****

**2021-22**

Arts & Mental Health Commissioning Application Form

| Application Deadline:* **Friday 8th October 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 project 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.

| All applicants; including those who have had funding from us before must attend an individual advice and guidance surgery. We will not accept your application unless you have attended an online session or surgery**.** |
| --- |

If you have any questions, please contact artsandhealth@birmingham.gov.uk

**Application Commissioning Scheme**

# **Your Organisation**

| Organisation/group name (Applicant) |  |
| --- | --- |
| 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 |  |

| 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 number:  |
| --- | --- |

# Reserves

If your organisation has any reserves, please provide details of the total value of the organisation's committed and free reserves. 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 activity cannot be supported from these reserves, or a copy of your Reserves Policy 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 |  |

# References

Please give details of two people who can comment on the track record of your organisation in managing or delivering similar types of activities to the ones detailed in this application.

| Full Name |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Phone |  |
| Email address |  |

| Full Name |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Phone |  |
| Email address |  |

# **Your Project**

| Project title |  |
| --- | --- |
| How much are you applying for?  | £ |

**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. |  |
| --- | --- |
| Other venues/locations addresses including postcodes. |  |

**Tell us about the people taking part in your project activities (project beneficiaries)**

Please add estimated numbers where known or add tbc if not known. Please don’t include paid individuals in the below table.

|  | Specific group(s) of people | How many? | Age range | Gender | Ethnicity | Faith | Resident ward, neighbourhood or postcode |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Participants  |  |  |  |  |  |  |  |
| Live Audience |  |  |  |  |  |  |  |
| Online Audience |  |  |  |  |  |  |  |
| Volunteers |  |  |  |  |  |  |  |

| Use this box to tell us anything extra about the people taking part in your project. |
| --- |
|  |

| **Please provide a brief summary of your project (max 100 words).** Outline the main project aims, the activities and who you will engage. Please note this wording may be used for promotional purposes outside of Birmingham City Council. |
| --- |
|  |

| **Please outline how you will deliver the project with the participants you have selected?** * What will you include in the workshops?
* How will you make sure participants are safeguarded?
* Please give as much information relating to what will be covered content wise or if you are partnering with a health profession/ academic, who will that be?
 |
| --- |
|  |

| **How do you plan to blend the mental health input with the arts output?*** Please explain what mental health condition you will be address and shaping your project
* How will you showcase/celebrate/share any artistic outputs developed and produced by project participants?
* Please explain why you have chosen this style of output and how does it fit with the target group, along with evidence*.*
 |
| --- |
|  |

| **How do you plan to evaluate the Arts and Mental health condition and project you have chosen?*** Please explain what mental health condition you will be evaluating and what evaluation framework / model you will be using?
* Please explain your exit strategy to ensure that participants are safeguarding after the project
 |
| --- |
|  |

| **How do you plan to showcase / celebrate the activity?***Please be aware it is the responsibility of the award applicant to ensure that they have all the permits in place, even if the project is with / on Birmingham City Council own property / places. There is a formal procedure for this that must be followed and cannot be action / fast tracked by officers. Please bare this in mind when planning your activity.** Please explain any areas this might be in and why
* Please explain any permissions or licensing for this activity and how the outputs will be displayed.
 |
| --- |
|  |

**Project Timeline**

Please use the table to list the main stages and tasks of the project from the start date to the end date.

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

| Project Stage/Task | Date |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# **Recruitment and Engagement**

| **How will you recruit project participants and market your project to any audiences?** Please consider how you will make sure that your project is accessible to people who might experience barriers to taking part in it.  |
| --- |
|  |

| **How will you ensure that participants are safeguarded during the project and what will your exit strategy be?**If you are using a mixed gendered group, how will you ensure the views, opinions and safety of participants is monitored and insured.  |
| --- |
|  |

| **Will the expected beneficiaries (or a representative group) be involved in the co-curation/design of the project/activities?***All projects must be co-designed with Birmingham residents (proposed beneficiaries) to ensure they are relevant to local needs, circumstances, and perspectives.* * If so, how will their views will be captured and considered?
* If not, what will you do to ensure project activities are relevant to the needs, circumstances and perspectives of the people you plan to engage and the place you plan to work?
 |
| --- |
|  |

# **Project Delivery and Management**

| **Who are your project partners?** * What is their role or the service they will they provide and how will you work with them?
 |
| --- |
|  |

| **Who are the professional artists/mental health practitioner or therapists leading the activities?*** What is their specialism(s)?
* What is their experience of delivering similar arts activities with similar participants? – you must provide CVs or appropriate links to their relevant work/experience.

**Applications that do not provide this will be ineligible** If you are planning to recruit the project 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 |
| --- |
|  |

| **What is your organisation/group’s experience of delivering/managing similar projects?*** Who will be responsible for planning, delivering, and managing the activities and what is their experience?
* How do you plan to monitor the progress of your project and evaluate your outcomes throughout the project?
 |
| --- |
|  |

**Managing Project Risks**

Please use the table below to identify any risks that could prevent your activity from being delivered as planned. This is not a health and safety risk assessment, but is a plan to manage risks to your activity, for example lack of participants, lack of funds, poor weather for outdoor events, team members becoming ill or unavailable, venues not being available, changes to government guidance and restrictions in relation to Coronavirus etc.

| Potential Project Risk | **Likelihood** high 3 medium 2 low 1 | **Impact** high 3 medium 2 low 1 | **Risk rating** (Likelihood x Impact) | If the risk occurred what actions would you take to reduce the overall impact? |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Project Outputs, Outcomes, and Impact**

**Impact – Project Beneficiaries overall health and wellbeing**

What do you propose the project beneficiaries gain from taking part?

How do you think your project will impact the people you worked with?

|  |
| --- |

**Impact – Project Beneficiaries relating to the mental health theme selected**

How do you propose to capture the project beneficiaries mental health literacy change during the project?

|  |
| --- |

**Impact – Your Organisation**

* What longer and shorter term legacy and impact do you envisage this project will have for your organisation?

|  |
| --- |

**Impact – Project/Activity Partners**

* What longer and shorter term legacy and impact do you envisage this project will have for your partners?

|  |
| --- |
|  |

**Impact – Place**

* What longer and shorter term legacy and impact do you envisage this project will have for the place you delivered the activity?

|  |
| --- |
|  |

# **Project Costs and Income**

# **Costs -** Tell us about the project costs giving details of each item of expenditure and what it will be spent on, or who the money will go to.

Please use a separate line for each item.

| **Project Costs**These are examples of cost so please explain what you will be using this cost for.For example, do not put*Accessibility costs to make your activities accessible for participants and audiences* Instead put:*Accessibility costs to make your activities accessible for participants and audiences* | **Expenditure details***BSL interpretation for videos as £35 per hour, for 2 hours.* | **£ Amount***£70**£70* |
| --- | --- | --- |
| **Direct project costs*** Facilitator/ Artists Fees being paid to the creatives on the project who are **not** members of staff in your organisation
 |  | £ |
| * PAYE employees working on the project paid directly through this project
 |  | £ |
| * Venue / Equipment Hire
 |  | £ |
| * Materials used exclusively on this project
 |  | £ |
| * Travel & subsistence directly related to the delivery of this project e.g. volunteer expenses
 |  | £ |
| * Accessibility costs to make your activities accessible for participants and audiences
 |  | £ |
| * Any other direct project expenses e.g. participant accreditation costs
 |  | £ |

| **Marketing & audience development costs*** Printing/Mailshots
 |  | £ |
| --- | --- | --- |
| * External PR/Publicity fees for the project e.g. to a PR agency or other external/subcontractor
 |  | £ |
| * Other Marketing or Audience development costs e.g. advertising, social media, online etc
 |  | £ |

| **Project specific overheads for your organisation*** Central function costs to cover items such as project management, finance, admin, HR, evaluation etc
 |  | £ |
| --- | --- | --- |
| * Governance & strategic development costs e.g. senior team capacity
 |  | £ |

| **External Evaluation costs** *(Internal evaluation activities undertaken by staff should be included under ‘central function’ overhead costs)* |  | £ |
| --- | --- | --- |

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

# **Income -** Tell us about the income for your project giving details of each item of income and where it is expected to come from.

Please use a separate line for each item.

| **Earned Income** | **Income details** | **£ expected** |
| --- | --- | --- |
| Tickets, membership etc - Please explain amounts e.g. 100 tickets @ £2.50  |  | £££ |

| **Type of income** | **Income details** | **£ expected** | **£ confirmed** |
| --- | --- | --- | --- |
| Contributed Income* Sponsorship - from companies and corporations
 |  | £ |  £ |
| * Donations – from private individuals
 |  | £ |  £ |
| * Own cash contribution - unrestricted income which your organisation has already earned through other sources
 |  | £ |  £ |
| * Other contributed Income
 |  | £ |  £ |
| Public Sector Grants* Public Sector - Arts Council England (ACE) NPO grants
 | Regular funding from Arts Council England as a member of the National Portfolio allocated to this project | £ |  £ |
| * Other ACE Grants e.g. Grants for the Arts, Catalyst etc
 |  |  |  |
| * Other Local Authority Funds
 |  | £ |  £ |
| * Central Government Grants
 |  | £ |  £ |
| * Any other public sector grants
 |  | £ |  £ |
| Private Sector grants*(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 |
| --- | --- | --- | --- |
| **Applicant in-kind contributions** *(If you are using your organisation’s own equipment, the in-kind should reflect the cost of hiring the equipment not buying new)* |  | £ | £ |
| **In-kind contributions from others** |  | £ | £ |

| **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 project budget |
| --- |
|  |

**Living Wage**

| **I confirm that all paid individuals working on the project 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 activity.**  |  |

# **Projects and Activities 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’ to either of the above questions, please state the reasons for your answer. |
| --- |
|  |

# **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.

# **Applicant Declaration**

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

**Application Checklist**

**Please make sure that you provide the documents below when you send your application to us.**

If you don’t provide the below documents, we may take this into account when deciding which

projects to support. If you require any support, please contact our service.

| **These documents must be sent with your completed application form** | **X** |
| --- | --- |
| Application form - completed and signed |  |
| A signed governing document (Constitution or Articles of Association e.g. set of rules) appropriate to the legal structure of your organisation, showing your organisation/group is not-for-profit and has arts as its main object or purpose |  |
| Proof of a bank account in the name of your group/organisation which requires two signatories / dual authorisation (i.e. not a personal account) |  |
| Most recent annual accounts and recent management accounts |  |
| Safeguarding Policy and Procedures in line with the Birmingham Safeguarding Children Partnership [www.lscpbirmingham.org.uk](http://www.lscpbirmingham.org.uk) and Birmingham Safeguarding Adults Board [www.bsab.org](http://www.bsab.org)  |  |
| Equalities Policy or Statement |  |
| Whistleblowing Policy and Procedures  |  |
| Health and Safety Policy or Statement |  |
| CVs or appropriate links for the project leads and professional artists (where identified) |  |
| 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 eligibility against the funding criteria and the operation of suitable management, equalities, safety, safeguarding and financial policies and practices.

Information and guidance about policies and procedures can be found in the 2021-22

Arts Activities Commissioning Prospectus Document.