



CULTURAL STRATEGIC FUND: GUIDANCE NOTES

Please read these Guidance Notes carefully before completing the application form.

You should contact the Cultural Strategic Fund to seek advice and guidance before applying. The team can be reached by email at: culture@essex.gov.uk, or by phone on: 033301 32470. Applications will not be accepted if you haven't contacted us prior to applying.

Aim of the scheme

The Cultural Strategic Fund offers grants of £2,500 and above to support and develop the cultural infrastructure of Essex. The scheme is open to cultural organisations of all types based in, or working in, the administrative boundaries of ECC to undertake outcome-focused activity which is of local/regional/national significance and delivers against ECC priorities.

Examples of eligible organisations could be:

- Charities or trusts
- Community interest companies
- Social enterprises
- Public sector organisations
- Private sector organisations
- Organisation's that are part of a local authority's direct provision will be considered on a case by case basis.

Grants will not be made for the purposes of:

- The promotion of faith
- The promotion of political ideals
- The reinstatement of reserve funds
- Retrospective payments

In order to be eligible for grant funding, your organisation should:

- Be properly constituted
- Have been operating for at least three years
- Be financially viable
- Have demonstrated its ability to manage its work effectively

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- Demonstrate effective policies in equal opportunities, health and safety, equality and diversity, children and vulnerable adults protection

Additionally, you will need to show that your cultural organisation produces work that:

- Is of significant benefit to the people of Essex living within the County Council area.
- Is recognised by others to be of local/regional/national significance.
- Has a track record, or the capacity to innovate, take on new developments and make a unique contribution to the cultural infrastructure of the county.
- Has the ability to disseminate good practice beyond the organisation to other practitioners and relevant partners.
- Contributes towards the fulfillment of the aims of the ECC vision and organisational strategy 2017-2021 as detailed below.

Additional guidance on completing the application form:

SECTION ONE: ABOUT YOUR ORGANISATION

In this section please provide contact details for your organisation. All future correspondence relating to the application will be addressed to the contact name. This must be someone from your organisation and should be in a position to answer any further questions concerning the application.

SECTION TWO: ABOUT YOUR APPLICATION

2.2 Please give a brief overview of your organisation and the work it delivers. Provide an overview of your organisation, its history, the work it delivers and where, and how it benefits Essex communities and residents.

2.3 Please state your organisation's strategic aims for 2018/19. What it hopes to achieve and how it will achieve it.

2.4 Please give an example of any particular highlights from 2018/19. 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 organisation.

2.5 Summary of your project. Please detail the specific activities and programmes of work that ECC funding will support. State where and when the work will take place, the people it will benefit, and any partners involved.

2.6 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 people's art

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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. For example the above mentioned older people's art project could lead to an improvement in technique and improved confidence with the participants and reduce social isolation.

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

2.8 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: 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?

SECTION THREE - ESSEX COUNTY COUNCIL'S VISION AND ORGANISATION STRATEGY 2017/21

The [Essex Organisation Strategy](#) sets out our aims for the period 2017-2021.

Ensuring that your answers are focussed and specific, please state how your work will meet the aims of the Organisation Strategy. It's not expected that you will be able to contribute to all the aims but we would expect you to be able to demonstrate activities for at least one.

3.4 Culture and green spaces:

A key priority for the newly formed culture and green spaces service is to promote the identity and culture of Essex. Please explain how your project will help us to achieve this aim.

SECTION FOUR: EQUALITY AND DIVERSITY

4.1 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 described in the application form.

Section Five – Finance

5.1 Please provide a project budget, detailing the specific programmes of work that our funding will support in Essex. Please be sure to detail any other income that our work will help to support, in terms of earned income, in-kind support and funding bids to other organisation's.

Section Six – Supporting Information

6.1 The requested supporting information is an important aspect of your application. Please do not submit your application until all the supporting information is available. Please note: it is not possible for the Cultural Strategic Fund Administrator to return any documentation to you.

Grant Awards:

Funding will be committed for a period of one financial year. Successful applicants will normally receive 75% of the amount awarded in an initial payment with the remaining 25% being paid on delivery of progress report and project update information at the 6 month stage.

How your application will be assessed:

An Assessment Board will decide the outcome of applications. Applicants will be informed in writing whether they have been successful or not and any special conditions that might have been attached to the grant will be included. (Decisions about grants will be made within available resources).

Appeals:

If you have any issues you would like to raise with us, please contact the Cultural Strategic Fund Administrator in the first instance by email at: culture@essex.gov.uk or by telephone on: 033301 32470.

Appeals against decisions made by the Cultural Grant Assessment Board should be made in writing within 21 days of the applicant being informed of a grant decision. The Appeals Panel will convene to review whether to uphold or reject the appeal within available resources. All decisions made will be final. There will be no further right of appeal.

You may not canvass members or officers concerning your application.

Submitting your application:

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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.

Send your completed application form to: culture@essex.gov.uk or by post to:

Cultural Strategic Fund
Essex County Council Cultural Development
Essex Record Office
Wharf Road
Chelmsford
Essex CM2 6YT

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 Cultural Strategic Fund.

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. For further information on how we process personal data please visit <http://www.essex.gov.uk/privacy-notices/Pages/Default.aspx>

Accessibility:

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

For further guidance or advice on applications, please contact Cultural Development at culture@essex.gov.uk or by phone at 033301 32470.