

## **Culture in Essex Small Grants: Guidance Notes on the scheme**

**All applicants are advised to read these Guidance Notes carefully before completing the application form. Applicants are strongly advised to talk to a member of the Essex County Council Cultural Development Team before submitting an application.**

Please note that applying for a grant does not guarantee the receipt of funding.

### **Cultural Development Contacts:**

The Cultural Development Team is based at Essex Records Office, Wharf Road, Chelmsford, Essex CM2 6YT. They can be contacted by email at: [arts@essex.gov.uk](mailto:arts@essex.gov.uk) or by phone on: 01245 244615.

## **Essex County Council Culture in Essex Small Grants Scheme**

Our Culture in Essex Small Grants scheme offers two strands:

### **One-off project grants of between £250 and £2,500 maximum:**

- This strand is aimed at individuals, voluntary and professional organisations and community groups who are running cultural projects or festivals for the benefit of people in the County of Essex.
- The scheme offers one-off project support of between £250 and £2,500.
- The definition of a 'project' is flexible. It may be a self-contained project covering a period of some weeks/months or a one day event. District, Borough, Town and Parish Councils, Schools, Further and Higher Education establishments and other departments within Essex County Council may be a partner in a Culture in Essex Small Grants application. However, the application must be submitted by an individual, voluntary or professional organisation or community group.
- Only one grant will be awarded to an individual/organisation in any one financial year.

### **Personal development grants of up to £250**

- This strand is aimed at individuals and contributes up to £250 towards personal development activities. This could include field research, CPD and project feasibility trials.

For both schemes, more than one application in any given round by an individual or organisation will invalidate both applications.

Additionally, you cannot apply for both one-off project finance and a personal development grant within the same financial year.

**What we will not fund:**

- 100% of the cost of the project; we expect to see partner contribution(s), either in cash or 'in-kind' (minimum 10% contribution)
- Fundraising events where there is any unallocated profit
- Applications from full-time or part-time students unless the project is separate from or does not form part of their course studies
- Applications for support towards attending full-time or part-time courses in Further or Higher Education
- Direct support for touring internationally
- Capital applications for buildings or equipment
- Current projects in deficit
- Projects which have already taken place or start within the eight week grant assessment period
- Projects whose benefits fall mainly outside of the County of Essex
- Projects for commercial gain
- Projects by or involving artists who have previously received funding from the scheme, or any previous schemes operated by ECC Cultural Development, or its predecessors, and have not completed our evaluation process.
- Events where publicity has already been disseminated for them – this includes e-mails, Facebook and twitter announcements, hard copy publications and media coverage of any sort.
- Any other public sector organisation projects
- Schools projects that are part of the statutory timetable

Organisations supported through ECC's Cultural Development Strategic Fund may not apply to the scheme.

Projects taking place for the majority of programming outside the administrative boundaries of Essex County Council (this includes the Unitary Authorities of Southend-on-Sea Borough Council and Thurrock Council), are not eligible for funding. However, applications can be made by individuals or organisations living or based in Southend-on-Sea Borough Council and Thurrock Council areas or further afield, if the project's main focus and benefits occur within ECC's administrative boundaries.

Organisations such as museums, theatres or arts centres that are part of a local authority's direct provision will be considered on a case by case basis. Please contact the Cultural Development Team.

**Closing dates:**

Closing dates for applications fall on the 31 March and 31 October each year

## **ECC Vision:**

ALL APPLICATIONS MUST LINK IN SOME WAY TO Essex County Councils Vision for Essex 2013-17

Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.

### **Our vision**

We want Essex to be a county where innovation brings prosperity. We know our county faces a set of unprecedented challenges. If we are to meet these challenges we need new thinking and innovation to ensure we can use our resources in the best possible way for the people of Essex. We must harness the power of new ideas to secure a more prosperous Essex.

This is our vision for Essex 2013/17. As a county council, our most important role will be to establish the conditions for innovation and prosperity in our economy, and to lead innovation in the public services.

Throughout our work, we will build on the strengths of our county. This means harnessing the energy and passion of people across Essex who work hard for their families, build careers and businesses and shape their communities.

We must all play our part in securing a more prosperous county, one where we can flourish, live well and achieve our ambitions.

### **Delivering the vision**

If we are to succeed through these testing times, we must maintain a focus on our core purpose. The challenge ahead strengthens our resolve to:

- increase educational achievement and enhance skills
- develop and maintain the infrastructure that enables our residents to travel and our businesses to grow
- support employment and entrepreneurship across our economy
- improve public health and wellbeing across Essex
- safeguard vulnerable people of all ages
- keep our communities safe and build community resilience
- respect Essex's environment

For further information please visit the Essex County Council website:

[http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/EssexWorks-Pledges-2011\\_12.aspx](http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/EssexWorks-Pledges-2011_12.aspx)

**How to apply:**

You can either request an application form through emailing [arts@essex.gov.uk](mailto:arts@essex.gov.uk) or by downloading an application from [www.essex.gov.uk](http://www.essex.gov.uk)

**Please contact Cultural Development before submitting an application.**

You are advised to read the checklist at the end of the application form to ensure that you have completed all the necessary stages prior to posting. You are advised to keep a copy of your application for your own records. It will not be possible, unfortunately, for any supporting materials to be returned.

Send your completed application form and your monitoring form to: [arts@essex.gov.uk](mailto:arts@essex.gov.uk) or telephone 01245 244615. You can also return the completed forms by post to: The Cultural Development Team, Culture in Essex Small Grants Scheme, Essex Record Office, Wharf Road, Chelmsford, Essex CM2 6YT.

**The Award**

One-off project grants will be paid in two instalments as set out in the Offer Letter. The total grant amount will not exceed £2,500.

Culture in Essex Personal Development Grants will be paid in one amount as set out in the Offer Letter. The grant amount will not exceed £250.

The amount written in the Offer letter is the maximum we will pay.

You must complete your activity and return the evaluation form to us within three months of completing your activity. Failure to do so will impact on future payments.

You must claim any payments which are due to you in line with conditions relating to the payment.

If you expect your activity to be delayed by more than eight weeks or the event has to be cancelled, you must contact us as soon as possible to explain and we will confirm whether this is acceptable. If we deem that this is not acceptable, we reserve the right to rescind the grant.

Furthermore, we reserve the right to rescind the grant under any of the following circumstances:

- Failure to obtain necessary artists' insurance
- Failure to obtain necessary Disclosure & Barring Service checks
- If your business or organisation goes into financial administration or you go into bankruptcy or insolvency
- If you do not follow our reasonable instructions or special conditions imposed on your award

- If you do not use your award for the purpose for which it was awarded
- If you changed your award-related activity from the application specifications without requesting permission from us first
- If you act illegally or negligently at any time during the funded activity, related to that activity
- If we believe your actions harm the reputation of ECC
- If you sell or transfer the grant to another person or organisation

### **How your application will be assessed?**

Applications will be assessed by ECC officers and elected members. Applications will be assessed against the criteria. Decisions about awards will be made within available resources.

The panel will be conscious of the geographic distribution of successful awards and the range of projects supported.

### **When will you know if you have been successful?**

Decisions will be made within 10 weeks of the closing date and you will be informed in writing whether you have been successful or not. Applicants are strongly advised to factor in sufficient time from the assessment period (10 weeks from the closing date) to start their projects.

### **Accepting the offer**

You must accept the grant in the way that we ask you to. This involves you accepting your responsibilities for the grant by signing the acceptance form and returning it to us. We will not make any payments until this has happened. If your grant is for a specific activity and we do not receive the signed acceptance within one month of us sending it to you, our offer of a grant will no longer be valid.

### **Appeals**

THE DECISION OF THE PANEL IS FINAL. However, you are welcome to seek feedback on any decisions if wished.

Should applicants have concerns about procedural practice then these concerns should be made in writing to:

Cultural Development Manager  
Cultural Development  
Essex Record Office  
Wharf Road  
Chelmsford  
CM2 6YT

Or by email to [arts@essex.gov.uk](mailto:arts@essex.gov.uk)

### **Working with children and vulnerable adults**

You are responsible for being fully aware of issues about the protection of children and vulnerable adults. You should consider any possible risks involved in the funded activities and take appropriate action to protect everyone involved. If you are an organisation, you must carry out and adopt a written policy and a set of procedures to protect children and vulnerable adults. If your project involves artists working with children and vulnerable adults, it is the responsibility of the host organisation, employing body or project lead to ensure that all relevant project leaders and staff have been checked through the Disclosure & Barring Service (D & B) procedures.

For further advice and information refer to the Disclosure & Barring Service website – <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or telephone: 0870 90 90 811 (8am-6pm weekdays and 10am-5pm Saturdays)

### **Insurance**

Insurance is essential if you are working with the public, in which case you need to have Public Liability Insurance for a minimum of £5 million. This will insure against damage to 'third parties' - the general public – caused through the negligence of someone acting with the organisation's authority, including the action of your volunteers.

When you use contractors, or invite other organisations to take part in your events, make sure that they have the necessary insurance in place as well. This will safeguard you, your employees, volunteers and the public.

Insurance is a complex area, so we advise you do not leave it to the last minute to organise your cover and to ensure that you are suitably insured before work commences. In theory, insurance brokers can access the whole insurance market to find the best cover for you; however, you might want to explore what other cultural organisations have organised for themselves before you decide what is right for you and your organisation.

For further information and guidance you can refer to the following resources:

- Voluntary Resource (provides a selected list of specialist brokers) [www.volresource.org.uk](http://www.volresource.org.uk)
- The British Insurance Brokers Association (they can put you in touch with a broker from their UK network) [www.abi.org.uk](http://www.abi.org.uk)
- Artists Newsletter [www.a-n.co.uk](http://www.a-n.co.uk)
- National Rural Touring Forum [www.nrtf.org.uk](http://www.nrtf.org.uk)
- Voluntary Arts Network [www.voluntaryarts.org](http://www.voluntaryarts.org)
- Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)
- Museums Association Ethical Guide [www.museumsassociation.org/download?id=15717](http://www.museumsassociation.org/download?id=15717)
- Association for Independent museums – [www.aim-museums.co.uk/](http://www.aim-museums.co.uk/)

### **Risk Assessments:**

You are responsible for making sure the appropriate risk assessments have been undertaken to ensure the safety of the public and staff involved. In addition, you

are also responsible for ensuring that relevant monitoring or risk assessment is made of museum collections and buildings as appropriate.

### **Event licences**

The Licensing Act (November 2005) means that regulated entertainments are required to be licensed. Please contact your local council Public Licensing Department for advice and information. Please remember to factor adequate time into your project planning - you may need to give up to 90 days notice.

- *Premises Licence:*

This replaces the Public Entertainment Licences (PEL). A Premises Licence will be needed in order to hold public entertainment, eg: film shows, indoor sporting events, performances of live or recorded music, dance performances or plays and permission to use the building for the sale of alcohol.

A Premises Licence can include the sale of alcohol. In this case the applicant must name a Premises Supervisor who is the holder of a National Certificate for Personal Licence Holders to supervise the serving of alcohol. You will need to confirm who this is when you book your event space.

The facility for voluntary organisations to obtain Occasional Permissions to sell alcohol is withdrawn, as is the facility for publicans to obtain Occasional Licences to sell alcohol on the premises and for interval bars under stage play licences.

- *Temporary Event Notice (TEN):*

A Temporary Event Notice is required if you intend to carry out a licensable activity on unlicensed premises or wish to operate outside the terms of your existing Premises Licence or Club Premises Licence.

- *Licensable Activity:*

- The sale or supply of alcohol
- Regulated entertainment (i.e. music, singing or dancing)
- Provisions of late night refreshment (hot food or drink between the hours of 2300 and 0500)

For up to date information on the Licensing Act contact your local council Public Licensing Department or refer to the Department for Culture, Media and Sport's website:

[http://www.culture.gov.uk/about\\_us/tourismleisure/licensing\\_act.htm](http://www.culture.gov.uk/about_us/tourismleisure/licensing_act.htm)

- *Road Closures:*

If a road closure is necessary, 5 weeks minimum notice is usually required for a minor road closure.

Notice is likely to be much longer where major traffic disruption is forecast. A useful guide to running events affecting public roads and squares can

be found at: <http://police.homeoffice.gov.uk/news-and-publications/publication/operational-policing/event-safety-guide.pdf>

## **Evaluation**

Evaluation is an essential part of developing and delivering a cultural project, and all who receive funding from the Culture in Essex Small Grants scheme have to complete a compulsory evaluation which is supplied when the grant is awarded. Failure to complete the specified evaluation within specified timescales will result in future instalments being forfeited and the applicant will be barred for all future applications to this grants scheme.

## **Marketing**

All successful applicants are to brand their projects with ECC's branding and logos.

## **Additional guidance on completing the application form:**

### **Section One: About the Applicant**

**1.1 Name of applicant:** 'Applicant' refers to the individual, group or organisation applying for the grant.

**1.2 Contact name:** Should be someone who has a good working knowledge of the project. All future correspondence relating to the application will be addressed to the contact name.

**1.3 Address for correspondence:** Please ensure you provide your correct postcode.

**1.4 How much grant funding are you applying for?** This should be the total amount you are requesting from ECC's Culture in Essex Small Grants scheme to fund your application proposal.

**1.5 How much funding have you applied for/received from other sources (please also include 'in-kind' support):** Please state how much matched funding (money from other sources) you have either applied for or have received to support your application. You can also include support "in-kind".

Please note that this scheme is oversubscribed; applications of smaller amounts with evidence of partnership funding will have a greater chance of being successful.

**1.6 Have you spoken to a relevant District or Borough Council officer about your application?** If yes, please state their name(s) and job title(s).

**1.7 Which strand of the Culture in Essex Small Development Grants Scheme are you applying to?**

For One-Off Project funding, continue on to Section Two to complete your answers.

If applying for Personal Development funding, go straight to Section Five and complete the questions there.

## **SECTION TWO: ABOUT THE PROJECT**

### **2.1 Project Description:**

Please provide a 50 word (maximum) summary briefly outlining your project and a 2000 word (maximum) project description. Use the space provided to give a



clear and concise description of what your project is about and what you plan to achieve.

## **2.2 Participants and/or audience:**

Please tick all relevant boxes to describe who your key participants and/or audience are.

You will need to back up your choice(s) with evidence in the rest of the application.

## **Project planning and delivery:**

The below describes how you will ensure that your project will be run efficiently, effectively and safely, within clear deadlines, and will be monitored and evaluated.

## **2.3 Where will your project take place?**

**2.4 When will your project start and finish?** Remember it takes up to 8 weeks for you to hear about our decision, so please give sufficient time to start your project.

**2.5 How will you publicise and market your project?** How will you encourage people to participate/attend?

Show how you will target your marketing at your identified audience, e.g. if you want to work with young people you may want to work closely with local schools and youth groups in the area.

How will you address the physical, learning, financial and other needs of particular groups in your publicity and marketing? You may want to think about offering concessionary rates, special transport arrangements, etc. Also, has sufficient time and resources been allocated to ensure that any Special Needs are met?

**2.6 How can you demonstrate that the project will be well managed and run efficiently and effectively?**

Please supply brief information about the people involved and their relevant roles and experience.

If this kind of project is new to the applicant/organisation you will need to demonstrate how previous experience, knowledge and skills can be applied in this new situation.

Please ensure that you address the following:

Describe how you will run the project, e.g.: weekly management meetings, action plans, schedules, etc. Also, include how you will evaluate and monitor each stage of the project and its overall success.

The financial viability of the project will be judged from the budget information submitted under 4.3.

**2.7 Explain how you will evaluate your project and what measures will be used to determine its planned outcomes and success**

What will you do to ensure you can demonstrate in real terms the impact of your project? How will you gather this information and use it to show the results of your project work?

**Safety Issues:** What are the safety issues relating to your project? If you intend to work with children or vulnerable adults, how will they be kept safe? If your project involves children or vulnerable adults, you must have an active protection policy and procedures in place.

You are strongly advised to do a risk assessment of your project. This will help you to identify any potential safety issues and problems, and how you will reduce their risk of occurrence.

If you are running a public event, the host venue should have a Premises License (s). If it does not, you must apply for a Temporary Event Licence from your local council Public Licencing Department.

Please remember to allow sufficient time to apply for licenses - it can take up to 90 days.

### **SECTION THREE: MEETING THE CRITERIA**

Essex County Council is dedicated to improving Essex and the lives of our residents. Our ambition is to deliver the best quality of life in Britain. We will achieve this by providing high-quality, targeted services that deliver real value for money.

#### **Our vision**

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- respect Essex's environment

For further information please visit the Essex County Council website:  
[http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/EssexWorks-Pledges-2011\\_12.aspx](http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/EssexWorks-Pledges-2011_12.aspx)

**It is important in your application for project funding that you take account of this Vision. You should ensure your answers are focused and specific and that you demonstrate how you will be able to contribute to ECC's aims through your activity/s. It is not expected that you will be able to contribute to all the points in the vision; however, we would expect you to be able to demonstrate activities for at least one.**

## **SECTION FOUR: ABOUT THE BUSINESS**

### **4.1 Have you applied for, or do you intend to apply for other funds towards this project?**

Please provide details of any other applications you have made, or intend to make, to any other funding body. Please also provide the anticipated timescale for securing the funding from other sources. Remember to include the financial or support from partners in the Budget at 4.3.

It is valid to use an application to this scheme as partnership funding with the aim of attracting additional investment into the county.

### **4.2 Have you received financial support from Essex local authorities for any cultural project in the last 2 years?**

If Yes, please state which authority (County, District, Borough, Unitary, Town or Parish), for what project and when.

### **4.3 The Budget:**

You will need to show that the project is properly budgeted, is financially viable and offers value for money. The budget should be appropriate for the scale of the project and should clearly reflect the project that has been described. Income targets should be realistic, achievable and related to your marketing plans.

Partners identified in the project proposal should be included in the budget either as financial (£) or 'in kind' support.

The income and expenditure for your project must balance. You should not budget to eliminate a current deficit you may already have or plan for a surplus. Therefore, do not request more grant money than is needed for the project.

#### Expenditure:

*Fees/salaries* (including preparation) – if the project involves artists specially contracted or appointed to undertake work please state fees and wages and include payment for preparing work. Also state the fees/wages of other people involved providing administration, marketing/ PR, technical support etc.

*Other preparation costs* – make sure you include any other preparation costs for the non-artistic people involved in the project.

*Materials* – These will mainly be items with a one-off use which are required specifically for the project.

*Venue/site/hire costs* – hire of vans, equipment, instruments, site and venue cost should all be included.

*Marketing/promotion* – include costs of design and print, advertising and any other promotional material.

*Administration* – stationary, postage, telephone.

*Documentation/Evaluation* – include any specific costs involved in documenting the project, video, photographs, and interviews with participants as well as any costs specific to evaluating the project and its outcomes.

*Support 'in-kind'* – please state, and cost out, what is being offered for free, eg: volunteer's time, facilities, materials, use of performance venue, etc. Remember, if you cost support 'in-kind' you will need to put the same figure into your income so that your income and expenditure balance.

#### Income

Please break your income down under the stated headings.

## **SECTION FIVE: CULTURE IN ESSEX PERSONAL DEVELOPMENT GRANTS**

This section should only be completed by applicants for personal development funding. Those applying for project funding should go straight to Section 7 to complete the declaration section. Applicants to the Personal Development Grant should provide an accompanying CV and link to their website where appropriate and necessary.

### **5.1 Amount of Culture in Essex Personal Development Grant applied for:**

You can apply for up to £250 to support CPD activities.

**5.2 Start / Finish Date:** Please provide details as to when the research / course will start and end.

**5.3 Rationale:** Please provide details (maximum 1,000 words) of the personal development you wish to undertake and why. Examples of eligible activity could include field research, project feasibility, CPD including professional training and courses or more informal mentoring.

**5.4 Provider details and contact information:** Complete details

**5.5 Please provide details of quality/accreditation standards if applicable.**

If the personal development you wish to undertake is accredited, please provide full details of accreditation and professional body as appropriate. If mentoring is involved, please provide evidence of the mentor's experience and qualifications.

**5.6 How will undertaking this personal development help you in the future?**

This strand of funding is aimed at supporting individuals to develop their skills to have a positive effect on their future work. Please tell us how this CPD will help you to do this.

## **6. Budget.**

Please give details of what the funding will be used for and allocate to the appropriate expenditure and income section. Please refer to the above **section 4.3** for more information.

## **7 Declaration.**

Applications can be emailed or posted. Please print name, position and date if emailing your application electronically. Signatures will be required if your application is successful.

**Please note:** the signature(s) must be original, not photocopied.

## **8 Application Checklist.**

Please check before mailing that you have enclosed all the information required. If the applicant is an organisation it would be helpful if you could enclose a copy of your latest audited accounts and a copy of your constitution or aims and objectives.

**Monitoring Form:** You must include a completed Monitoring Form to be eligible for consideration

**This guidance is issued by** Essex County Council Cultural Development

You can contact us in the following ways:

**By post:**

Cultural Development, Essex Record Office,  
Wharf Road, Chelmsford Essex CM2 6YT

**By telephone:**

01245 244617

**By email:**

[arts@essex.gov.uk](mailto:arts@essex.gov.uk)

**Visit our website:**

[www.essex.gov.uk](http://www.essex.gov.uk)

[www.exploreculture.org.uk](http://www.exploreculture.org.uk)

## **Freedom of Information and Data Protection:**

Essex County Council handles information in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998 and is the data controller for the purposes of the Data Protection Act 1998. Any personal data contained in your application and attachments shall be processed and only be used for the purpose in connection with your application for a Culture in Essex Small Grant.

We will not give information about you to anyone outside Essex County Council unless the law allows us to. We may give information about you to other organisations:

To check the accuracy of information you give to us

To prevent or detect crime

To protect public funds

For use in research or statistics

ECC are committed to keeping your information secure and confidential and to sharing your information only as described above. Information which identifies you will only be available to those with a need to know in order to provide services to you.

Data will be kept for up to six months after the closing date, after which it will be destroyed. However, if your application is successful data could be kept up to a maximum of seven years.

If you have any concerns about the way we handle personal information or would like to see any personal information held on you by Essex County Council please contact Information Sharing Information Security (ISIS) at

Essex County Council  
PO Box 11  
Chelmsford  
CM1 1LX  
Tel: 01245 431851  
Email: [isis@essex.gov.uk](mailto:isis@essex.gov.uk)

**Complaints:**

If you have any issues you would like to raise with us, please contact the Culture in Essex Small Grants scheme in the first instance by email at:

[arts@essex.gov.uk](mailto:arts@essex.gov.uk) or by telephone on: 01245 244615

**Accessibility:**

The information in this form can be translated and/or made available in alternative formats, on request.