

Culture, Heritage and Events Fund (CHEF) Round 14

Guidance for applicants

Make sure you read this guidance carefully before applying for funding from the Culture, Heritage and Events Fund (CHEF).

Contents

What the Culture, Heritage and Events Fund (CHEF) is	2
Purpose and objectives of the fund	2
Activity supported by the fund	3
Who can apply	4
Duration of grant awards	4
How much you can apply for	5
Key dates	5
Information sessions	5
Pre-application support for applicants representing black and ethnic minority communities or new Scots	6
How to apply	6
What you need to include in your application	7
Privacy notice	7
Grant	7
Details	7
Project proposal	8
Project costs	9
Bank details	9
Project objectives	10
Key development areas	10
Equality, diversity and inclusion	10

Further information	11
Document upload	11
Declaration.....	11
Form completion	11
Equalities monitoring.....	11
Application checklist.....	12
Assessment criteria	13
After you've applied	13
Contact for enquiries.....	13
Appendix A: What we mean by 'culture, heritage and events'	14
Appendix B: Sources of information on safeguarding, equality and diversity.....	14

What the Culture, Heritage and Events Fund (CHEF) is

The Culture, Heritage and Events Fund (CHEF) is funded by Renfrewshire Council as part of our commitment to supporting Renfrewshire's cultural sector and delivering creative and cultural experiences for its residents. It is a fund for artists, organisations and communities to support projects and events throughout Renfrewshire.

Purpose and objectives of the fund

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:

- increase the number of people taking part in creative activity in Renfrewshire
- increase opportunities for young people to develop their creative ambition
- stimulate the local economy
- realise the potential contribution creativity can make to education, social inclusion and quality of life
- strengthen and broaden the network of people developing cultural and creative projects in Renfrewshire

- increase the number of people visiting Renfrewshire
- raise the profile of Renfrewshire throughout the UK.

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

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
- research and development for professional artists and creative organisations
- workshops
- performances
- festivals and events
- exhibitions
- tours
- other opportunities for residents and visitors to Renfrewshire to engage with the arts, heritage and culture.

Funded projects support artistic development, partnerships and collaborations, 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.

The fund does not support activities that:

- are not related to culture, heritage and events
- do not meet any of the fund's objectives
- do not benefit or engage people in Renfrewshire
- will start before 1 October 2025 as the fund does not support activity that has started before this date.

Funding cannot be used for the purchase of capital equipment, unless linked to a new programme of activities demonstrating benefit to the public.

Who can apply

The fund is open to organisations and individuals based or working in Renfrewshire who want to create or develop cultural or heritage activities that benefit or engage communities in Renfrewshire.

The following organisations and individuals are eligible to apply:

- independent artists, designers, makers and producers
- artists' collectives, cultural organisations and networks
- voluntary or community organisations
- schools, colleges and universities
- businesses including social enterprises and creative industries.

We cannot award grants to applicants who have an unpaid or outstanding debt with the Council. Contact us at chef-enquiries@renfrewshire.gov.uk if this is likely to be an issue for you.

Overdue conditions on previous grants: If you have been awarded a 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.

Our cultural grant programmes include:

- Culture, Heritage and Events Fund (Rounds 1-13)
- Cultural Organisations Development Fund (Rounds 1-4)
- Renfrewshire's Cultural Recovery and Renewal Fund
- Renfrewshire's Cultural Organisation Fund

To discuss this, email chef-enquiries@renfrewshire.gov.uk.

Duration of grant awards

The earliest start date for proposed activity is 1 October 2025. We will not fund any activity starting before this date.

All funded activity must finish by 14 March 2028.

Applicants need to propose the duration of the activity based on the proposal. In previous rounds of CHEF, the average duration of activity took place over fourteen months.

How much you can apply for

You can apply for grants of up to £20,000. The average grant award in previous funding rounds was £8,621.

There is a cap on the funding, and it is expected demand will be high, so we can't guarantee you'll get a grant or get the amount you've applied for. In Rounds 1 to 13 we funded less than half of all applications.

You should demonstrate how your proposed activity represents good value for public money, and you are encouraged to seek income from other sources and support in kind where possible.

In-kind support refers to non-cash contributions that directly benefits a project and supports its overall cost, such as donations of goods, services, or time rather than money.

Key dates

Date	Event
Monday 19 May 2025	Applications launch.
Tuesday 27 May 2025	Pre-application online information session.
Wednesday 4 June 2025	Pre-application online information session.
Tuesday 1 July 2025 at 5pm	Application Deadline.
Tuesday 30 September 2025	Applicants informed of decisions.
Wednesday 1 October 2025	Earliest date for activity to start.
Tuesday 14 March 2028	Latest completion date for activity supported by the fund.

Information sessions

We will run two online information sessions about the fund for prospective applicants.

There are two dates available. Email us at Chef-enquiries@renfrewshire.gov.uk to book your place on your preferred session:

Date	Time	Contact
Tuesday 27 May 2025	10am to 11am	Chef-enquiries@renfrewshire.gov.uk
Wednesday 4 June 2025	2pm to 3pm	Chef-enquiries@renfrewshire.gov.uk

Pre-application support for applicants representing black and ethnic minority communities or new Scots

As part of our commitment to increasing the cultural diversity of activity supported by the fund, we are providing one-to-one pre-application support for applicants representing black and ethnic minority communities and New Scots. Email chef-enquiries@renfrewshire.gov.uk to arrange a time and date.

How to apply

To apply online, go to the **How to apply section** on the Culture, Heritage and Events Fund (CHEF) webpage: <https://www.renfrewshire.gov.uk/CHEF>.

Before you start, you'll need to register for MyAccount through mygov.scot: <https://signin.mygovscot.org/home/?sp=register/RFWSP>.

If you don't already have a MyAccount, you can only create one for an individual, not an organisation. However, if you are applying on behalf of an organisation, we'll only see the information you submit on the form, not your own personal MyAccount details.

If you've already registered, you do not need to do it again.

You can save the form at any time by selecting **Save** at the bottom of any page of the form.

You'll then get an email with a link to your saved draft. You can also access the saved draft from the 'My Requests' tab on the MyAccount home page.

We recommend you also keep a version of your application in a separate document. This is in case there are any connection issues while you are filling out the form and it's not saved or

submitted.

The guidance below sets out the information you will need for each section of your application. You can cut and paste text from a Word document into the online form, which we would advise if you wished to first draft your application.

If you need the application form or guidance in a different format due to accessibility reasons, email chef-enquiries@renfrewshire.gov.uk.

What you need to include in your application

You'll need to upload specific information or documents depending on if you are applying as:

- an established organisation
- a new organisation
- an individual.

These documents are listed in the [application checklist](#) of this guidance.

Make sure you 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 online form.

Privacy notice

Confirm you have read and agree to the Privacy Notice provided.

Grant

Make sure you have read the Culture, Heritage and Events Fund Guidance, then click **Next** to open begin application form.

Details

In this section, you should tell us whether you are making an application as an individual or as an organisation.

Individual applicants should provide us with their contact details.

Organisations should provide us with their contact details; legal status; details of when the organisation was established; aims of their organisation; how many employees, volunteers

and members their organisation has; main activity areas; and the geographical areas that their organisation covers.

All applicants will be asked whether their activity involves children, young people and/or vulnerable adults. If it does, they 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.

If your proposed activity involves children, young people and vulnerable adults, you should ensure that all workers and volunteers hold the appropriate level of disclosure/criminal records checks. For sources of information on safeguarding, see [Appendix B](#).

Project proposal

In this section, you can tell us about the activity you would like funding for.

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. Tell us what you propose to do and how you will do it.

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.

Provide us with information on the names and roles of people involved in delivering your project. You should include details of whether they will be paid or unpaid, and whether their status is tentative, confirmed or not yet contacted.

Provide us with details of:

- How many participants you expect will take part in your activity
- How many audience members you expect will take part in your activity
- The location of activity: addresses of the places where your activity will take place, and whether these are provisional or confirmed.

- Which artforms or cultural specialisms your project will involve.

Project costs

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

Provide a breakdown of the total costs and funding of the project, including all expenditure. Make sure your budget balances.

Where the total project cost is greater than the amount you are applying for, provide details of the source of income for items of expenditure, and the timeframe for securing other funding.

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

Tell us about any funding received in the last 3 years from Renfrewshire Council.

This may include funding from:

- Cultural Organisation Fund (COF)
- Culture, Heritage and Events Fund (CHEF)
- Cultural Organisations Development Fund (CODF)
- Sustainable Communities Fund
- Local Partnership Grants
- other Renfrewshire Council funding programmes.
- Renfrewshire's Cultural Recovery and Renewal Fund (RCRRF) including:
 - Artist Development Grants (ADG)
 - Town Centre and Neighbourhoods Creative Installations (TCNCI)
 - Cultural Organisations Support Grants (COS)

Any partnership contribution, whether in-kind support or in cash, would also demonstrate support and therefore strengthen an application.

Bank details

All applicants will be asked to add their bank details.

For organisations only: Your bank details must also include the names of all the bank signatories and their position in the organisation. Organisations must also include the

organisation's current bank balance, and any significant items of expenditure set against the balance.

Project objectives

Tell us how your proposed activity will contribute to the fund's purpose to raise cultural ambition and stimulate new culture, heritage and events activity, aiming to create long-lasting cultural, economic and social transformation in Renfrewshire. **Use no more than 500 words.**

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

Key development areas

Tell us if your proposed activity involves any of the following three key development areas, and if so how:

- Clear opportunities for a young person or young people to develop their cultural and creative skills.
- Cultural and creative activities that promote cultural diversity and bring communities together.
- Projects that reach and impact those with protected characteristics.

Equality, diversity and inclusion

Tell us whether your proposed activity is directed at, or particularly relevant to, any of the following groups:

- Children and young people
- Disabled people or people experiencing long-term ill health
- Faith communities
- Lesbians, gay men, transgender and/or bisexual people
- Older people
- People from minority ethnic communities
- People living in poverty

Describe the measures you are taking to ensure your project is inclusive and accessible. If your project is related to any specific protected characteristics or groups, tell us how.

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.

Document upload

Upload evidence to support your application. This includes the documents listed in the Application Checklist in Section 11 of this guidance below.

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

Declaration

Complete the declaration and click Submit to submit your application.

Form completion

When you complete and submit the online form, you will get a reference number for your application. Make a note of it and use it in any correspondence with us about your application.

You will also receive an email with your reference number and a PDF copy of your application. You should keep this for your records.

Successful applicants will be required to refer to their original application data as part of our monitoring and evaluation reporting processes.

Equalities monitoring

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 applicant's age, disability, ethnicity, gender and sexual orientation.

You can download and complete an equalities monitoring form on our website:

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

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.

Application checklist

Use the checklist below as a guide to make sure you have attached the following documents with your application.

Established organisations should provide:

An activity plan and schedule for your proposed project.	
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.	
A completed equalities monitoring form, using the template provided.	
Optional: any other relevant information to support your application, such as examples of previous work or letters of support or evidence of income from other sources or CVs of artists/key staff involved in your project.	

New organisations should provide:

An activity plan and schedule for your proposed project.	
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.	
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.	
A completed equalities monitoring form, using the template provided.	
Optional: any other relevant information to support your application, such as examples of previous work or letters of support or evidence of income from other sources or CVs of artists/key staff involved in your project.	

Individual applicants should provide:

An activity plan and schedule for your proposed project.	
A photocopy of your ID document: either a passport, birth certificate or driving licence (this data is to verify the applicant's ID only and will not be retained by the Council beyond our eligibility checks).	
If applicable, any safeguarding or child protection certificates or policies.	
A completed equalities monitoring form, using the template provided.	
Optional: any other relevant information to support your application, such as examples of previous work or letters of support or evidence of income from other sources or CVs of artists/key staff involved in your project.	

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 management
3. Financial viability

After you've applied

Contact for enquiries

If you have a query about the fund, email: chef-enquiries@renfrewshire.gov.uk.

Appendix A: What we mean by ‘culture, heritage and events’

Regarding this fund, ‘culture, heritage and events’ means any of 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

Appendix B: 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: <https://www.renfrewshire.gov.uk/article/2450/Adult-protection>
- Guidance on types of disclosure and criminal records checks can be found at: <https://www.mygov.scot/disclosure-types>