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**2020 to 2024**

**Aston and Newtown**

**Arts Development Programme**

**Application Form**

| **Exclamation mark in a warning triange** | **Application Closing Date:** 5pm, Friday 5 February 2021 |
| --- | --- |

**Access Support**

We are committed to being accessible. If you experience or anticipate any barriers within the application process or require help to make an application or accessing services and information, please contact us.

Alternative formats of all our documents can be made available on request, including larger print, other languages, Braille and audio versions.

**COVID-19**

We understand there are elements of uncertainty around programme delivery, please see the information in the commissioning prospectus document. We strongly advise applicants to consider the broad range of risks that might impact proposed activities being delivered e.g. social distancing

**Before you apply**

Please carefully read the commissioning prospectus document paying particular attention to the applicant eligibility and commissioning criteria.

Please complete all the questions in the application form.

| **Exclamation mark in a warning triange** | **If you have not had funding from us before, we will not accept an application unless you have had an advice surgery first.**  We strongly recommend that all potential applicants have an advice surgery |
| --- | --- |

**If you have any questions, please contact us. We are here to help.**

Cultural Development Service, Birmingham City Council

[art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk), 0121 303 2434, [www.birmingham.gov.uk/arts](http://www.birmingham.gov.uk/arts)

# Lead Organisation (applicant)

For non-constituted consortiums or groups, one organisation must act as the lead organisation and send us the application. If the application goes on to be successful, this organisation would then be accountable for the grant.

The lead organisation (applicant) must be an established Arts organisation.

**Organisation/group (Lead organisation)**

| Name |  |
| --- | --- |
| Registered/official address, including postcode |  |
| Correspondence address, including postcode (if different to above) |  |
| Organisation telephone number |  |
| Website, blog or Facebook page etc, if you have one |  |

**Main contact for this application**

| Name |  |
| --- | --- |
| Position in organisation |  |
| Phone number |  |
| Email address |  |

**Additional contact for the application**

| Name |  |
| --- | --- |
| Position in organisation |  |
| Phone number |  |
| Email address |  |

We can only commission constituted, not-for-profit, Birmingham based organisations or groups who have arts as the main object or purpose in their Constitution or Articles of Association (i.e. an arts organisation).

Please select the box which describes your organisation and where applicable provide the registration number

| Unincorporated Association with a constitution, committee, bank account and regular meetings |  |
| --- | --- |
| Not-for-profit Limited company | Registration number: |
| Registered Charity | Registration number: |
| Community interest company (CIC) | Registration number: |
| Charitable Incorporated Organisation (CIO) | Registration number: |
| Other – please state: |  |

| Is your Organisation VAT registered? | No/Yes - VAT registration number: |
| --- | --- |
| If yes, what percentage of input tax can be recovered? % |  |

**Your management/executive committee**

Please complete the details below for your management/executive committee

| **Name** | **Gender** | **Ethnicity** | **Has this person been employed by or served as a Councillor for Birmingham City Council in the last three years?** |
| --- | --- | --- | --- |
|  |  |  | Yes / No |
|  |  |  | Yes / No |
|  |  |  | Yes / No |
|  |  |  | Yes / No |

| When was the last annual general meeting held? | DD/MM/YY |
| --- | --- |

| Do you Produce an Annual Report?If yes please attach a copy | Yes / No |
| --- | --- |

**Reserves**

If your organisation has any reserves, please provide details of the total value of the organisation's committed and free reserves.

* Committed or designated reserves – reserves that your organisation has allocated to a particular cost, such as staff salaries or rent.
* Free or unrestricted reserves – reserves which are not committed or restricted.

If you have unrestricted/free or designated reserves that are more than the amount you are applying for, please provide an explanation as to why your proposal cannot be supported from these reserves, or a copy of your Reserves Policy if you have one

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**References**

Please give details of two people who can comment on the track record of your organisation in delivering the type of activity you are applying for.

|  | Referee 1 |
| --- | --- |
| Full Name |  |
| Organisation |  |
| Job title |  |
| Phone |  |
| Email |  |

|  | Referee 2 |
| --- | --- |
| Full Name |  |
| Organisation |  |
| Job title |  |
| Phone |  |
| Email |  |

**This scheme is for consortium applications only.**

**Tell us about your consortium**

| Consortium name |
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| Who are the consortium partners and what responsibilities will they have? Consortiums must include confirmed partnerships (local organisations and community groups) from the Aston & Newtown area. |
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# Your Proposal

| **Programme title** |  |
| --- | --- |

**Where will the activities take place?**

If the locations / venues are not accessible, please consider any reasonable adjustments you may need to make for people with disabilities

| Main address including postcode  This should be the main base of the activities – you can give details of other venues/locations below |  |
| --- | --- |
| Other venues/locations addresses including postcodes |  |

**Tell us about the people taking part in your programme -** Who will take part in your proposed activities?Please don’t include paid individuals in the below table.

| **Exclamation mark in a warning triangle** | Carefully consider the specific, essential and desirable commissioning criteria as well as the outcomes and outputs. We can only commission a three-year phased programme of arts activities led by professional artists that meet the commissioning criteria and involve Birmingham residents as participants. |
| --- | --- |

Definitions

* Participants – programme beneficiaries taking part in participatory sessions led by professional artists/arts leaders with others and improving their skills/experience
* Creators – programme beneficiaries making original work and sharing work with a range of audiences
* Leaders – programme beneficiaries working with professional artists/arts leaders to organise, produce and manage their own work and the work of others
* Audience - experiencing a range of high-quality work, experiencing the work of their peers, developing critical skills and vocabulary and make informed choices
  + (Live) - People who experience the work first-hand in a live setting, such as gallery visitors, live show audiences, festival goers or conference attendees
  + (Online) - People who experience the work first-hand in a non-live setting, such as watching a live-streamed or recorded performance, interacting with a digital product or work hosted online
* Volunteers - Individuals volunteering their time to the programme on an unpaid basis. Programme participants/leaders etc. are not volunteers
* Organisations/groups – taking part as programme beneficiaries e.g. through support or development (only include those directly benefiting from the proposed activities)

Please add estimated numbers for above groups where known, or add tbc if not known

|  | Specific group(s) of people | How many? | Age range | Gender | Ethnicity | Faith | Resident ward, neighbourhood or postcode |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Participants |  |  |  |  |  |  |  |
| Creators (participants making original work) |  |  |  |  |  |  |  |
| Leaders (participants leading activities) |  |  |  |  |  |  |  |
| Audience (live) |  |  |  |  |  |  |  |
| Audience (online) |  |  |  |  |  |  |  |
| Volunteers |  |  |  |  |  |  |  |

| Use this box to tell us anything extra about the people taking part in your programme. |
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| **Please provide a brief summary of your programme** (max 500 words)  Outline the main programme aims, the activities and who you will engage. Please note this wording may be used for promotional purposes outside of Birmingham City Council. |
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| **Please describe your programme** (max 1000 words)   * What are the programme activities and how will they be delivered? * Who will take part? |
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**How will the programme activities address the commissioning criteria and contribute to the programme outcomes?** (max 2000 words)

| **Criteria:** *(please complete a paragraph per Essential criteria and any Desirable criteria selected from the prospectus)* |
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| **Outcome 1:** *Residents to have an increased sense of pride in, and ownership of spaces, places and community facilities/projects in the area* |
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| **Outcome 2:** *Aston and Newtown residents to be engaged with cultural activities and the cultural voice of residents is valued, enabled, developed and shared* |
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**Programme Milestones**

Please use the table to tell us about the main stages and tasks for the first year of this programme.

* For example; start date, programme development timeframe, when progress will be measured, or activity evaluated.
* The programme will be overseen by an external steering group of relevant local representatives. Please include estimated steering group dates (a minimum of 3 in year one).

You can add as many lines as you need to this table to identify the main stages of the programme (year one), for example, planning, developing partnerships, research, any performances, shows, exhibitions, workshops or events, evaluation, and so on

| **Programme Stage/Task** | **Date** |
| --- | --- |
| * Programme start date Year 1 | March 2021 |
|  |  |
|  |  |
|  |  |
| *Insert more rows as required.* |  |
| * Programme end date Year 1 | March 2022 |

**Tell us about indicative main stages and tasks for the second and third year of this programme.**

* For example; programme development timeframe, when progress will be measured, end dates or activity evaluated.
* The programme will be overseen by an external steering group of relevant local representatives. Please include estimated steering group dates (a minimum of 3 in years two and three).

| **Programme Stage/Task** | **Date** |
| --- | --- |
| * Programme start date Year 2 - 3 | March 2022 |
|  |  |
|  |  |
|  |  |
| *Insert more rows as required.* |  |
| * Programme end date | March 2024 |

# Recruitment and Engagement

**Participants and Audience**

| How will you recruit participants and market your programme activities to any audiences?  Please consider how you will make sure that your programme is accessible to people who might experience barriers to taking part in it. These barriers might be related to disability, for example, or socio-economic status |
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**Volunteers**

| Volunteers make an essential contribution to the city’s cultural life. The relationship between an arts organisation and its volunteers should benefit both the organisation and the volunteers. You should respect volunteers, train them properly, and not ask  them to take on responsibilities that are beyond their experience.  Do you plan to engage volunteers? If so, how will you recruit and train them and what will their main responsibilities be? |
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**Co-design**

| Programme activities must be co-designed with Birmingham residents to ensure they are relevant to local needs, circumstances and perspectives  How will the expected participants/audience members (or a representative group) be involved in the co-curation/design of the programme and programme activities? How will their views will be captured and considered? |
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**Area plans and strategic documents**

| Please tell us which relevant area plans and strategic documents will inform your programme and how the programme links to those plans and strategies; e.g. Localism Paper; Working together in Neighbourhoods; Local Ward Plans etc. |
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| How will you engage participants with the area plans and strategies listed above to develop their voice and confidence in local decision making? How will this engagement continue after the programme lifespan? |
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**Qualifications and Training**

| Will any accredited qualifications or recognised training be included in the programme? If so, how will you embed the qualification within the programme activities and who will provide support to programme participants working towards achieving a qualification or recognised training? |
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# Programme Delivery and Management

| **Programme Partners**   * You have already told us about the consortium partners who will lead on and co-produce the programme. Please now list the partners who will be involved in the delivery of the programme. These may be the same or different to the consortium members. (These may be indicative at this time or relevant examples of who you have worked with on similar, previous programmes/projects) * For each partner, explain their role or the service they will provide and how you will work with them? * Are they providing cash or in-kind support to the programme? |
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| **Professional Artists/Arts Leaders**   * Who are the professional artists/arts leaders leading the activities? * What are their artform(s)/specialism(s)? * What is their experience of delivering arts activities with similar participants and programme outcomes? – please provide CVs or appropriate links to their work   If you are planning to recruit after the programme has begun, please give details of the recruiting process and how you will ensure that the selected artists/arts leaders are of a high professional standard with relevant experience, taking into account equalities and safer recruitment |
| --- |
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| **Shadow Artists/Arts Leaders**   * Who are the shadow artist(s)/art(s) leaders working on the programme/programme activities? * What will be the role of the shadow artist(s)/arts leader(s) and what will they gain from this opportunity?   If you are planning to recruit shadow artists/arts leaders once the programme has begun, please give details of the recruiting process taking into account equalities and safer recruitment |
| --- |
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**Programme Management**

| What is your organisation/consortium’s experience of delivering/managing similar programmes or projects and how will you monitor programme delivery? What is your knowledge of Aston and Newtown and have you previously worked in the area? |
| --- |
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| Who will be responsible for overseeing the planning, delivering and management of the programme and programme activities and what is their previous, relevant experience? |
| --- |
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| How will the consortium be managed, by whom and what is their previous, relevant experience? |
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| How do you plan to monitor the progress of your programme activities and evaluate your outcomes throughout the programme? |
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If we give you a grant, we will ask you to evaluate your work and fill in activity reports.

**Staff working on the programme**

Tell us about any PAYE employees that will be working on the programme.

|  | To be paid directly from the programme grant? (Y/N) | Annual cost of salary including employer’s overheads e.g. National Insurance, occupational pension where appropriate (if paid through this funding) |
| --- | --- | --- |
| 1) |  | £ |
| 2) |  | £ |
| *Add rows as necessary* |  |  |

**Managing Programme Risks**

Please use the table below to identify any risks that could prevent your programme activities from being delivered as planned.

Complete the table, identifying any risks to the successful delivery of the programme activities, and list the risk, risk rating and action you will take to mitigate the risk (ways of reducing the impact and/or likelihood of these risks). Give each risk a rating of Major, Moderate or Minor. This rating should relate to the impact of each risk on the activity if it were to occur.

This is not a health and safety risk assessment but is a plan to manage risks to your programme. The types of risks you identify will be different depending on the nature of your programme activities, but think about:

* risks to the programme’s financial viability (e.g. not securing expected partnership funding)
* risks to achieving public engagement (e.g. barriers that could prevent the proposed participants/audiences engaging with the programme activities and the steps that would be taken to overcome these e.g. access requirements including digital, childcare needs, transport etc)
* risks to the successful management of the activity (e.g. practical concerns such as changes to government guidance and restrictions in relation to Coronavirus or not securing any appropriate permissions, managing the programme alongside your day-to-day activity and other projects, etc)
* risks to achieving high quality outcomes (e.g. not securing the artists you want to work with)

We want you to show that you are clearly aware of the risks to the successful delivery of your programme and that there is evidence that you have appropriate ways of reducing these risks.

| **Risk** | **Likelihood - major (3), moderate (2), minor (1)** | **Impact – major (3), moderate (2), minor (1)** | **Risk rating (Likelihood x Impact)** | **What action you will take to mitigate the risk (ways of reducing the impact and/or likelihood)?** |
| --- | --- | --- | --- | --- |
| *Example: Unable to deliver face to face workshops due to COVID restrictions* | *3* | *2* | *6* | *Reshape workshops for online delivery* |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| 3) *Insert more rows as required.* |  |  |  |  |

# Outputs, Outcomes and Impact

General key outputs for the Cultural Development Service include more paid work for Birmingham artists/shadow artists and more sessions of arts activities, events and performances accessible to all.

You have already told us about the people who will take part in your proposed programme activities e.g. participants and audience. Please tell us about the outputs relating to the delivery of your programme

|  | Yr1 | Yr2 | Yr3 |
| --- | --- | --- | --- |
| * Number of programme days - The number of calendar days on which programme activities are taking place. |  |  |  |
| * How many participatory arts activity sessions led by professional artists will take place? A session is a period devoted to a particular activity, one session could last an hour, half a day or a whole day. Some activities may have several separate sessions in one day. |  |  |  |
| * How many arts events/performances/sharing opportunities will take place? |  |  |  |
| * How many new artworks will be created or commissioned through the programme? |  |  |  |
| * How many days of paid work will the programme provide for Birmingham professional artists/arts leaders? A day is defined as 7 hours of work or 8 hours including a 1-hour lunch break. |  |  |  |
| * How many days of paid work will the programme provide for Birmingham shadow artists/arts leaders? A day is defined as 7 hours of work or 8 hours including a 1-hour lunch break. |  |  |  |
| * How many volunteer hours will be provided to support the programme and its activities? |  |  |  |
| * How many individuals will be engaged in an accredited qualification or recognised training through the programme? |  |  |  |

| **Artistic outputs**  What do you anticipate the artistic outputs to be and how you will showcase/celebrate/share any artistic outputs developed and produced by programme participants? |
| --- |
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| **Impact**  What long-term impact (marked effects or influences) do you anticipate the programme to have on place-making and resident cohesion in the Aston and Newtown area? |
| --- |
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| **After the programme (legacy)**   * What do you envisage will happen next for the participants? * What longer term legacy do you envisage this programme will have for your organisation, consortium, programme partners, the programme artists and Aston & Newtown residents? |
| --- |
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# Programme Costs and Income

The funding available is revenue support for direct programme/activity costs. We can only support costs that are for specified items of that will be used to deliver the programme. Please see page 5 of the Commissioning prospectus for information the types of activities which we cannot support.

# Tell us about the programme costs

Please give details of each item of expenditure and what it will be spent on, or who the money will go to using a separate line for each item.

|  | **Expenditure details** | **Yr. 1 £** | **Yr. 2 £** | **Yr. 3 £** |
| --- | --- | --- | --- | --- |
| **Direct costs**  Freelance Artists Fees - The fees being paid to the creatives on the programme who are not members of staff in your organisation | 1)  2) etc. |  |  |  |
| Other external fees - All fees to other externals who are not counted as 'artists' in the line above |  |  |  |  |
| PAYE employees working on the programme paid directly through this programme |  |  |  |  |
| Venue / Equipment Hire |  |  |  |  |
| Materials - The cost of materials used exclusively on this programme. |  |  |  |  |
| Travel & subsistence - The costs of travel and subsistence that are directly related to the delivery of this programme e.g. volunteer expenses |  |  |  |  |
| Accessibility costs – Costs to make your activities accessible for participants and audiences |  |  |  |  |
| Any other direct programme expenses e.g. participant accreditation costs |  |  |  |  |
| **Development costs**  Training - Training required by members of staff in order to deliver the activities (not including training for freelancers or artists which should be accounted for in the external fees section above) |  |  |  | £ |
| Staff accreditation costs - Accreditation costs related to the proposed activities |  |  |  | £ |
| Other development costs - Any other costs which pertain directly to the skills and capacity of the organisation to deliver this programme |  |  |  | £ |
| **Marketing & audience development costs**  Printing/Mailshots |  |  |  | £ |
| PR/Publicity fees - The fees accruing to a PR agency or other external/subcontractor for this set of activities. This does not include internal staff which should be included under overhead costs |  |  |  | £ |
| Other Marketing or Audience development costs e.g. advertising, social media, online etc |  |  |  | £ |

| **Programme specific overheads**  Central function costs - The sum allocated to the programme to cover items such as programme management, finance, admin, HR, evaluation etc |  |  |  | £ |
| --- | --- | --- | --- | --- |
| Governance & strategic development costs - The costs of the allocation of senior team capacity |  |  |  | £ |
| **Evaluation costs** - The cost of external evaluation activities (Internal evaluation activities undertaken by staff should be included under ‘central function’ overhead costs) |  |  |  | £ |

|  | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| **Yearly programme costs subtotal** (cash) | **£** | **£** | **£** |
| **Contingency** - no more than 5% of the above programme costs subtotal | **£** | **£** | **£** |
| **Total yearly programme costs** (including programme contingency) | **£** | **£** | **£** |

| **Total three-year programme cost (a)** | £ |
| --- | --- |

# Tell us about the income for your programme

Please give details of each item of income and where it is expected to come from using a separate line for each item.

| **Exclamation mark in a warning triangle** | All applications must include **at least 10% support (a combination of cash and in-kind)** from sources other than Birmingham City Council. |
| --- | --- |

**Earned Income**

|  | **Income details** - Tickets, membership etc - Please explain amounts e.g. 100 tickets @ £2.50 | **£ expected** |
| --- | --- | --- |
| **Year 1** | 1)  2)  3) etc. | £ |
| **Year 2** |  |  |
| **Year 3** |  |  |

**Contributed Income**

|  | Income details - **Sponsorship from companies and corporations** | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Income details - **Donations from private individuals** | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Income details - **Own cash contribution or unrestricted income which your organisation has already earned through other sources** | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Income details - **Other contributed Income** | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

**Grant Income**

|  | Public Sector - Arts Council England (ACE) NPO grants. Regular funding from Arts Council England as a member of the National Portfolio allocated to this programme | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Public Sector - Other ACE Grant - Other sources of ACE grants e.g. Grants for the Arts etc | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Public Sector - Grant in Aid Funds which originate from central government directly | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Any other public sector grant - Any other sources of public funds | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | Private Sector grants(Trusts, Foundations etc) | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| **Yearly programme income subtotal** (expected and confirmed cash income) | **£** | **£** | **£** |
| **Aston and Newtown Arts Development Programme Commissioning Grant** | **£50,000** | **£50,000** | **£50,000** |
| **Total yearly programme (cash) income:** Yearly programme income subtotal + grant | **£** | **£** | **£** |

| **Total** **three-year programme cash income (b)** | £ |
| --- | --- |

**Please make sure the budget balances** by checking that the total three-year programme cost (a) and the total three-year programme income (b) are the same

**Tell us about the in-kind support for your programme**

Please list the non-cash contributions of equipment, materials, time and services and who is providing the support. This only includes things which you would normally pay for, but which are being given free of charge.

Please list the non-cash contribution and the provider

|  | **Applicant in-kind contributions -** In the case of use of your organisation’s own equipment, the in-kind should reflect the cost of hiring the equipment, not buying new | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | **In-kind contributions from others** | £  Expected | £  Confirmed | Total (expected & confirmed) |
| --- | --- | --- | --- | --- |
| Year 1 |  |  |  | £ |
| Year 2 |  |  |  | £ |
| Year 3 |  |  |  | £ |

|  | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| **Yearly programme in-kind contributions** (expected and confirmed) | **£** | **£** | **£** |

| **Total three-year programme in-kind contributions** | £ |
| --- | --- |

| **Total programme value (c)**  Total three-year programme cash income (above) + Total three-year programme in-kind contributions | £ |
| --- | --- |

Please note that your grant request must be no more than 90% of the **total programme value (c)**

| **Budget Notes** – use this box to provide any additional information about your programme budget |
| --- |
|  |

**Living Wage**

| I confirm that all paid individuals working on the programme will be paid the Birmingham Living Wage in accordance with the Council’s policy |  |
| --- | --- |
| If any, please tell us how many existing employees will be uplifted to the Birmingham Living Wage through this programme. |  |

# Policies, Procedures and Processes

Please make sure that you provide the documents below when you send your application to us. If you require any support, please contact our service.

| Does your organisation have, or is it working towards, a recognised quality standard for third sector organisations e.g. Community Matters, VISIBLE or Quality Performance Mark (QPM)? | Yes / No |
| --- | --- |
| Do you have a quality assurance system? If yes, please provide a copy | Yes / No |

| Please confirm that you have appropriate Insurances in place. Policy details will be requested if your application is to be taken forward. | Yes / No |
| --- | --- |

| **These documents must be sent with your completed application form** | **Provided** |
| --- | --- |
| Completed Application form |  |
| Constitution / Governing Document appropriate to the legal structure of your organisation |  |
| Proof of bank account for your organisation (not a personal account) |  |
| You must provide a copy of your accounts from the last financial year that have been certified by a qualified independent accountant (or that have been prepared to the relevant legal standard for an organisation of your size and status).  If you cannot provide audited accounts for the last financial year because you have not met your year - end yet, we can accept a set of management accounts for the current financial year together with the previous financial year’s audited accounts |  |
| Equalities Policy / statement |  |
| Safeguarding Policy and;   * Safeguarding Procedures for children and young people in line with the Birmingham Safeguarding Children Partnership [www.lscpbirmingham.org.uk](http://www.lscpbirmingham.org.uk) and; * Safeguarding Procedures for adults at risk, in line with the Birmingham Safeguarding Adults Board [www.bsab.org](http://www.bsab.org) |  |
| Whistleblowing Policy & Procedure |  |
| Health and Safety Policy / statement |  |
| Data protection policy |  |
| CVs or appropriate links for the programme leads and professional artists (where identified) |  |
| Your annual report, if you produce one |  |
| Other supporting documents e.g. Evidence of partnership support. |  |

**Why are we asking for these documents?** – Birmingham City Council has a responsibility to ensure that public funding is used for its approved purposes and that, when an organisation receives funding, it is used appropriately and provides value for money. This includes the operation of suitable management, equalities, safety, safeguarding and financial policies and practices.

**Activities specifically engaging or working with Children, Young People or Adults at Risk** - Who in your organisation at senior level is responsible for the Safeguarding policy’s implementation and monitoring?

| Name |  |
| --- | --- |
| Position in organisation |  |

| Do all relevant members of staff/volunteers/committee or board members have an up to date Criminal Records Bureau check (DBS)? | Yes/No |
| --- | --- |
| Do you have in place a record of DBS checks carried out, confirming that DBS checks are satisfactory? | Yes/No |
| If you have selected ‘No’ please state the reasons for this |  |

# Declaration

Birmingham City Council is committed to being open and transparent about decisions which affect Birmingham Citizens. Details of grant payments to voluntary and community sector organisations are published on the Council’s website every three months. To view published information, please go to [www.data.birmingham.gov.uk](http://www.data.birmingham.gov.uk)By submitting this application, you are agreeing that your details will be published.

In addition, if you are successful in your application, you will be required to confirm that you have the following in place:

* Insurance
* Financial regulations and procedures
* Counter Fraud and Anti-corruption and Gifts and Hospitality policies
* Complaints policy
* Environmental policy
* No Platform policy

Please note: Where applicable grant officers will add additional conditions into the Conditions of Grant Aid (COGA).

**DATA PROTECTION ACT 2018, CONFIDENTIALITY STATEMENT**

Birmingham City Council collects information for the purposes of procurement and payment functions.  The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.

We may check information provided by you, or information about you provided by a third party, with other information held by us.  We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law. These third parties include other local authorities, government departments, credit reference agencies and the police.

We will not disclose information about you to anyone outside the City Council unless the law permits us to. Confidential information will not be disclosed to third parties.  We recognise that information is valuable, and we take all reasonable measures to protect it whilst in our care.

The City Council is the Data Controller for the purposes of the Data Protection Act.  If you want to know more about what information we have about you, or the way we use your information, you can ask at our main offices or telephone the Corporate Information Governance Team on Tel: (0121) 303 4876.

# Application Form Declaration

| **On behalf of** (organisation/group name) |  |
| --- | --- |
| for **Programme Title** |  |

I confirm that:

* The information and supporting documents with this application are correct and complete. If the requested grant is approved, any additional supporting documents required will be provided.
* If the requested grant is approved, the proposed activities will be carried out as described in this application.
* Details of all other funding related to this activity, confirmed or applied for, have been disclosed.
* The required supporting documents are enclosed with this application
* I am authorised to sign and submit this application for grant funding on behalf of the organisation.

This section must be signed by the person who completed this form, on behalf of the organisation applying. The witness must not be a relative of the person who completed the form.

**Coronavirus (COVID‑19) social distancing, home working and signing this document**

Please note that our offices are currently closed so we are only able to accept electronic applications and supporting documents.

If possible, please print, sign, scan and email a copy of the completed, signed application form. We understand if it is not possible or practical for your signature to be witnessed.

If you are not able to provide a scanned signed document, please send the completed document from the email address of the main contact for this application individual for some verification.

**Form completed by:**

| Name |  |
| --- | --- |
| Role |  |
| Signature |  |
| Date |  |

**Witnessed by:** (if possible and practical)

| Name |  |
| --- | --- |
| Role |  |
| Signature |  |
| Date |  |