

# Cultural Organisations Development Fund (CODF) Round 4

## Guidance for applicants

**This page contains the guidance for applying for funding from Round 4 of the Cultural Organisations Development Fund. Please ensure you read this carefully before submitting your application.**

### 1. Introduction

The Cultural Organisations Development Fund is funded by Renfrewshire Council as part of the Future Paisley programme. Future Paisley is a cultural regeneration partnership programme which uses the power of the arts, heritage and culture to impact social and economic change. Future Paisley draws on the rich heritage, cultural strengths and creative potential of Paisley and wider Renfrewshire to shape the area's future.

The Fund is administered in partnership between Renfrewshire Council and One Ren.

### 2. Fund purpose and objectives

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 has 3 objectives:

1. To support organisations to become more sustainable and to take the next steps in their strategic development.
2. To build capacity in organisations in order to raise cultural ambition in Renfrewshire.
3. To support organisations which have an ongoing commitment to diversifying and expanding cultural participation.

### 3. Activity supported by the Fund

The Fund can support a range of activities that assists an organisation's development. These could be:

- a) **Governance** – such as board recruitment, company development needs, enhancing skill sets, improving diversity, gender balance, training and awareness.
- b) **Leadership and management** – such as financial management, business planning, developing fundraising strategies to diversify income streams, developing monitoring and evaluation.
- c) **Reach** – developing new areas of organisational activity, deepening art form/specialism knowledge, developing quality, diversifying cultural offer, supporting new artistic partnerships and collaborations.
- d) **Workforce** – creating new staff posts, developing key skills, supporting training and experience.

- e) **Pathways** – developing creative learning programmes and/or skills and pathways projects that recruit internships, apprenticeships and other placements.
- f) **Engagement** – improving social media, communications, marketing and public relations and supporting wider engagement with cultural sectors across Scotland and the UK.

In Round 4, we particularly welcome applications that include pathways for young people to develop their skills and careers in the creative industries. This might include work experience placements, internships and apprenticeships.

In Round 4, applicants may apply for funding for the development of existing posts within their organisation, as well as new posts. Funding for posts would go beyond just sustaining “business as usual” to create new capacity within the organisation in order to build sustainability – for example, through prototyping new operational models or undertaking research and development. Applicants should show how the proposed activity will lead to longer-term sustainability once CODF Round 4 funding ends. Please ensure you include all on-costs (eg National Insurance) in your budget for any proposed posts.

### **Exclusions**

The Fund cannot support activities that have started before 1<sup>st</sup> December 2023 – the Fund cannot support activity retrospectively.

The Fund is not for programming or artistic costs for workshops, events or festivals. Those requests should be directed to the Council’s Culture, Heritage and Events Fund. The deadline for applications for Round 13 of the Culture, Heritage and Events Fund will be Monday 28<sup>th</sup> August 2023 at midnight.

## **4. Who can apply?**

The Fund is reserved for established or developing organisations based in Renfrewshire that have a cultural and creative purpose (see Appendix A).

Eligible applicants are cultural organisations that are a:

- ✓ Registered charity
- ✓ Community Interest Company (CIC)
- ✓ Social enterprise
- ✓ Voluntary or community organisations
- ✓ Constituted group

We cannot accept applications from:

- ✗ Individuals/sole traders
- ✗ Shareholding organisations that generate private profits
- ✗ Organisations based outside Renfrewshire.
- ✗ Organisations that do not have a cultural or creative purpose (see Appendix A)
- ✗ Applications made by one organisation on behalf of another.
- ✗ Applications from groups of organisations.

In Round 4, applications are accepted from single organisations only, for their own organisational development activity. Joint applications from groups of organisations are not accepted.

Eligible applicants that have previously been awarded grants from Future Paisley funding programmes may apply to the Fund in Round 4. These funding programmes include: the Cultural Organisations Development Fund Rounds 1, 2 or 3; the Culture, Heritage and Events Fund (CHEF) and Renfrewshire's Cultural Recovery and Renewal Fund (RCRRF).

We cannot award grants to applicants who are indebted to Renfrewshire Council. Please contact us if this is likely to be an issue for your organisation, on email: [codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk) or telephone: 0141 618 7076.

**Overdue conditions on previous grants:** If you are currently in receipt of a Future Paisley cultural grant from a previous funding round, you cannot make an application for a new grant award if you have not yet met the conditions of your existing grant within its agreed timeframe. This includes meeting the timeframe of the conditions in your current payment schedule, including reporting requirements and project delivery being on track towards completion. Future Paisley grant programmes include:

- Culture, Heritage and Events Fund (Rounds 1-12)
- Cultural Organisations Development Fund (Rounds 1-3)
- Renfrewshire's Cultural Recovery and Renewal Fund.

To discuss this, please email [codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk).

## 5. Duration of grant awards

Funded activity may last up to 16 months in duration. The earliest start date for proposed activity is 1<sup>st</sup> December 2023. Activity starting before this date is not eligible to be funded. All funded activity must be concluded no later than 31<sup>st</sup> March 2025.

Applicants should clearly demonstrate how the amount requested and the timeframe proposed is appropriate for achieving their intended organisational development outcomes.

## 6. 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. It is anticipated that the amounts requested and activity timeframes may vary between applicants.

The maximum grant award is £20,000.

## 7. Other income for your proposed activity

In Round 4 of the Fund, applicants are required to generate a minimum of 10% of their total project budget from other funding sources, either in cash or in kind. This will enable us to maximise CODF's impact and build sustainability within Renfrewshire's professional cultural and creative sector.

## 8. Key dates

- Launch: 22<sup>nd</sup> June 2023
- Expressions of Interest deadline: 18<sup>th</sup> July 2023
- Pre-application advice surgeries: July and August (see below)
- Application deadline: Wednesday 27<sup>th</sup> September 2023 at midnight

- Applicants informed of decisions: Wednesday 29<sup>th</sup> November 2023
- Earliest start date for activity supported by the Fund: Friday 1<sup>st</sup> December 2023
- Latest completion date for activity supported by the Fund: 31<sup>st</sup> March 2025

## 9. Pre-application advice surgeries

Prospective applicants are strongly encouraged to seek information and advice from the OneRen Cultural Services team before applying. The team will be running a series of online advice surgeries on the following dates:

- Thursday 27<sup>th</sup> July 2023
- Thursday 10<sup>th</sup> August 2023

Each advice surgery session will last 20 minutes. If you are unable to attend on either date, please let us know in your Expressions of Interest form (see below) and we will endeavour to arrange a suitable date and time for your advice surgery.

Advice surgeries will support organisations so they are able to submit realistic and well-developed applications that will support their strategic development – or decide not to apply to the Fund if it's not the right fit. They will provide the opportunity to discuss proposals and ideas and answer any questions.

Applicants should submit an **Expressions of Interest form** prior to attending an advice surgery, **by the deadline of Tuesday 18<sup>th</sup> July 2023** to:

[codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk).

For further information and to book an advice surgery, please email [codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk)

## 10. The application form

An online application form, titled 'Cultural Organisations Development Fund Application (CODF)', is used to apply for this funding. To access the online application form, please use this link:

[https://myaccount.renfrewshire.gov.uk/service/Cultural\\_Organisations\\_Development\\_Fund\\_Application\\_CODF](https://myaccount.renfrewshire.gov.uk/service/Cultural_Organisations_Development_Fund_Application_CODF)

Please get in touch if you need the form in a different format, on email [codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk) or telephone 0141 618 7076.

To submit an online application, you will need to register for **MyAccount**, Renfrewshire Council's customer account portal. This will allow you to save your application as you go and allow you to return to complete and submit your application later.

To create a MyAccount please visit <https://signin.mygovscot.org/home/?sp=register/RFWSP>.

If you already have a Renfrewshire Council MyAccount, you do not need to re-register.

Please note that it is only possible to create a MyAccount for individual citizens, not organisations. However, the only data we will see will be the information you submit in your application. For organisations, this will include the details of the organisation and not the individual MyAccount holder.

The online application should take between 30-60 minutes to complete.

The guidance below sets out the information you will need for each section of your application. Please note that you will be able to cut and paste text from a Word document into the online form.

### **About This Form**

The drop-down menu will tell you which documents you will need to upload, based on whether you are:

- An established organisation
- A new organisation

These documents are also listed in the Application Checklist in Section 12 of this guidance (below). **Please have these documents ready before you begin your application.** You will be asked to upload them in the Document Upload section towards the end of the form (see below).

### **Privacy Notice**

Please confirm you have read and agree to the Privacy Notice provided.

### **Grant**

Please read the Cultural Organisations Development Fund guidance, then click Next to open begin application form.

### **Details**

This section is for you to provide us with your contact details; legal status; how many employees, volunteers and members your organisation has; main activity areas; and the geographical areas that your organisation covers.

You will be asked whether your activity involves children, young people and/or vulnerable adults. If so, you will be asked:

- whether all workers and volunteers involved in the project hold the appropriate level of disclosure/criminal records checks, and
- to outline the safeguarding plans and procedures in place for the activity

### **Bank Details**

This section requires the organisation's bank details, including the names of all the bank signatories and their position in the organisation. You must also include the organisation's current bank balance and any significant items of expenditure set against the balance.

### **Project Proposal**

This section is an opportunity to tell us about the organisational development activity you would like funding for.

Please provide the proposed start and end date for the activity, referring to section 5 of this guidance. Explain the purpose of the project and how the need was identified and developed. Please tell us what you propose to do and how you will do it.

Please outline the anticipated outcomes. By outcomes we mean the changes you anticipate happening as a result of your project. Your application would be strengthened by identifying outcomes that connect to the purpose and objectives of the Fund.

You should tell us how you will monitor and evaluate progress towards these outcomes. Successful applicants will also be required to collect monitoring and evaluation data over the course of their grant, and will be provided with templates for data collection.

### **Funding / Project Costs**

Please tell us the total project costs and how much you wish to apply for.

Please provide a breakdown of the total costs and funding of the project, including all expenditure. Please ensure your budget balances.

Please note that applicants are required to generate a minimum of 10% of their total project budget from other funding sources, either in cash or in kind.

Please provide details of the source of income for items of expenditure, and the timeframe for securing other funding.

Please also tell us about any funding received in the last 3 years from Renfrewshire Council. This may include the Culture, Heritage and Events Fund (CHEF), the Cultural Organisations Development Fund (CODF) and/or Renfrewshire's Cultural Recovery and Renewal Fund (RCRRF), amongst other funding programmes. RCRRF includes the following three grant programmes:

- Artist Development Grants (ADG)
- Town Centre and Neighbourhoods Creative Installations (TCNCI)
- Cultural Organisations Support Grants (COS)

Successful applicants will be required to collect data on support in kind over the duration of their project.

### **Project Objectives**

Please tell us how your proposed activity will contribute to the Fund's purpose to strengthen and build the capacity of local cultural and creative organisations. Please use no more than 500 words.

Please tell us how your proposed activity will contribute to one or more of the Fund's three key objectives. You must choose at least one objective, though it is not necessary to meet all three objectives for your application to be eligible. Please use no more than 500 words for each objective.

### **Governance and management**

Please tell us about the governance and management arrangements in place and/or planned. Please include an outline of the skills, experience and capacity of your organisation to deliver the proposed activity. (Please use no more than 500 words)

Please explain the strategic fit of the proposed activity with your organisation's other work. (Please use no more than 500 words)

Please tell us about the risks you have identified with the delivery of the proposed activity and what actions will you take to mitigate those risks. (Please use no more than 500 words). Please note that all projects have inherent risks, some of which may be beyond the project lead's control. These risks may relate to factors such as securing other funding or recruitment, or may relate to broader environmental factors, such as the impact of the Covid-19 pandemic, Brexit or the cost of living crisis.

Please tell us whether your organisation has an equality and diversity statement or policy. If so, please attach it to your application.

Please tell us whether your organisation undertakes equality and diversity monitoring of staff and volunteers, and whether it provides any services or activities that are designed for groups of people with specific protected characteristics, as defined in the Equality Act 2010.

### **Document Upload**

Please upload evidence to support your application. This includes the documents listed in the Application Checklist in Section 12 of this guidance below.

You can add URL links for some documents if required, such as your Constitution or Memorandum and Articles of Association (see Application Checklist below), rather than uploading documents.

### **Further Information**

Use this section to tell us anything you feel is not covered elsewhere in your application, that is important to your proposed activity. This section is not essential.

### **Declaration**

Please complete the declaration and click Submit to submit your application.

### **Reference Number and PDF of your Application**

You will be provided with a reference number for your application. Please make a note of it and use it in any correspondence with us about your application.

You will be emailed a PDF of your application. Please keep this for your records. Successful applicants will be required to refer back to their original application data as part of our monitoring and evaluation reporting processes.

## **11. Equalities monitoring**

In order to monitor the types of applications we receive, in relation to protected characteristics in the 2010 Equality Act, we need to collect information from applicants to the Fund, through an Equalities Monitoring Form. The form includes questions on protected characteristics, including the age, disability, ethnicity, gender and sexual orientation of the applicant organisation's board members, staff and volunteers.

Please complete the form provided here on our website:

<https://www.renfrewshire.gov.uk/CODE>

This information is confidential and not personally attributable. It will be stored anonymously and separately to your application. This information will be used for monitoring purposes only. It does not relate to our assessment of your application.



## 12. Application checklist

Please use the check list below as a guide to ensure you have included the following documents when submitting your application:

| <b>Established organisations should provide:</b>  |  |
|---|--|
| A recent bank statement, less than 3 months old   |  |
| A copy of your 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 your 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 organisation's equalities policy or clear evidence of commitment to equalities and diversity.   |  |
| Evidence of two pieces of previous work including images, testimonials from participants, reviews or links to sound files, short films (no longer than 5 minutes in duration).  |  |
| A completed equalities monitoring form, using the template provided.  |  |
| Optional: any other relevant reports or information to support your application such as business plans, reports and surveys (PDFs preferred).   |  |

| <b>New organisations should provide:</b>   |  |
|--|--|
| A recent bank statement, less than 3 months old  |  |
| Estimates of income and expenditure for the first 12 months in operation.  |  |
| A signed, dated copy of your 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 organisation's equalities policy or clear evidence of commitment to equalities and diversity.  |  |
| Evidence of two pieces of previous work including images, testimonials from participants, reviews or links to sound files, short films (no longer than 5 minutes in duration). |  |
| A completed equalities monitoring form, using the template provided.   |  |
| Optional: any other relevant reports or information to support your application such as business plans, reports and surveys (PDFs preferred).                                  |  |

## 11. Assessment criteria

Applications will be scored according to three criteria:

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

## 12. Contact for enquiries

If you have a query about the Fund please contact:

**Enquiries email:** [codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk)  
**Telephone:** 0141 618 7076

## Appendix A: What is meant by ‘cultural and creative organisations’?

The Fund is reserved for established or developing organisations based in Renfrewshire that have a cultural and creative purpose, which may include any of the following areas:

- Architecture
- Archives
- Broadcasting and media
- Dance
- Digital, animation, photography and new media arts
- Crafts
- Design
- Events and festivals
- Fashion and textiles
- Festivals and events
- Gaming
- Historic environment, including buildings and monuments
- Intangible Cultural Heritage – living traditions like games, song and stories
- Libraries
- Literature and creative writing
- Museums and galleries
- Music and sound
- Performance, theatre and drama
- Visual arts

## Appendix B: Sources of information on safeguarding, equality and diversity

Equality and Human Rights Commission: [www.equalityhumanrights.com](http://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](http://www.renfrewshire.gov.uk/article/2136/Caring-for-and-protecting-children-and-young-people)

Renfrewshire Council’s webpages on adult protection: <https://www.renfrewshire.gov.uk/article/2450/Adult-protection>

## Frequently Asked Questions

### Are joint applications accepted from groups of organisations in Round 4?

No, in Round 4, applications are accepted from single organisations only, for their own organisational development activity. Joint applications from groups of organisations are not accepted.

### My organisation was previously awarded a Cultural Organisations Development Fund grant in previous funding rounds. Am I eligible to apply in round 4?

Yes, organisations previously awarded CODF funding may apply in round 4.

### Will there be a further round of the Fund in the future?

There is currently no guarantee that there will be further funding rounds in the coming year.

### **How likely is my application to be successful?**

We anticipate demand for funds being extremely high. In rounds 1-3 we were able to fund 55% of eligible applications.

### **What would strengthen my application?**

Stronger applications will set out a clear vision and organisational 'journey', demonstrating that the funding will deliver tangible results for the development of the organisation or group of organisations.

Applications would be strengthened by a consideration of longer-term sustainability beyond the timeframe of the proposed activity. There is no guarantee of further funding at the end of the grant.

Stronger applications will also set out the roles of the board, management and key staff in overseeing strategic development, monitoring and evaluation.

Applications for posts would be strengthened by the inclusion of a job description/person specification and addressing the longer-term sustainability or exit strategy for the post. Please ensure you include all on-costs (eg National Insurance) associated with any proposed posts in your application budget.

It is recommended that applications demonstrate an awareness of any risks inherent in the proposed activity and actions to mitigate these risks.

In Round 4, we particularly welcome applications that include pathways for young people to develop their skills and careers in the creative industries. This might include work experience placements, internships and apprenticeships.

### **Can I apply for funding for an existing post in my organisation?**

In Round 4, applicants may apply for funding for the development of existing posts within their organisation, as well as new posts. Funding for posts would go beyond just sustaining "business as usual" to create new capacity within the organisation in order to build sustainability – for example, through prototyping new operational models or undertaking research and development. Applicants should show how the proposed activity will lead to longer-term sustainability once CODF Round 4 funding ends. Please ensure you include all on-costs (eg National Insurance) in your budget for any proposed posts.

### **Does my application require other sources of income (cash or support in kind) in addition to the Fund?**

Yes, in Round 4 of the Fund, applicants are required to generate a minimum of 10% of their total project budget from other funding sources, either in cash or in kind. This will enable us to maximise CODF's impact and build sustainability within Renfrewshire's professional cultural and creative sector.

Analysis of previous funding rounds showed that CODF Round 3 is leveraging in more from other funding sources than it invests.

**Can CODF funding pay my organisation's electricity bill?**

No, CODF cannot fund core running costs such as utility bills. However, CODF can provide funding for fundraising and business planning activity that would build an organisation's sustainability and ability to meet its financial obligations.

**Can I access a copy of the form in a different format?**

Please contact [codf-enquiries@renfrewshire.gov.uk](mailto:codf-enquiries@renfrewshire.gov.uk) if you need to access the form or guidance in a different format due to accessibility reasons.