

Guide to the Criteria, Application Process and Conditions of Funding 2022-2023

If you require this document in an alternative format or language, please contact Eden District Council on Telephone: 01768 817817 or Email: artsandculture@eden.gov.uk

Please read these guidance notes carefully and refer to them when completing the application form.

1. Introduction

The Eden District Council Arts and Culture Development Fund has been established to support and develop arts and cultural projects within Eden District.

The Arts and Culture Development Fund aims to improve and widen participation and engagement in arts and cultural activity within Eden, whilst encouraging partnerships between established organisations, community groups, schools and individuals wherever possible.

We will consider applications for funding towards arts and cultural projects, workshops, services or events including, but not limited to, visual arts, literary arts, music, digital arts, performing arts, crafts and arts for health and wellbeing.

There are three tranches and deadlines for applications during 2022-2023. The Arts and Culture Development Fund Panel expect most applicants to apply for grants of between £500 and £10,000 (for deadlines see 7.1).

The Panel may consider applications that exceed £10,000 that are able to demonstrate exceptional impact.

You need at least 20% match funding.

2. Aims of grant fund

The Arts and Culture Development Fund aims to support the following types of activity and successful applicants will meet one or more of these aims.

1. Create new arts and cultural projects.
2. Encourage active participation in the arts by a diverse cross-section of the community including young people, older people and underrepresented groups within Eden.
3. Create site specific, outdoor art and cultural activity for local audiences.
4. Develop partnerships between local cultural organisations, networks and groups.
5. Encourage delivery of community-based arts and cultural programmes.

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3. What will not be funded?

1. Fundraising events, activities for private gain or that result in profit being made.
2. Videos or films for primarily marketing or promotional purposes.
3. Duplication of existing provision.
4. Activities of a mainly political or religious nature, including improvements to the fabric of church buildings (non-religious arts and cultural events or activities held within a place of worship may be eligible).
5. Contingency funds, income deficits, bridging loans or security against a loan.
6. Applications from schools or educational establishments including colleges, for projects that form part of the main curriculum or that do not offer sufficient benefit to the wider community.
7. Projects that do not have a strong arts / cultural component.
8. Activities which have no public benefit for Eden Residents or which take place outside of Eden District.
9. Activities whose goal it is to promote political, religious or extremist views.
10. Organisational core costs such as staffing costs and day to day running costs¹.
11. Applications from individual artists².
12. Grants will not be awarded retrospectively (eg for work or equipment already purchased or events which have already taken place).

4. Criteria for funding

- 4.1 We welcome applications from Arts and Cultural organisations and groups or community groups, parish and town councils, charities and social enterprises that want to deliver arts and cultural projects and are located within Eden District.
- 4.2 Applications will be assessed on their ability to meet the following priorities:
 - Create opportunities for Eden based artists and creatives
 - Demonstrate excellence in ambition, creativity and delivery

¹ We will consider funding of staffing when it is directly associated with putting on an event or project such as artist / designer / performer fees associated with the creation of the project or event and temporary support staff such as door/bar/security staff.

² Whilst we do not accept applications from individuals, if an individual or group of individuals who are not formally associated wish to deliver a project that meets the aims of this fund they can do so if an eligible organisation is willing to act as an accountable body.

- Help promote the reputation and values of Eden District as a place of creativity and innovation
- Develop a stronger and more sustainable creative economy
- Provide evidence for creating participation in the arts for harder to reach groups or those where there is a lower take up of arts and cultural activity
- Are likely to have beneficial effects that extend beyond the period of the project itself
- Demonstrate documented evidence of community support and involvement
- Demonstrate value for money (through obtaining written quotes and estimates)
- Put steps in place to measure the success of their project or event
- Demonstrate equality of opportunity and the elimination of discrimination

4.3 To apply to this fund your group or organisation (or your accountable body) must have:

- a written governing document or constitution.
- a bank or building society account in the name of your group or organisation with at least two unrelated signatories. (Please do not use any personal bank or credit card accounts to make purchases).

4.4 You are required to provide all necessary documentation to support your application, including copies of written quotes and estimates for **all** items of expenditure of £50 and over. Written quotes and estimates must display the relevant company names and addresses and be less than six months old. We will accept copies of web pages from selling sites detailing the costs of an item, the name of the website / company selling the item and the date. If you are struggling to get hold of multiple quotes for an item, please contact the Arts and Culture officer (details below).

4.6 We will only make one award to any one project / event / workshop in the lifetime of this project.

4.7 We reserve the right to prioritise applications that best meet the fund's aims and priorities. We also reserve the right to decline applications which do not meet the stated criteria.

4.8 If your project is based in a building or on land that is leased from someone else, you need to demonstrate that you have a reasonable amount of time left on your lease. Your current lease should be at least as long as the expected lifespan of equipment purchased. If you are applying for building work to be carried out on a leased property, you should demonstrate that the length of your lease enables your organisation to get value for money from the project.

5. How your application is dealt with

5.1 On receipt of your application we will make an initial assessment. This will check that your group or organisation and project or event are eligible and that all required supporting documentation has been provided. We may contact you to obtain missing information, documentation or for clarification.

5.2 We aim to acknowledge receipt of your application within five working days. This will be by email unless no email address is provided, in which case a letter will be posted.

5.3 You may be contacted by an officer for further details and clarification, this will not necessarily affect your application.

5.4 Eligible applications which are accompanied by the required supporting documentation will be forwarded to the Arts and Culture Development Fund Panel for consideration.

- 5.5 The Arts and Cultural Development Fund Panel will meet for three separate tranches of applications during 2022-2023. Applications will be presented to the panel in summary format although the full applications will also be made available to them.
- 5.8 The Panel may request further information to answer queries and provide greater detail of your project or event or they may ask for a site visit where appropriate.
- 5.11 The Panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
- 5.12 Applicants will be informed (usually by email) within ten working days of the meeting taking place. We will aim to inform you of the outcome of your application and if your application has been successful we will arrange for the funds to be released.
- 5.13 Applicants who are unsuccessful will be notified within two weeks of the panel meeting.
- 5.14 Payment will be made in two stages, 75% of the grant being paid prior to commencement of the project or event and 25% on completion.
- 5.15 A Project Completion Form will be completed and submitted by the applicant on completion of their project or event in order to draw down the final 25% payment.

6. Conditions of funding

- 6.1 All funding must be allocated by the end of the financial year 2022/23 and spent within two years of the date given on the offer letter.
- 6.2 Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.
- 6.3 In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, Eden District Council reserves the right or withhold payment, to reduce an award or seek its recovery.
- 6.4 Financial support provided by Eden District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.
- 6.5 Your group or organisation must ensure that its project or event operates within the requirements of all legislation.
- 6.6 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.
- 6.7 You will be required to inform the Council when your project or event has been completed and to submit a Project Completion Form within three months of completion (we will provide you with a template). You will also need to provide relevant invoices and a bank statement showing payments made. Groups or organisations who do not complete and return a satisfactory Project Completion Form may be required to return their funding.

7. Application timetable

7.1 Applications will be considered three times a year as shown in the timetable below:

Application Deadline	Decision made by
21 st July 2022	End August 2022
23 rd September 2022	End October 2022
20 th January 2023	End February 2023

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