

# Culture, Heritage and Events Fund Guidance for Applicants



## 1. Introduction

This guidance provides information on how to apply for the Culture, Heritage and Events Fund.

The Culture, Heritage and Events Fund is administered by Renfrewshire Leisure on behalf of Renfrewshire Council. It is a fund for artists, organisations and communities to support projects and events throughout Renfrewshire.

The Fund was established to develop cultural activity as part of Paisley's UK City of Culture bid and continues to support cultural and heritage projects and events.

Nine funding rounds have already taken place. This guidance concerns applications to rounds 10 and 11 during 2019.

## 2. Fund purpose and objectives

We welcome applications that will contribute to achieving the Fund's purpose and objectives.

The purpose of the Fund is to raise cultural ambition and stimulate new cultural, heritage and events activity, aiming to create long-lasting cultural, economic and social transformation in Renfrewshire.

The objectives of the Fund are to:

1. Increase the number of people taking part in creative activity in Renfrewshire;
2. Increase opportunities for young people to develop their creative ambition;
3. Stimulate the local economy;
4. Realise the potential contribution creativity can make to education, social inclusion and quality of life;
5. Strengthen and broaden the network of people developing cultural and creative projects in Renfrewshire;
6. Increase the number of people visiting Renfrewshire;
7. Raise the profile of Renfrewshire throughout the UK.

## 3. Activity supported by the fund

The Fund supports projects that develop practice and encourage engagement and participation in cultural and heritage activities and events in Paisley and Renfrewshire. Activity supported includes:

- the production of new artistic work;
- workshops;
- performances;
- festivals and events;
- exhibitions;
- research and development activity that results in benefit to the public;
- tours;

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- and other opportunities for visitors and residents to engage with heritage and culture.

Funded projects engage and involve our local community, generate footfall in our town centres, attract tourism and showcase the area's assets and the talent of its people.

## 4. What activity cannot be supported by the fund

The Fund cannot support:

- Activities that are not related to culture, heritage and events;
- Activities that do not meet any of the Fund's objectives;
- Activities that do not benefit or engage people in Renfrewshire;
- Activities that have started before the funding round decision date – the Fund cannot support activity retrospectively;
- Purchase of capital equipment unless linked to a new programme of activities demonstrating benefit to the public.

## 5. Who can apply

The Fund is open to organisations and individuals based or working in Renfrewshire, who wish to create or develop cultural or heritage activities. The following organisations and individuals are eligible to apply:

- Independent artists, designers and makers
- Artists collectives, cultural organisations and networks
- Voluntary or community organisations
- Schools, colleges and universities
- Businesses including social enterprises and creative industries.

## 6. How much can be applied for?

Applications will be considered at three levels:

- Small grants: up to £1,000
- Medium grants: between £1,000 and £10,000
- Large grants: over £10,000.

Applicants should bear in mind that funding is limited and the Fund may not be able to support all good applications. Applicants should demonstrate how their proposed activity represents good value for public money and are encouraged to seek income from other sources and support in kind where possible.



## 7. Application deadlines and timescales

There will be two funding rounds in 2019 (rounds 10 and 11). Please submit your application by the deadline listed below. Key dates for each round are:

### Round 10

January 2019	Round 10 launch
<b>1 March 2019</b>	<b>Application deadline</b>
2 March – 30 April 2019	Assessment period
1 May 2019	Decisions made at Council Leadership Board meeting

### Round 11

May 2019	Round 11 launch
<b>24 July 2019</b>	<b>Application deadline</b>
25 July – 17 September 2019	Assessment period
18 September 2019	Decisions made at Council Leadership Board meeting

## 8. How to apply

Please read the guidance for applicants carefully before submitting your application.

Application forms can be downloaded from the Fund's webpage:

<http://www.renfrewshire.gov.uk/CHEF>

Hardcopy application forms can be requested via email at [chef-enquiries@renfrewshire.gov.uk](mailto:chef-enquiries@renfrewshire.gov.uk) or by calling 0141 618 4135.

All applicants should download and complete the following forms:

- **Main application form** (titled: Voluntary and Community Organisations Grant Application Form)
- **Supplementary details form**

Applicants should complete both application forms with reference to the assessment criteria listed in Appendix A of this guidance.

Applicants are also required to submit **further evidence** with their applications.

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Applications from **established organisations** and groups should also include:

- A bank statement less than three months old.
- A copy of the organisation's most recent Annual Accounts or Income and Expenditure Statement – or a link to the OSCR/Companies House submitted file. These should be less than 15 months old, dated and signed as approved.
- A signed and dated copy of the organisation's Constitution of Memorandum and Articles of Association – or a link to the OSCR/Companies House submitted file.

Applications from **new organisations** and groups should also include:

- A bank statement less than three months old.
- Estimates of income and expenditure for the first 12 months.
- A signed and dated copy of the organisation's Constitution of Memorandum and Articles of Association – or a link to the OSCR/Companies House submitted file.

Applications from **individuals** should also include:

- A bank statement less than three months old.
- A photocopy of their ID document: either a passport, birth certificate or driving licence.

Individuals should disregard the request in Section 3 – Supporting Paperwork of the main application form (titled: 'Voluntary and Community Organisations Grant Application Form') to provide a copy of your most recent Annual Accounts or Income and Expenditure Statement and a copy of the organisation's Constitution of Memorandum and Articles of Association. This applies to organisations only.

**Optional:** All applicants may also submit further information in support of their application, such as:

- letters of support from partners.
- CVs of artists and/or key staff involved.
- Evidence of income from other sources and/or support in kind.
- A maximum of three examples (images/music files/video) of previous work.

## Application checklist

Please use the application checklist (in section 12 of this guidance) when submitting your application to ensure that your application is not incomplete.

## Submissions

Applications should be submitted by the deadline listed above, either by email to: [rcgrantapplications@renfrewshire.gov.uk](mailto:rcgrantapplications@renfrewshire.gov.uk)

Or by post to: Grant Applications,  
Culture, Heritage and Events Fund,  
Renfrewshire Council,  
Cotton Street, Paisley PA1 1JD

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## Acknowledgement of receipt of application

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

## 9. How we will assess your application and make our decision

Decisions based on the information provided by applicants in their applications.

Applicants will be assessed by an appropriately qualified assessment team of Renfrewshire Council and Renfrewshire Leisure officers. Decisions on grant awards will be made by Renfrewshire Council's Leadership Board, based on recommendations provided by the assessment team.

Applications will be scored against three criteria:

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

The assessment team will consider how strongly applications meet each of the criteria, based on the scoring system below:

- **Outstanding – 4** – the application meets the criteria and shows outstanding qualities
- **Strong – 3** – the application meets the criteria and shows strong qualities
- **Sufficient – 2** – the application meets the criteria adequately
- **Limited – 1** – the application partially meets the criteria
- **Insufficient – 0** – the application does not meet the criteria.

The team will refer to assessment prompts (provided in in Appendix A) in making their assessments and recommendations.

Due to budgetary constraints it may not be possible for all applications that meet the criteria to be funded.

## 10. Grant conditions and payment schedules

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

**Payment of grants:** Once agreed, grant payments will normally be made in two instalments (or two instalments per annum for projects lasting more than one year), subject to satisfactory compliance procedures and meeting payment conditions. For projects lasting less than one year, the standard payment schedule is 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. Payment schedules for projects lasting more than one year will be subject to discussion with the lead officer at Renfrewshire Leisure.

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Awarded grants will be paid to applicant organisations or individuals detailed in the main application form. Grants awards are not transferrable to other organisations or entities.

## 11. Application check list

<b>Established organisations should provide:</b>	
A completed Renfrewshire Council Voluntary and Community Organisations Grants Application Form	
A completed Supplementary Details Form	
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.	
Optional: any other relevant information to support your application, as referenced in section 3 of your main application form (titled Voluntary and Community Organisations Grant Application Form).	

<b>New organisations should provide:</b>	
A completed Renfrewshire Council Voluntary and Community Organisations Grants Application Form	
A completed Supplementary Details Form	
A recent bank statement, less than 3 months old	
Estimates of income and expenditure for the first 12 months of 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.	
Optional: any other relevant information to support your application, as referenced in section 3 of your main application form (titled Voluntary and Community Organisations Grant Application Form).	

<b>Individual applicants should provide:</b>	
A completed Renfrewshire Council Voluntary and Community Organisations Grants Application Form	
A completed Supplementary Details Form	
A recent bank statement, less than 3 months old	
A photocopy of your ID document: either a passport, birth certificate or driving licence	
Optional: any other relevant information to support your application, as referenced in section 3 of your main application form (titled Voluntary and Community Organisations Grant Application Form).	

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## 12. Contact for enquiries

If you have enquiries about the Fund in general or about completing your application, you can email: [chef-enquiries@renfrewshire.gov.uk](mailto:chef-enquiries@renfrewshire.gov.uk) or call 0141 618 4135.



## Appendix A: Assessment criteria and prompts for assessors

In scoring applications against the four criteria using the scoring system outlined above, assessors will consider the following prompts:

Criteria	Assessment prompts
<p><b>Criterion 1: The proposed activity's fit with the purpose and objectives of the Fund</b></p>	<p>The purpose of CHEF is to raise cultural ambition and stimulate new cultural, heritage and events activity, aiming to create long-lasting cultural, economic and social transformation in Renfrewshire.</p> <p>The objectives of the Fund are to:</p> <ol style="list-style-type: none"> <li>1. Increase the number of people taking part in creative activity in Renfrewshire;</li> <li>2. Increase opportunities for young people to develop their creative ambition;</li> <li>3. Stimulate the local economy;</li> <li>4. Realise the potential contribution creativity can make to education, social inclusion and quality of life;</li> <li>5. Strengthen and broaden the network of people developing cultural and creative projects in Renfrewshire;</li> <li>6. Increase the number of people visiting Renfrewshire;</li> <li>7. Raise the profile of Renfrewshire throughout the UK.</li> </ol> <p>Applicants do not need to meet all of the Fund's objectives. It is preferable for applications to meet fewer objectives well.</p> <p>Assessors will consider:</p> <ul style="list-style-type: none"> <li>• To what extent does the proposed activity fit with the Fund's purpose?</li> <li>• To what extent will the proposed activity specifically raise cultural ambitions in Renfrewshire? For activities involving the arts: is artistic quality likely to be high?</li> <li>• Does the proposed activity convincingly meet 1 or more of the Fund's objectives? Which one(s) and to what extent?</li> <li>• Has the impact of the proposal been clearly articulated and what are the expected outcomes, in relation to the Fund's objectives?</li> <li>• Who will benefit from the proposed activity and how?</li> <li>• What are the intended outcomes for participants? Are these appropriate for the context?</li> <li>• Are engagement plans appropriate?</li> </ul>



<b>Criterion 2: Effective management</b>	<p>Assessors will consider:</p> <ul style="list-style-type: none"><li>• Is the activity realistic and well-planned?</li><li>• How well does the application show the applicant's ability to manage activity successfully?</li><li>• Is there evidence of a clear structure for project management? Who is responsible for the delivery of the project? Does the project team have the relevant expertise and experience? Are there clear roles and responsibilities?</li><li>• What is the nature of the partnerships? Are they genuine, beneficial and collaborative? Is there evidence of commitment from partners to the project (such as letters of support, a financial contribution or support in kind)?</li><li>• How effectively has the applicant identified and considered any risks?</li><li>• For projects involving children, young people and/or vulnerable adults: are there appropriate safeguarding plans and procedures in place for the activity?</li><li>• What is the applicant's approach to reaching audiences? Is this appropriate for the nature of the activity?</li><li>• Is there evidence of demand for the activity?</li><li>• Have access and diversity been considered?</li><li>• Are there robust plans for monitoring and evaluation? Will the applicant be evaluating the effect the activity has on the people and communities taking part?</li></ul>
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<b>Criterion 3: Financial viability</b>	<p>Assessors will consider:</p> <ul style="list-style-type: none"><li>• Is all the required financial information included in the application?</li><li>• Do the income and expenditure balance?</li><li>• Is the budget appropriate and realistic for the activity proposed?</li><li>• Are all items of expenditure proposed in the application accounted for in the budget?</li><li>• Are fees or wages appropriate to the context? (eg Are they industry/union-standard rates? Are they appropriate for the experience and expertise of those involved?)</li><li>• How appropriate are the financial controls in place?</li><li>• If any other income is included in the budget, is it confirmed? If not, do potential income sources seem realistic?</li><li>• Is the amount of money the applicant is asking for suitable for the scale and type of activity? Does it represent good value for public money?</li></ul>
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## **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:

<http://www.renfrewshire.gov.uk/adultprotection>

## **Appendix C:**

### **What do we mean by culture and heritage?**

For the purposes of the Fund, by 'culture' and 'heritage' we mean the following areas:

- Archaeology
- Architecture
- Archives
- Broadcasting and media
- Crafts
- Creative Industries
- Dance
- Design
- Digital and new media arts
- Events and festivals
- Fashion and textiles
- Historical collections and artefacts
- Historic environment, including buildings and monuments
- Intangible cultural heritage, such as living traditions like songs and stories
- Literature and creative writing
- Music
- Performance, theatre and drama
- Visual arts

And blends and mixes of any of these.