

Creative Coronavirus Messaging 2021 - 2021 Application Form



Application Closing Date: Friday 19th February 2021 at 5pm

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.

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, 0121 303 2434, www.birmingham.gov.uk/arts

Your 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.

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:
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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	

Your Proposal

Programme title	
Grant request	£

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.



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.

Please provide a brief summary of your programme (max 100 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.

Please describe your programme (max 500 words)

- What are the programme activities and how will they be delivered?
- Who will take part?
- How will the project activities address the selected commissioning criteria and contribute to the selected outcome(s)?

Programme Timeline

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

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	
• Programme end date	

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, digital accessibility or socio-economic status

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 be captured and considered?

Programme Delivery and Management

Programme Partners

- Who are your project partners?
- What is their role or the service they will they provide and how will you work with them?
- Are they providing cash or in-kind support to the project?

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

Programme Management

What is your organisation experience of delivering/managing similar programmes or projects and how will you monitor programme delivery?

Who will be responsible for overseeing the planning, delivering and management of the programme and programme activities and what is their previous, relevant experience?

How do you plan to monitor the progress of your programme activities and evaluate your outcomes throughout the programme?

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)?
<i>Example: Unable to deliver face to face workshops due to COVID restrictions</i>	3	2	6	<i>Reshape workshops for online delivery</i>
1)				
2)				
3) <i>Insert more rows as required.</i>				

Outputs, Outcomes and Impact

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

- Number of project days - The number of calendar days on which project activities are taking place between the project start and end dates.
- How many participatory arts activity sessions led by professional artists will take place during the project? A session is a period devoted to a particular activity, one session could last an hour, half a day or a whole day. Some projects may have several separate sessions in one day.
- How many arts events/performances/sharing opportunities will take place as a result of the project?
- How many new artworks will be created or commissioned as a result of the project?
- How many days of paid work will the project 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.

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?

Impact

What long-term impact (marked effects or influences) do you anticipate the project to have for the people and place you propose to work with?

After the programme (legacy)

- | |
|---|
| <ul style="list-style-type: none">• What do you envisage will happen next for the participants?• What longer term legacy do you envisage that this programme will have for your organisation, programme partners, the programme artists and Birmingham City residents? |
| |

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	£ Amount
Direct costs		
Freelance Artists Fees - The fees being paid to the creatives on the programme who are not members of staff in your organisation		
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		
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)				£

Project costs subtotal (cash)	£
Contingency - no more than 5% of the above programme costs subtotal	£
Total project costs (including programme contingency)	£

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.

Earned Income

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

Type of income	Income details	£ expected	£ confirmed
<u>Contributed Income</u>		£	£
<ul style="list-style-type: none"> Sponsorship - from companies and corporations 		£	£
<ul style="list-style-type: none"> Donations – from private individuals 		£	£
<ul style="list-style-type: none"> Own cash contribution - unrestricted income which your organisation has already earned through other sources 		£	£
<ul style="list-style-type: none"> Other contributed Income 		£	£
<u>Grant Income</u>		£	£
<ul style="list-style-type: none"> Public Sector - Arts Council England (ACE) NPO grants 	Regular funding from Arts Council England as a member of the National		

Type of income	Income details	£ expected	£ confirmed
	Portfolio allocated to this project		
<ul style="list-style-type: none"> Public Sector - Other ACE Grant - Other sources of ACE grants e.g. Grants for the Arts, Catalyst etc 			
<ul style="list-style-type: none"> Public Sector - Other Local Authority - Funds being used for this project which originate from a Local Authority other than Birmingham City Council 		£	£
<ul style="list-style-type: none"> Public Sector - Grant in Aid - Funds which originate from central government directly 		£	£
<ul style="list-style-type: none"> Any other public sector grant - Any other sources of public funds 		£	£
<u>Private Sector grants</u> (Trusts, Foundations etc)		£	£

Project income subtotal (expected and confirmed cash income)	£
Grant request (The amount you are applying for in this application)	£
Total project (cash) income: project income subtotal + grant request	£

Please make sure the budget balances by checking that the total project cost and the total project cash income are the same

Tell us about the in-kind support for your project

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.

In-kind Support	Details Please list the non-cash contribution and the provider	£ expected estimated value for each item	£ confirmed estimated value for each item
<u>Applicant in-kind contributions</u> - 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		£	£
<u>In-kind contributions from others</u>		£	£

Total In-kind support	£
Total project value: total project cash income (above) + in-kind support	£

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

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.

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; <ul style="list-style-type: none"> • Safeguarding Procedures for children and young people in line with the Birmingham Safeguarding Children Partnership www.lscpbirmingham.org.uk and; • Safeguarding Procedures for adults at risk, in line with the Birmingham Safeguarding Adults Board 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.

We ask for these documents with your application, but if you cannot send them on the submission deadline, these will be a Condition of Grant Aid

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 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	