

Cultural Organisations Development Fund: Business Planning

Guidance for applicants

1. Introduction

Future Paisley is the radical and wide-ranging programme of events, activity and investment using the town's unique and internationally-significant cultural stories to transform its future. Future Paisley is the next step on the area's journey that began with Paisley: The Untold Story and led to Paisley becoming the first town to be shortlisted for UK City of Culture.

Resilient cultural and creative organisations are vital to Future Paisley's ambitions to harness the power of culture to change lives and places for the better across Renfrewshire. The Cultural Organisations Development Fund is investing in Renfrewshire-based organisations to enable them to develop their organisational model sustainably.

The Cultural Organisations Development Fund is administered by Renfrewshire Leisure on behalf of Renfrewshire Council.

2. Fund purpose

As part of Future Paisley, the purpose of the Cultural Organisations Development Fund is to strengthen and build the capacity of local cultural and creative organisations in Renfrewshire.

The Fund supports cultural organisations to become more sustainable and to take the next steps in their strategic development.

3. Activity supported by the Fund

The Fund can support the following types of activity to strengthen and build the capacity of local cultural and creative organisations in Renfrewshire:

- Business planning
- Developing fundraising strategies to diversify income streams
- Marketing and communications planning
- Monitoring and evaluation planning
- Board development activity – for example, to improve diversity, gender balance, board training
- Training and development of existing staff members.

Business planning may or may not focus on the growth of the organisation, depending on the organisation's circumstances and ambitions.

This round of the Fund cannot support the following:

- Creation of new staff posts
- Internships, apprenticeships or placements
- Creative learning programmes
- Artistic partnerships or collaborations
- Programming or artistic costs for workshops, festivals or events
- Capital expenditure.

4. Who can apply?

The Fund is reserved for Renfrewshire-based organisations, either established or newly established, that have a cultural or creative purpose (see Appendix 1). The type of organisation is also important.

You can apply if your organisation **is or seeks to be** a:

- ✓ Voluntary or community organisation
- ✓ Registered charity
- ✓ Constituted group or club
- ✓ Community interest company (CIC)
- ✓ Social enterprise

We **cannot accept** applications from:

- ✗ Individuals/sole traders
- ✗ Shareholding organisations that generate private profits
- ✗ Organisations based outside Renfrewshire
- ✗ Applications made by one organisation on behalf of another

5. How much can be applied for?

Applicants are encouraged to apply for the amount most appropriate to their organisation's development needs at the point of application. All applicants must demonstrate how the amount requested and the timeframe proposed is appropriate for achieving their intended organisational development outcomes.

The maximum level of grant in this funding round is £3,000. However, it is anticipated that the amounts requested and activity timeframes will vary between applicants.

6. Duration of grants

Funded activity may last up to 18 months in duration.

The start date of proposed activity must be **after 1st July 2020**. We cannot accept applications for activity which has already taken place.

7. How to apply

Applicants should complete and submit the following documents:

- Renfrewshire Council's [Voluntary Grants Application Form](#). In Section 2 of the form applicants should state specifically how the funding will strengthen and build the capacity of the organisation and identify the organisational development activities to be undertaken that will achieve this.
- The **Supplementary Application Form**. This form includes questions on:
 - How the proposed activity matches the Fund's purpose (section 2);
 - The organisation's governance and management arrangements, including safeguarding, equality and diversity (section 3);
 - Further financial information (section 4);
 - Attachments submitted with the application (section 5);
 - Any additional information not covered elsewhere in the application (section 6).

For sources of information on safeguarding, equality and diversity see **Appendix 2**.

Applicants are also required to provide **further evidence** in support of their application.

Established organisations and groups should provide supporting evidence with their application forms as follows:

- ✓ A recent bank statement less than three months old.
- ✓ Copy of their most recent* Annual Accounts or Income and Expenditure Statement. These should be less than 15 months old, dated and signed as approved. **(you may provide a link to OSCR/Companies House submitted file)*
- ✓ A signed, dated copy of the organisation's* Constitution or Memorandum and Articles of Association. * *(you may provide a link to OSCR/Companies House submitted file)*
- ✓ Where applicable, a copy of the organisation's safeguarding or child protection policies.
- ✓ A copy of the organisations equalities policy or clear evidence of commitment to equalities and diversity.
- ✓ Evidence of **two** pieces of previous work, such as images, testimonials from participants, reviews or links to sound files or short films (no longer than 5 minutes in duration).

Newly established organisations should submit:

- ✓ Estimates of income and expenditure for the first 12 months of operation.
- ✓ A signed, dated copy of the organisation's* Constitution or Memorandum and Articles of Association. * *(you may provide a link to OSCR/Companies House submitted file)*
- ✓ Where applicable, a copy of the organisation's safeguarding or child protection policies.
- ✓ A copy of the organisations equalities policy or clear evidence of commitment to equalities and diversity.
- ✓ Evidence of **two** pieces of previous work delivered by the leading artists or practitioners in the group, such as images, testimonials from participants, reviews or links to sound files or short films (no longer than 5 minutes in duration).

Optional: all applicants may submit:

- ✓ Any other relevant reports or information to support your application such as business plans or reports, letters of support from partners, CVs of key personnel involved, any evidence of additional funding either secured or pending, cash or in-kind (PDFs preferred).

Please list attachments in Section 5 of the Supplementary Application Form.

Please note: if as a newly established organisation, you do not yet have some of the required documents above but would like to apply, please get in touch before applying.

Completed applications should be submitted by email or post to the address listed in section 11 of this guidance by the deadline listed below.

Acknowledgement of receipt of application

Applicants will receive an email to acknowledge receipt of their application.

Assessment

Applications will be assessed by a qualified assessment team of Renfrewshire Council and Renfrewshire Leisure officers.

Applications will be assessed based on the information provided by applicants and, where relevant for applications from charities and/or registered companies,

information from the Scottish Charity Regulator (OSCR) and Companies House websites relating to the applicant's constitution and audited accounts.

Applications will be scored according to three main criteria:

1. The proposed activity's fit with the purpose of the Fund
2. Effective governance and management
3. Financial viability

After the assessment

Applicants will be informed of the outcome of their application by 1 July 2020. All applicants will be offered feedback on the assessment of their application.

8. Application deadlines and timescales

The key dates and deadlines for this funding round are:

- Application deadline: Friday 1 May 2020
- Assessment period: Monday 4 May – Tuesday 30 June 2020
- Applicants informed of decision: by 1 Wednesday July 2020

9. Grant conditions and payments

All grants awarded are subject to Renfrewshire Council's Conditions of Grant as follows.

- All grant payments will be authorised by the Council subject to satisfactory compliance procedures outlined in the Grant Conditions and subject to scrutiny of any grants claims, conditions and receipts/invoices by the Council.
- Once agreed, grant payments will normally be made in two instalments, with 80% of the grant paid in the first instalment and a final instalment of 20% of the grant contingent on receipt of an Activity Report Form.
- Grants may be disbursed during financial years 2020/2021 and 2021/2022 (1 April – 31 March).
- Grants are made payable to applicant organisations detailed in the main application form. Grants awards are not transferrable to other organisations or entities.

10. Contact for enquiries

If you have a query about the Fund, please contact Heather Paton, Cultural Development Officer at Renfrewshire Leisure:

Telephone: 07483 161 487

Enquiries email: codf-enquiries@renfrewshire.gov.uk

11. Submissions

Completed applications should be emailed to:

rcgrantapplications@renfrewshire.gov.uk

Or sent by post to: Cultural Organisations Development Fund
Renfrewshire Leisure – Cultural Services
Renfrewshire House
Cotton Street
Paisley PA1 1LL

12. Application checklist

Established organisations should provide:	
• A completed Renfrewshire Council Voluntary Grants Application Form.	
• A completed Supplementary Application Form.	
• A recent bank statement, less than 3 months old.	
• A copy of their most recent Annual Accounts or Income and Expenditure Statement. These should be less than 15 months old, dated and signed as approved. (Applicants may provide a link to OSCR/Companies House submitted file).	
• A signed, dated copy of their Constitution or Memorandum and Articles of Association. (They may provide a link to OSCR/Companies House submitted file).	
• A copy of their safeguarding or child protection policies where applicable.	
• A copy of their equalities policy or clear evidence of commitment to equalities and diversity.	
• Evidence of two pieces of previous work, such as images, testimonials from participants, reviews or links to sound files, or short films (no longer than 5 minutes in duration).	
• Optional: any other relevant reports or information to support their application, as referenced in section 5 of their Supplementary Application Form, such as: <ul style="list-style-type: none"> ○ letters of support from partners. ○ CVs of key personnel involved. ○ evidence of any additional funding, either secured or pending, cash or in-kind. ○ business plans or reports. 	

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• A copy of their equalities policy or clear evidence of commitment to equalities and diversity.	
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Appendix 1: What is meant by cultural and creative organisations?

The following list is the understanding of cultural activities within the Renfrewshire Cultural Strategy. By 'cultural and creative organisations' we mean organisations working generally in the following areas:

Performing arts	Gaming
Visual arts	Everyday participation (hobbies and pastimes)
Literature	Play
Music and sound	Food
Events and festivals	Museums
Architecture	Galleries
Crafts	Libraries
Design	Archives
Fashion	Historic environment (buildings, monuments and historic landscape)
Film	Intangible Cultural Heritage – living traditions like games, song and stories
TV	
Radio	
Photography	
Animation	

However, we are not being prescriptive about what constitutes culture and creativity and it will be up to applicants to make the case for inclusion if their activities do not fall within this list.

Appendix 2: Sources of information on safeguarding, equality and diversity

Equality and Human Rights Commission: www.equalityhumanrights.com

Renfrewshire Council's webpages on caring for and protecting children and young people: www.renfrewshire.gov.uk/article/2136/Caring-for-and-protecting-children-and-young-people

Renfrewshire Council's webpages on adult protection: <http://www.renfrewshire.gov.uk/adultprotection>