

2021-22

Arts and Health Evaluation Toolkit assistance grants Commissioning Document

	Application Deadline
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| | <ul style="list-style-type: none">• 3rd September 2021 by 5pm• 5th November 2021 by 5pm |
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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.

Coronavirus (COVID-19)

Please note that our offices are currently closed so we are only able to accept electronic expressions of interest.

Online information sessions and advice and guidance surgeries will be delivered by Culture officers over the telephone and via the Microsoft Teams video conferencing tool.

We appreciate that these are uncertain times and recommend that activities are developed with safe spaces and practice in mind e.g. social distancing. For the latest Coronavirus (COVID-19) guidance and information visit www.gov.uk/coronavirus

Who can apply?

This opportunity is available for constituted, Birmingham based¹, organisations or groups who are using arts* to achieve health outcomes and which are delivering participatory arts projects that can be evaluated against health outcomes.

* By 'arts' we mean any of a wide range of artforms, for example:

- Combined Arts/Multidisciplinary Art
- Visual Arts including Crafts
- Drama and Dance
- Literature and Creative Writing
- Music
- Film and Photography
- Digital Arts (art that is made or presented using digital technology)

Advice and Guidance

Applicants can book an individual advice and guidance discussion about their project and expression of interest – officers are available to discuss your proposal throughout August and October 2021.

Applicants that will not be a priority

We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us which has not been managed satisfactorily.

There are some types of projects which we cannot support

- Projects which do not have health outcomes for participants
- Projects which take place after March 2022

How to apply?

Read the information in this pack carefully

Check that your organisation is eligible to apply for Arts Activities grants and your project meets the funding criteria.

Submit an expression of interest (EOI)

You will need to submit an EOI which is max 2 A4 pages. Details of what to include in your EOI are included on page 5. If there is anything you need help with, please contact the team for advice. You can submit your EOI online or as a video if preferred (max 5mins).

Submit your completed expression of interest by the deadline

Send your completed expression of interest and any supporting documents by email to artsandhealth@birmingham.gov.uk with the subject 'Evaluation toolkit assistance grant EOI'

Please note that our offices are currently closed so we are unable to accept any posted EOI's or supporting documents

¹ By 'Birmingham based' we mean an organisation that is registered with a Birmingham business address/located in Birmingham

When sending attachments, please ensure the following:

- attachments are not password protected (we will not be able to receive the email)
- the attachment, email content plus any email headers and footers are not larger than 20MB (emails over 20MB will be bounced by our email server)

If you haven't received an acknowledgment email for your EOI within 5 working days of the deadline, please contact us to check we have received it.

How much funding is available and how much funding can I apply for?

There is £30,000 available split over 2 rounds. We are looking for EOIs of £2,000.

No match funding required.

Please note that we cannot release grant funds and projects can't start until all funding paperwork is signed, and any additional conditions are met.

EOI deadlines	5pm Friday 3 rd September 2021 5pm Friday 5 th November 2021
Delivery timeframe	The deadline to submit pilot reports will be 31 st January 2022.
Funding scheme	Birmingham City Council is looking to launch a sector wide arts and health evaluation toolkit from March 2022. This funding supports the development of this toolkit via a pilot trial. Arts organisations delivering participatory arts & health projects between September 2021 and January 2022, are encouraged to apply in for funds to support trialling this toolkit against those projects and offer feedback to inform future roll out.
Essential	Please submit an expression of interest (max 2 x A4 pages) that includes: <ul style="list-style-type: none">• Short paragraph introducing your organisation and arts & health focus/background• Details of your project to be evaluated including arts & health outcomes• The project participants and numbers• The area of Birmingham you are working in• Provide an evaluation timeline against identified project• Details of different evaluation methodology against your project• Provide confirmation that all necessary policies and procedures are in place to deliver your activity• Demonstrate organisational capacity to undertake this piece of work• Evidence that your organisation is in good financial health
Optional	<ul style="list-style-type: none">• Submit an online/video EOI (max 5 mins) sent through widely accessible platforms (You Tube)

What happens after you apply?

After the commissioning scheme closing date, it will take approximately 3 weeks to make a grant funding decision. Please note that we cannot release grant funds and projects can't start until all funding paperwork is signed.

- We will send you an email acknowledgement within 5 working days of receiving your EOI. If your organisation is not registered as a vendor with Birmingham City Council, we will also send you a new supplier form (and guidance) to complete and return.
- Each EOI is checked against the eligibility and commissioning criteria. We may contact you to ask for more information to help us to understand your project.
- Each EOI will be considered by an assessment panel and senior officers who take the final decision.
- Once all the decisions have been made, we will send out emails informing everyone of the EOI outcome. If your project is commissioned, you will be sent an offer letter and a grant schedule.
- You will need to confirm that you accept the grant offer and conditions. Once the COGA has been co-signed by the grant co-ordinator, your first payment can be released, and you will be able to start your project.
- 50% payment will be released upon receipt of signed COGA. The remaining 50% will be released following receipt of your report.

Supporting 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.

The documents we ask you to evidence with your EOI help to show us that:

- Your organisation is well-governed and managed effectively
- Your organisation is financially viable, so that money we give you is not at risk
- Members of the public, particularly children and adults at risk, are safe
- The artists involved in the project have a strong history of delivering projects like this (if you have not yet recruited lead artists for your project, please include CVs of the people in your organisation who will be leading and managing the project).

Conditions of Grant Aid, Policies and Procedures

If you are awarded a grant, you will need to confirm that you accept the grant offer and Conditions of Grant Aid, in which you will agree to meet conditions of grant aid including those summarised below.

If you think you will need any support in meeting these conditions, please get in touch before applying.

By accepting a grant from the Council, you will be agreeing to having the following in place;

- **A Governing document** which allows for the following: election of a committee (including Voting Membership, Chair, Treasurer, Secretary); regular management committee/board of trustees meetings; a Special or Extra Ordinary General Meeting; presentation of annual financial statements at an AGM; amendments to be made to the constitution/ Memorandum and Articles of Association; and how Assets remaining, after winding up or dissolution would be used.

- Unincorporated Organisations must have a governing document, which allows for membership open to anyone. Grant recipients should be aware that unincorporated organisations have no status as a legal entity therefore individual members of the management committee are personally responsible for the organisation's obligations.

The charity commission provides guidance and information about writing a governing document www.gov.uk/guidance/how-to-write-your-charitys-governing-document#how-to-write-your-governing-document

- **Insurance** - You will have suitable insurances in place for your organisation and the commissioned project. You agree to show insurance documents to us if we ask for them e.g. public liability insurance.
- **Safeguarding policy and procedures** in place which are in line with Birmingham Safeguarding Children Partnership www.lscpbirmingham.org.uk and the Birmingham Safeguarding Adults Board www.bsab.org We consider that **ALL** grant funded organisations have the potential to come into contact with children, young people or adults at risk, so we ask for these policies and procedures regardless of the target participants of your project.
 - Safeguarding Children: The NSPCC have produced a range of resources for voluntary and community groups, <https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>
 - Safeguarding Adults at Risk: Birmingham Safeguarding Adults Board have a range of useful publications including information for New Volunteers and Community Groups www.bsab.org

Concerned about an adult at risk or a person in a position of trust – visit www.bsab.org/how-to-report-abuse

Worried about a child? - If you have any concerns about the safety and/or welfare of a child or young person telephone the Children's Advice & Support Service (CASS) on 0121 303 1888 or via secure email; CASS@birminghamchildrenstrust.co.uk. Outside of normal office hours please call 0121 675 4806 for the Emergency Duty Team

In an emergency or if a crime has been committed - Call 999. Otherwise, report crimes to West Midlands Police by calling 101

- **Whistle Blowing policy and procedures** For guidance and information visit www.gov.uk/whistleblowing

- **Health and Safety policy or statement** For advice, guidance, examples and templates visit www.hse.gov.uk/simple-health-safety/policy/index.htm
- **Equal Opportunities policy or statement** - The Grant Recipient must ensure their organisation/group does not discriminate, directly or indirectly, and comply with employment legislation. The Equality and Human Rights Commission has useful information voluntary charity and community organisations. For advice and guidance visit www.equalityhumanrights.com/en/advice-and-guidance/core-guidance-voluntary-charity-and-community-organisations
- **Financial Regulations and Procedures** including suitable financial management, accounting and record keeping and agreeing to put in place effective financial systems so project costs can be monitored
- **Complaints procedure** in place, including a record of complaints and any action taken.

Guidance and Glossary

Eligibility

The commissioning detailed in this document is only open to constituted, not-for-profit, Birmingham based organisations or groups who are using arts* to achieve health outcomes and which are delivering participatory arts projects that can be evaluated against health outcomes.

Schools and other educational establishments are not eligible to apply for Arts Activities Commissioning.

‘Not-for-profit’ is a term for organisations that do not make private profit for directors, members or shareholders. Many different types of organisation can be “not-for-profit”. The applicant’s governing document (Constitution or Articles of Association) will indicate whether the organisation is not-for-profit. These organisations are also known as third sector organisations and groups.

By ‘organisation’ we mean a single group of people working towards a shared or common goal. This can take many forms (for example a limited company, a charity or an unincorporated group). Applicants must have a governing document and an organisational bank account with two people who can sign in the organisation’s name.

Deprivation in Birmingham

For data on deprivation in Birmingham based on 2019 Index of Deprivation including comparison with other areas and cities and also ranks the city’s wards and constituencies visit www.birmingham.gov.uk/downloads/file/2533/index_of_deprivation_2019

Health and Wellbeing

For information about Public Health, a copy of the city’s health and wellbeing strategy and local area health profiles visit www.birmingham.gov.uk/publichealth

Birmingham’s Neighbourhood Network Schemes are locality and Constituency based networks which enable the engagement with and investment in community assets for the purposes of supporting older people to connect with individuals, groups, organisations, activities, services and places in their neighbourhoods. This approach is integral to Birmingham City Council’s community social work model and the overall investment by Adult Social Care in “Prevention First”. For more information visit www.brumnns.wordpress.com

Measuring health and wellbeing outcomes

There are a range of tools developed to measure health and wellbeing outcomes some of these include;

- The WHO-5 Well-Being Index is a questionnaire that measures current mental well-being (time frame the previous two weeks) - <https://www.psykiatri-regionh.dk/who-5/who-5-questionnaires/Pages/default.aspx>
- The Rosenberg Self-Esteem Scale (RSE), a widely used self-report instrument for evaluating individual self-esteem - https://fetzer.org/sites/default/files/images/stories/pdf/selfmeasures/Self_Measures_for_Self-Esteem_ROSENBERG_SELF-ESTEEM.pdf
- Office of National Statistics measuring loneliness - <https://measure.whatworkswellbeing.org/measures-bank/loneliness-ons/>

Other Useful Links and Documents

- Birmingham City Council Plan 2018-2022 - www.birmingham.gov.uk/downloads/file/10257/birmingham_city_council_plan_2018-2022
- Imagination, Creativity and Enterprise: Birmingham Cultural Strategy 2016-19 - www.birmingham.gov.uk/info/50050/culture_arts_and_heritage/1265/culture_strategy
- Collaborations in Place-Based Practice: Birmingham Public Art Strategy 2015-2019 – www.birminghamculture.org/files/Public-Art/Public_Art_Strategy_WEB_2.pdf
- Creative Future III Strategy 2016 – 2019 – www.birminghamculture.org/arts-young-people
- Birmingham's Heritage Strategy - www.birmingham.gov.uk/info/50050/culture_arts_and_heritage/1748/heritage_strategy
- Arts Council England Diversity Report 2020 - www.artscouncil.org.uk/publication/equality-diversity-and-creative-case-data-report-2018-19

The Active Wellbeing Society

The active wellbeing society aims to use physical activity, guided by innovation, collaboration and insight, to do the social knitting required to create stronger and more resilient communities. They have introduced a range of initiatives aimed at increasing activities and fitness by using parks and other open spaces such as streets for organised walks, gardening, play, cycling, Zumba to overcome barriers to participation. For more information visit:

<https://theaws.co.uk>

<https://www.facebook.com/theaws>

<https://www.birmingham.gov.uk/findapark>

<http://bosf.org.uk>

Deepening Engagement

There are a couple of articles and insights which explore how people engage with culture and the levels of engagement from 'unengaged but interested' to those who freely give their time and money to the arts.

Birmingham's strategy for children and young people 'A Creative Future' promotes a path of progression from first experiences involving a choice of organised activities to independent engagement. Where appropriate this may lead to vocational training and employment.

<https://www.artsprofessional.co.uk/magazine/258/feature/deepening-engagement>

https://www.artscouncil.org.uk/sites/default/files/download-file/arts_audience_insight_2011.pdf

http://www.birmingham.gov.uk/info/50050/culture_arts_and_heritage/1253/a_creative_future

Children living in Poverty

The Birmingham Child Poverty Commission Independent Report highlights that “accessing the assets of the city is challenging for parents in poverty” and “During Commission engagement sessions with young people, an overwhelming issue being fed back to Commissioners was the lack of social and leisure activities available to young people”.

The report identifies that “there are many contributing factors that result in a child growing up in poverty. These range from the income in the family home – either through low paid employment or entitlements to benefits – to educational outcomes and housing.”

For a copy of the Birmingham Child Poverty Commission - An independent report visit:

www.birmingham.gov.uk/downloads/file/7881/child_poverty_commission_report

Statistical data relating to child poverty in Birmingham is also available from the Campaign to End Child Poverty website www.endchildpoverty.org.uk/child-poverty-in-your-area-201415-201819

Events

For projects that include events please refer to the Birmingham City Council outdoor event organisers guide. This guide has helpful information about legislation, licences, permissions and general event management. A lot of the information is also relevant to all event management outside and indoors.

www.birmingham.gov.uk/downloads/file/267/outdoor_event_organisers_guide

Other Cultural Funders

- Arts Council National Lottery Project Grants - www.artscouncil.org.uk/projectgrants
- The National Lottery Heritage Fund - www.heritagefund.org.uk
- Birmingham Neighbourhood Network Schemes - www.brumnns.wordpress.com
- Birmingham 2022 Commonwealth Games Celebrating Communities grant funding - www.birmingham.gov.uk/celebratingcommunities
- Birmingham 2022 Commonwealth Games Creative Communities fund (details to be announced) - www.birmingham2022.com/culture

Comments, Compliments and Complaints

The Cultural Development Service aims to provide an excellent service to all our customers.

We are committed to:

- Providing an efficient, professional, polite and helpful service
- Telling you the name of the person you are dealing with and a contact telephone number and email address
- Keeping any appointments, we make, unless there are exceptional circumstances, in which case we will contact you to explain why and rearrange, or arrange for you to meet with a colleague who can help you instead.
- Providing the information, we say we will, on time
- Replying to your telephone calls within five working days and emails
- Providing as much information as we can on our website, so that you can access it at times which are convenient to you
- Explaining our funding decisions clearly
- Keeping jargon to a minimum in all our communication
- Developing services that meet all our customers' needs
- Keeping to the deadlines we have given, or letting you know if there is going to be a delay

If you feel we have not met any of these commitments, please let us know.

We welcome your feedback and are always keen to improve our service.

Please do get in touch if you have any comments, compliments or complaints – you can email your feedback to artsandhealth@birmingham.gov.uk

You can also give comments, compliments or complaints about any BCC service online at www.birmingham.gov.uk/yourviews