

## **CULTURE IN ESSEX SMALL GRANTS: 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.

Reference Number: You must ensure that you receive a reference number for your application. One will be emailed to you upon receipt of your application. Please ring or email the Cultural Development Team if you do not receive a reference number within 5 working days of your submission.

### **Aim of the Scheme**

- The Culture in Essex Small Grants scheme offers grants of between £250 and £2,500 maximum.
- 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. City, 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 place.
- 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 Monday 21<sup>st</sup> May 2018 at midday.

**How to apply:**

You can either request an application form through emailing [culture@essex.gov.uk](mailto: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](mailto:culture@essex.gov.uk) or telephone 033301 32470. The Cultural team are happy to receive applications and supporting information either via dropbox or wetransfer.

## **The Award**

Project grants will be paid in two instalments as set out in the Offer Letter.

### **How your application will be assessed?**

- Applications will be assessed by an assessment panel.
- 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.

### **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](mailto:culture@essex.gov.uk)

## **SECTION TWO: ABOUT THE PROJECT**

### **2.3 How much match funding are you applying for and from where?**

The emphasis of the Culture in Essex small grants scheme is for applicants to use a small grant award to help lever further cash funding for your project/activity. Essex County Council will not be the sole funder of a project. Please therefore demonstrate your confirmed or anticipated match funding amount. If your match funding is yet to be secured, any award will be offered on the condition that you successfully secure the proposed additional funding. Match funding amounts must at least be as much as you are applying for.

Applications will be prioritised that can demonstrate strong match funding figures. This additional funding could come 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' 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.

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

**2.7 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.

**2.8 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 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.

**2.10 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?

**2.11 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?

## 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

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.

- **Eliminating discrimination, harassment and victimisation**, *i.e. projects that aim to tackle prejudice and stigma*
- **Advancing equality of opportunity**, *i.e. projects that aim to give relevant groups or communities the opportunity to participate in activities that tackle disadvantage*
- **Fostering good relations**, *i.e. projects that bring relevant groups and communities together to share commonalities and promote community cohesion and inclusion*

The relevant groups and communities under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Sex
- Sexual orientation
- Religion or belief – this includes lack of belief
- Marriage and civil partnership

For further information on the Public Sector Equality Duty please use the following link: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/>

## SECTION FIVE: BUDGET

**5.3.** 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 SIX – SAFETY ISSUES / PARTICIPANTS AND AUDIENCE

### **6.1 Safety Issues: 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 (DBS) procedures.

For further advice and information refer to the DBS website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service> or telephone: 0870 90 90 811

## **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](http://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](http://www.abi.org.uk)
- Artists Newsletter [www.a-n.co.uk](http://www.a-n.co.uk)
- Voluntary Arts Network [www.voluntaryarts.org](http://www.voluntaryarts.org)
- Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)
- Association for Independent museums – [www.aim-museums.co.uk/](http://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.

## **SECTION SEVEN: 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.

## **SECTION EIGHT: 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.

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](mailto:culture@essex.gov.uk)

**Visit our website:**

[www.essex.gov.uk](http://www.essex.gov.uk)

[www.exploreculture.org.uk](http://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. 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.