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2022-23 Arts & Dying Well Project Commissioning

Application Form

Application Deadline: **Friday 7th October 2022**

**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 applications and supporting documents.

We appreciate that these are uncertain times and recommend that activities are developed with social distancing measures in mind.

For the latest Coronavirus (COVID‑19) guidance and information visit [GOV UK Coronavirus](http://www.gov.uk/coronavirus)

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

[ArtsandHealth@birmingham.gov.uk](mailto:ArtsandHealth@birmingham.gov.uk),

[Birmingham.gov.uk Arts](http://www.birmingham.gov.uk/arts)

www.birmingham.gov.uk/publichealth

# **About your organisation**

| **Organisation/group 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** |  |
| --- | --- |
| Position in organisation |  |
| Phone number |  |
| Email address |  |

| **Additional contact for the application** |  |
| --- | --- |
| Position in organisation |  |
| Phone number |  |
| Email address |  |

**Legal status of your organisation**

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

|  | Not-for-profit Limited company |
| --- | --- |
|  | Charity |
|  | Community interest company (CIC) |
|  | Charitable Incorporated Organisation (CIO) |

| Other – please state: |  |
| --- | --- |

| Company / Charity Registration number |  |
| --- | --- |

| Is your Organisation VAT registered? | No |  | Yes - VAT number: |
| --- | --- | --- | --- |

**Reserves**

| Does your organisation have any reserves?  If Yes, 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 activity cannot be supported from these reserves, or a copy of your Reserves Policy if you have one |  |

| **Your trustees and Quality Standards** |
| --- |
| Name of trustee(s)/company that will hold property on behalf of the organisation. (*Insert additional rows if necessary)-* |
| 1) |
| 2) |
| 3) |
| 4) Insert more rows as required. |
|  |

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)?

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Do you have a quality assurance system? *If yes, please provide a copy*

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Please complete the details below for your management/executive committee

| Name and has this person been employed by or served as a Councillor for Birmingham City Council in the last three years? | Gender | Ethnicity |
| --- | --- | --- |
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| 3) |  |  |

When was the last annual general meeting held?

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Do you produce an annual report? If yes, please attach a copy

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Do you have links with other statutory bodies/partners, relevant to this grant funding? Please provide names below:

1)

2)  
3)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **References**  Please give details of two people who can comment on the track record of your organisation in delivering the type of activity/project you are proposing.   |  |  |  | | --- | --- | --- | |  | Referee 1 | Referee 2 | | Full Name |  |  | | Organisation |  |  | | Job title |  |  | | Phone |  |  | | Email address |  |  | |
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# **Project**

Please tell us which theme you are applying to; you must only select one commissioning scheme per application form.

Central Birmingham

South Birmingham

North Birmingham

East Birmingham

West Birmingham

Young Artists

Artists with a disability

Please enter one application per community group. You can apply for more than one community group. Each group will have £7000 attached to it. The maximum funding available is £49,000.

How much are you applying for? £

Where will the activities take place?

| 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 |  |

**Beneficiaries**

|  | Specific group(s) | How many? | Age range | Gender | Ethnicity | Faith | Resident ward, neighbourhood or postcode |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Participants |  |  |  |  |  |  |  |
| Live Audience Members |  |  |  |  |  |  |  |
| Online/digital Audience Members |  |  |  |  |  |  |  |
| Volunteers |  |  |  |  |  |  |  |
| Organisations partnered with |  |  |  |  |  |  |  |

| Use this box to tell us anything extra about the people taking part in your project. |
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**Please provide a brief summary of your proposal** (max 100 words).

Outline the main 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 project proposal** (max 500 words)

Please included what your proposed activities are in response to the brief, who will be taking part and where will the activity be taking place? (if you activity is touring, please also complete the box below in more detail

This list is not exhaustive, so please add more information if necessary

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**Tell us about the milestones (key events)** e.g. the start and end dates, when events will take place, when progress will be measured, or the activity evaluated.

| Proposal milestone | Date: |
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**Touring activity**

Please include each location, how you will ensure these are relevant to the needs of the community that you have selected in Birmingham and how you will be ensuring reach of all individuals that are representative of the community group.

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**Competition Requirement**

Please explain how you will complete the pre-exhibition competition. The competition must allow public participants to vote on how well the artworks

* Why have you chosen this style of voting? For example, if you have chosen to complete voting digitally? Why? And how will you ensure people won’t be excluded?
* How will you ensure impartiality within voting and ensure that the prize money is given to individuals fairly?

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**Health and Safety**

Please explain all health and safety experience your organisation has, along with how you will be implementing these procedures during the project. Please include any allergy, irritant, hazard or hygiene requirements that might be required when delivering your project.

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**Accessibility**

Please explain how to intend to make all of the project accessible. This includes physical delivery, digital, audience and participation accessibility. This might include ensuring a BSL interpreter is present, or having materials available for people with sight loss or people registered blind.

It would be clearer if you included each accessibility output as a subheading and then state how you will achieve this.

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**Sustainable practices**

Please explain how your project will be including sustainable practices and any environmental impact. This could include recycled and green utensils

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**COVID-19 planning**

Please explain how you will make every aspect of your project COVID safe, accessible and any other contingencies in place. Demonstrate any policies or plans for extended staff absence or sickness.

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# **Participant, audience, and engagement**

**Volunteering opportunities**

We require all projects to involve volunteering opportunities. Please explain how you will recruit volunteers

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**Audience engagement**

Please detail your audience engagement plan

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**Participant engagement**

Please detail your participants engagement plan. How will you be recruitment participants for your project? If your project is a drop in event or installation, how will you be marketing this for participation

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Will the expected beneficiaries (or a representative group) be involved in the co-curation and design of the project or activities? How will their views be captured and considered?

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# **Marketing and Promotion**

**Please detail your marketing and promotion plan, including accessibility**

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# **Delivery and Management**

**Partnerships**

Who are your partners working with you to deliver the proposal? 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?

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**Experience of Delivery –** Tell us about your organisation and the team involved in delivering this project/activity.

* What is your organisation/group’s experience of delivering/managing similar activities/projects and how will you monitor delivery?
* Who are the professionals planning, managing and delivering the activities?

If you are planning to recruit leaders, please give details of the recruiting process and how you will ensure that leaders are of a high professional standard, considering equalities and safer recruitment

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**Managing Risks**

Please 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 each risk, please subtitle it, include the likelihood, impact, and mitigating actions for each risk.

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# **Project Outputs and Outcomes**

**You have already told us about the beneficiaries. Please tell us about the outputs relating to the delivery of your proposal**

| * Number of calendar days on which project activities are taking place |  |
| --- | --- |
| * Number of events/performances/sharing opportunities |  |
| * Number of new ‘artworks’ created as a result of the project/activities |  |
| * Number of days paid work for Birmingham professionals |  |
| * Total number of volunteer hours provided to support the project/activities |  |

# **Impact, Legacy, and Evaluation**

**Impact**

What impact do you anticipate the proposal to have for the people or place you plan to work with?

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**After delivery (legacy)**

What do you envisage will happen next for the project beneficiaries? What longer term legacy do you envisage this project will have for your organisation, your partners, the project leaders and Birmingham residents?

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**Evaluation**

We will work closely with the commissioned organisation to create an evaluation based on their project. This will be a co-created document; however, you will be required to undertake all the gathering of evidence and information.

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# **Project budget**

If your budget includes unexplained costings, you **will** be asked to resubmit your budget as part of the assessment process.

**Tell us about the cash income for your project -** Please give details of each item of income and where it is expected to come from. Please use one line for each item.

|  | **Income details** | **£ expected** |
| --- | --- | --- |
| **Earned Income** (tickets, membership etc) - Please explain amounts eg 100 tickets @ £2.50 | 1)  2)  3)  Etc. | £ |
|  | **Total** | 1. **£** |

| **Contributed Income** | **Details** | **£ expected** | **£ confirmed** |
| --- | --- | --- | --- |
| Sponsorship from companies and corporations |  |  |  |
| Donations from private individuals |  |  |  |
| Own cash contribution |  |  |  |
| Other contributed Income |  |  |  |
| **Total (b) £** |  |  |  |

| **Public Sector Grants** | **Details** | **£ expected** | **£ confirmed** |
| --- | --- | --- | --- |
| Arts Council England (ACE) National Portfolio Organisation grant |  |  |  |
| Other Arts Council England Grants |  |  |  |
| Other Local Authority  (not Birmingham City Council) |  |  |  |
| Grant in Aid  (direct central government grants) |  |  |  |
| Any other public sector grant |  |  |  |
| **Private Sector grants** (Trusts, Foundations etc) |  |  |  |
| **Total Project Cash Income** (a + b + c) |  |  |  |
| **Grant Request** - The amount you are applying for |  |  |  |
| **Total (c) £** |  |  |  |

| **Total Project Cash Income** (a + b + c) | **(d) £** |
| --- | --- |
| **Grant Request** - The amount you are applying for | **(e) £** |
| **Total Project Cash Income** (d + e) | **(f) £** |

**Tell us about the cost of your project (cash) -** Please give details of each item of expenditure and what it will be spent on, or who the money will go to. Please use one line for each item.

| **Direct Project Costs** | **Expenditure Details** | **£ Amount** |
| --- | --- | --- |
| Freelance Supervisor Fees |  |  | |
| Other external fees |  |  | |
| PAYE employees working on the project paid directly from funding applied for |  |  | |
| Venue / Equipment Hire |  |  | |
| Materials |  |  | |
| Travel & Subsistence |  |  | |
| Any other direct project expenses |  |  | |
| **Accessibility expenditure** |  |  | |
|  | **Total** | **(g) £** | |

| **Organisation Development** | **Details** | **£ Amount** |
| --- | --- | --- |
| Staff Training to deliver this project (training for freelancers or artists which should be included in the ‘other external fees’ section above) |  |  | |
| Accreditation costs to deliver this project |  |  | |
| Other organisational development costs to deliver this project |  |  | |
|  | **Total** | **(h) £** | |

| **Marketing & Audience development** | **Details** | **£ Amount** |
| --- | --- | --- |
| Printing and Mailshots |  |  | |
| PR / Publicity fees to an external/ subcontractor. 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 |  |  | |
|  | **Total** | 1. **£** | |

| **Project specific overhead costs** | **Details** | **£ Amount** |
| --- | --- | --- |
| Premises / Office costs allocated to the project by the organisation |  |  | |
| Central Function staff/internal costs allocated to the project e.g. project management, finance, admin, HR, evaluation etc |  |  | |
| Governance & Strategic development costs |  |  | |
| **Evaluation costs**  The cost of external evaluation activities |  |  | |
|  | **Total** | **(j) £** | |

| **Total Project Cost** (g + h + i + j) | **(k) £** |
| --- | --- |
| **Total Contingency Costs** - This should be no more than 5% of the above Total Project Cost (k) | **(l) £** |
| **Total Project Cost (cash)** (k + l) | **(m) £** |

Your budget must balance. The total project cash income (f) must be the same as the total project cost (m).

**Tell us about any in-kind contributions towards your project**

This only includes things which you would normally pay for, but which are being given free of charge. Please list the non-cash contributions of equipment, materials, time and services, and give an estimated value for each item. 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.

|  | **What is the contribution and who is giving it?** | **Expected**  **£ value** | **Confirmed**  **£ value** |
| --- | --- | --- | --- |
| In-kind contributions from your organisation (own) |  |  |  |
| In-kind support from other sources (external) |  |  |  |
|  | **Total value of in-kind contributions** |  |  |

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

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**Living Wage Confirmation**

| I confirm that all paid individuals working on the project will be paid the Birmingham Living Wage in accordance with the Council’s policy | yes |
| --- | --- |
| How many existing employees will be uplifted to the Birmingham Living Wage? |  |

# **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.

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

| **These documents must be sent with your completed application form** |  |
| --- | --- |
| 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) |  |
| Most recent annual accounts and recent management accounts |  |
| Equalities Policy / statement |  |
| Safeguarding Policy and;   * Safeguarding Procedures for children and young people in line with the Birmingham Local Safeguarding Children Board [ISCB Birmingham](http://www.lscbbirmingham.org.uk/) and; * Safeguarding Procedures for adults at risk, in line with the Birmingham Safeguarding Adults Board [Bsab](http://www.bsab.org/) |  |
| Whistle Blowing Policy & Procedure |  |
| Health and Safety Policy / statement |  |
| CVs for the project leaders |  |
| 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.

**Safeguarding**

Who in your organisation at senior level is responsible for the Safeguarding policy’s implementation and monitoring?

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

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

| If ‘No’, please state the reasons for this |
| --- |
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# **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 [Data Birmingham](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   If the grant is over £200k, the Birmingham Business Charter for Social Responsibility will apply. Successful applicants will be required to complete a suitable Social Value Action Plan in accordance with this 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. |
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# **Application Form 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: | Witnessed by: (if possible and practical) |
| --- | --- | --- |
| Name |  |  |
| Role |  |  |
| Signature |  |  |
| Date |  |  |