in Essex your project will take place and any specific venues if relevant.

2.5 **Summary of Project**

Please provide a 2000 word (maximum) project description. Use the space provided to give a clear and concise description of what the funding will enable you to deliver.

2.6 **How can you demonstrate that the project will be well managed and run efficiently and effectively?** Describe how you will run the project, e.g.: weekly management meetings, action plans, schedules, etc. Also, include how you will evaluate and monitor each stage of the project and its overall success. If this kind of project is new to the applicant/organisation you will need to demonstrate how previous experience, knowledge and skills can be applied in this new situation.

2.7 **Outputs and Outcomes:**

**Outputs** are the tangible products and activity created by your work and are quantifiable, focusing on the deliverables. For example, an older peoples art project might work with 20 residents of a care home over 12 weeks, delivering 12 half day sessions.
Outcomes are the changes, benefits, learning or other effects that happen as a result of your work. They can be wanted or unwanted, expected or unexpected. For example the above mentioned older people’s art project could lead to an improvement in technique and improved confidence with the participants and help to reduce social isolation.

2.8 Audience and Participation: Please state any anticipated audience and participant numbers for your programme of work / project.

2.9 Geographic Reach: State the geographic reach of your work, is its impact solely on one area of Essex or does it affect other areas. Does it have a regional, national or international reach?

2.9 Evaluation: State how you will evaluate you project. What will you do to ensure you can demonstrate in real terms the impact of your project? How will you gather this information and use it to show the results of your project work?

Please supply brief information about the people involved and their relevant roles and experience.

SECTION THREE: MEETING THE CRITERIA

Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.

Our vision

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- Support employment and entrepreneurship across our economy
- Improve public health and wellbeing across Essex
- Safeguard vulnerable people of all ages
- Keep our communities safe and build community resilience
- Respect Essex’s environment


It is important in your application you take account of this Vision. You should ensure your answers are focused and specific and that you demonstrate how you will be able to contribute to ECC’s aims through your activity/s. It is not expected that you will be able to contribute to all the points in the vision; however, we would expect you to be able to demonstrate activities for at least one.

3.8 Equality and Diversity: Essex County Council is committed to positively advancing equality, fostering good relations between different groups and tackling discrimination. In this section please outline how your proposed programme of work will consider the Public Sector Equality Duty (Equality Act 2010) aims as outlined in the application form.

SECTION FOUR: BUDGET
4.1 What other funds have you applied for or intend to apply for towards this project?
Please provide details of any other applications you have made, or intend to make, to any other funding body. Please also provide the anticipated timescale for securing the funding from other sources. Remember to include the financial or support from partners in the Budget at 4.3. It is valid to use an application to this scheme as partnership funding with the aim of attracting additional investment into the county. The scheme cannot fund a project in its entirety and we would expect to see cash match funding to support any proposed programme of work, either through applications to other external funding bodies, trusts and foundations, through earned income or other means such as sponsorship. In using a small grant award as match funding to other bodies, we would expect our investment to be used to lever in more funding than that awarded by the scheme. The scheme cannot support a programme of work where there is no cash match funding and where we are the sole primary funder.

4.2 Have you received financial support from Essex local authorities for any cultural project in the last 2 years?
If Yes, please state which authority (County, District, Borough, Unitary, Town or Parish), for what project and when.

4.3 The Budget:
You will need to show that the project is properly budgeted, is financially viable and offers value for money. The budget should be appropriate for the scale of the project and should clearly reflect the project that has been described. Income targets should be realistic, achievable and related to your marketing plans.
Partners identified in the project proposal should be included in the budget either as financial (£) or ‘in kind’ support. The income and expenditure for your project must balance. You should not budget to eliminate a current deficit you may already have or plan for a surplus. Therefore, do not request more grant money than is needed for the project.

**Expenditure:**
- **Fees/salaries** (including preparation) – if the project involves cultural practitioners specially contracted or appointed to undertake work please state fees and wages and include payment for preparing work. Also state the fees/wages of other people involved providing administration, marketing/PR, technical support etc.
- **Other preparation costs** – make sure you include any other preparation costs for any other people involved in the project.
- **Materials** – These will mainly be items with a one-off use which are required specifically for the project.
- **Venue/site/hire costs** – hire of vans, equipment, instruments, site and venue cost should all be included.
- **Marketing/promotion** – include costs of design and print, advertising and any other promotional material.
- **Administration** – stationary, postage, telephone.
- **Documentation/Evaluation** – include any specific costs involved in documenting the project, video, photographs, and interviews with participants as well as any costs specific to evaluating the project and its outcomes.
- **Support ‘in-kind’** – please state, and cost out, what is being offered for free, eg: volunteer’s time, facilities, materials, use of performance venue, etc. Remember, if you cost support ‘in-kind’ you will need to put the same figure into your income so that your income and expenditure balance.
- **Income**
- Please break your income down under the stated headings.

**SECTION FIVE – SAFETY ISSUES / PARTICIPANTS AND AUDIENCE**

5.1 **Safety Issues**: What are the safety issues relating to your project? If you intend to work with children or vulnerable adults, how will they be kept safe? If your project involves children or vulnerable adults, you must have an active protection policy and procedures in place.

You are strongly advised to do a risk assessment of your project. This will help you to identify any potential safety issues and problems, and how you will reduce their risk of occurrence.

If you are running a public event, the host venue should have a Premises License (s). If it does not, you must apply for a Temporary Event Licence from your local council Public Licencing Department.

Please remember to allow sufficient time to apply for licenses - it can take up to 90 days.

5.2 **Participants and/or audience:**
Please tick all relevant boxes to describe who your key participants and/or audience are.

**6 Declaration.**
Applications can be emailed or posted. Please print name, position and date if emailing your application electronically. Signatures will be required if your application is successful.
**Please note:** the signature(s) must be original, not photocopied.

**9 Application Checklist.**
Please check before mailing that you have enclosed all the information required. If the applicant is an organisation it would be helpful if you could enclose a copy of your latest audited accounts and a copy of your constitution or aims and objectives.

**Monitoring Form:** You must include a completed Monitoring Form to be eligible for consideration

**This guidance is issued by** Essex County Council Cultural Development
You can contact us in the following ways:
  - **By post:**
    Cultural Development, Essex Record Office,
    Wharf Road, Chelmsford Essex CM2 6YT
  - **By telephone:**
    033301 32470
  - **By email:**
    culture@essex.gov.uk
  - **Visit our website:**
    www.essex.gov.uk
    www.exploreculture.org.uk

**Freedom of Information and Data Protection:**
Essex County Council handles information in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998 and is the data controller for the purposes of the Data Protection Act 1998. Any personal data contained in your application and attachments shall be processed and only be used for the purpose in connection with your application for a Culture in Essex Small Grant.

We will not give information about you to anyone outside Essex County Council unless the law allows us to. We may give information about you to other organisations:
To check the accuracy of information you give to us
To prevent or detect crime
To protect public funds
For use in research or statistics
ECC are committed to keeping your information secure and confidential and to sharing your information only as described above. Information which identifies you will only be available to those with a need to know in order to provide services to you.

Data will be kept for up to six months after the closing date, after which it will be destroyed. However, if your application is successful data could be kept up to a maximum of seven years.

Complaints:
If you have any issues you would like to raise with us, please contact the Culture in Essex Small Grants scheme in the first instance by email at: culture@essex.gov.uk or by telephone on: 033301 32470.

Accessibility:
The information in this form can be translated and/or made available in alternative formats, on request.