**Creative Development Grant Application Form**

**Reopening and Recovery Programme Rural and Communities**

This grant funding is part of the **Re-opening and Recovery Programme,** supporting community building, engagement and wellbeing in rural and local communities through voluntary and self-led artistic, creative and cultural activity.

**Eligibility**

**Important Information:**

Before completing your application form, please make sure you:

**Read the guidance notes carefully and check that you can answer yes to the following questions:**

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| --- | --- | --- |
| Does the project happen within Cheshire West and Chester? | |  |
| Does the project involve participatory creative activity? | |  |
| Is the activity either free or cost-recovery for those taking part – ie not profit making activity? | |  |
| Will the project be welcoming and inclusive, ensuring people feel safe taking part? | |  |
| Take place between 1 January 2022 and 13 March 2022. The funded activity must be scheduled and completed during this time. | |  |
| Does your group have a bank account and is a bank statement included with the application? | |  |
| If you do not have a bank account which organisation have you partnered with to hold any grant award? If so please name them here and include one of their bank statements with the application. |  | |

In addition, proposed activity must do at least one of the following (please select at least one - and expand upon this in your description of activity):

|  |  |
| --- | --- |
| Enable activity to restart |  |
| Celebrate the high street |  |
| Bring communities together |  |

**Contact Details**

We will only contact you with regards to this Reopening and Recovery Programme and will not share personal details with any third parties without your permission. A link to our Privacy Notice is here: [Arts Team Projects and Events Privacy Notice](https://www.cheshirewestandchester.gov.uk/system-pages/privacy-notices/arts-team-projects-and-events-privacy-notice.aspx)

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| --- | --- |
| **Main Contact** | |
| Your Name |  |
| Your position in the group |  |
| Your telephone number |  |
| Your email address |  |

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| --- | --- | --- | --- | --- | --- |
| **Your Group** | | | | | |
| Name of the group |  | | | | |
| Social network links |  | | | | |
| Website |  | | | | |
| Contact address (inc postcode) |  | | | | |
| Telephone number |  | | | | |
| Email address |  | | | | |
| This programme is supported by ARG funding from central government. When reporting back to them we may have to share some additional details about your organisation. More information is at the bottom of this application form. | | | | | |
| If you have any of the below unique identifier numbers please share them (you may not, that is fine): | | | | | |
| Company Registration Number |  | | | | |
| Charity Number |  | | | | |
| VAT number |  | | | | |
| Please tick a box below to let us know which size category your organisation fits into. If there are no employees please tick 0-9. | | | | | |
| Micro = 0-9 employees |  | | | | |
| Small = 10-49 employees |  | | | | |
| Medium = 50-249 employees |  | | | | |
| Large = 250+ employees |  | | | | |
| Please delete as appropriate. | | | | | |
| Is the company or organisation in administration/insolvent or had a striking off notice issued? | | | | Yes / No | |
| Please let us know which sector of business your organisation is part of: | | | | | |
| Arts, entertainment and recreation | |  | Information and communication | |  |
| Accommodation and food service activities | |  | Human health and social work activities | |  |
| Agriculture, forestry and fishing | |  | Education | |  |
| Other, please describe | |  |  | | |
| Other financial support received due to Covid-19 | | | | | |
| Have you received any other financial grant due to covid-19 | | | | Yes / No | |
| If yes what grant(s) have you received? | |  | | | |
| Total value of grant(s) received | | | | £ | |
| If you have received other subsidies or State Aid in the last three years, then you need to confirm that you have not exceeded the appropriate subsidy allowance threshold. Further information about this is provided at the end of this form. | | | | | |
| I confirm that the business/organisation that this application is being made for and any linked undertakings have not exceeded the appropriate subsidy allowance threshold. | | | | Yes / No | |

**Your group’s usual activity**

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| --- |
| **About Your Group** |
| **How is the group set up?** (delete as applicable)   * Formally constituted group * Informal/unconstituted group * Led or hosted by a company or organisation * Registered charity, CIC or CIO |
| **What is the postcode of your regular activity?** |
| **How long has your group, project or space been running?** (Leave blank if not applicable) |
| **How often does your group get together on average in a normal non-COVID year?** (Delete as applicable or leave blank if not applicable)   * More than once a week * Weekly * More than once a month * Monthly * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Tell us about your group / project** (including a brief overview of your regular activities and participants): |

**What you’re applying for**

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| **About the activity or project you are applying for funding to support** |
| **Date(s) of your proposed event or activity** *(must fall between 1 January 2022 and 13 March 2022):* |
| **Name of activity or project** (if it has one): |
| **Which art forms will you use?** (delete as applicable)   * Crafts * Combined Arts * Dance * Literature * Multimedia Arts * Music * Outdoor Arts * Theatre/Drama * Visual Arts * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Is this an existing group or new activity?** (delete as applicable)   * New activity * Restarting activity * Existing group * New group |
| **Where will the funded activity happen?** (please include a postcode): |
| **What do you plan to do?** (please refer to funding criteria – max 500 words): |
| **Why is the project needed?** (include its aims) |
| **How many people do you anticipate taking part in your event and how?** (rough estimate of numbers and how will they be involved / how many sessions etc): |
| **Who are the participants?** (age range, current members, new members, targeted group eg LGBTQ+): |
| **How will you ensure the activities are accessible?** |
| **How will your activity benefit the local community?** (please refer to your selected criteria and include any community partners) |
| **How will you ensure quality of creative provision?** |
| **Who will deliver the activity?** |
| **Why do you need the funding?** |
| **Project costs?** (Please list the costs of each item in your total project cost.) |
| **Proposed funding** (please detail the sources of funding including in-kind contributions that will go towards the total project cost)  Your own groups funding:  Funding from other sources:  Income:  Other:  **Amount requested from us?** (£2,000 – £5,000) |
| **Do you want to let us know anything else?** |

**Bank Details**

|  |  |
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| **Please include your bank details for payment purposes** | |
| Please provide details of your organisation’s bank account – all successful award applications will be paid directly to your organisations bank account by BACs or by cheque if we are not able to pay by BACs | |
| Name of organisation as it appears on the Bank Account: |  |
| Name of Bank / Building Society |  |
| Address of Bank / Building Society |  |
| Bank Sort Code |  |
| Account Number |  |

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| **Address registered with Bank** | |
| If the address and email address given in group information is not the address that the bank account is registered with please give the details here (ie if you are using a partner organisation’s bank account): | |
| Contact address (inc postcode) |  |
| Contact email |  |

**Final consent and declaration**

Cheshire West and Chester Council is administering these grants in partnership with Cheshire West Voluntary Arts Network. Your application will be shared with a small selection panel from these bodies (without your contact details).

Please confirm the following by writing yes / no in each box:

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| --- | --- |
| I have the relevant insurance cover for my activities and will share this prior to receiving the grant |  |
| If no, my budget includes purchase of insurance for this project (we will expect to see proof of insurance before grant payments are made). |  |
| I am working with vulnerable groups and have necessary checks in place (DBS, safeguarding policies or partner support) and attach a safeguarding policy to with this application. |  |
| I have an equality policy and attach it here |  |
| If no, I agree to abide by the Council’s equality and diversity policy: [Equality and Diversity Policy Statement](https://www.cheshirewestandchester.gov.uk/your-council/policies-and-performance/equality-and-diversity/policies-schemes-and-reports/Equality-and-Diversity-Policy.aspx) |  |
| **I** **confirm that I have read and agree to Cheshire West and Chester’s standard conditions of the award scheme.** These include acknowledging the Council’s support when producing any promotional material or publicity and other conditions included below. |  |
| If successful I will be responsible for getting any licences, permissions that are necessary by law for the activity to be undertaken and undertake any risk assessments to protect everyone involved. |  |
| If successful I will submit monitoring information as soon as possible following project completion to support CWAC to evaluate the project before the end of the financial year. This will include the completion of a monitoring form and the provision of receipts or other details of any expenditure. |  |
| I declare that the information shared in the application is correct to the best of my knowledge |  |

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| **Signed [grant recipient]:** | **Date:** |

**Partner communications**

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| Creative Producer Jodie Gibson is supporting this programme and its administration. Jodie will offer support or advice around project delivery, community reach, offering training, arranging for documentation of some projects. She will also be evaluating the programme and developing some case studies to support potential future funding. **Please tick to confirm that we can share your contact details with Jodie to enable this.** |  |
| Would you like to receive the Cheshire West Voluntary Arts Network newsletter? It contains News, Opportunities, Events and Funding. The newsletter is managed by Cheshire West and Chester Council. A link to the privacy notice is here: [Arts Team News Privacy Notice](https://www.cheshirewestandchester.gov.uk/system-pages/privacy-notices/arts-team-news-privacy-notice.aspx)  **Please tick if you would like to receive this newsletter.** |  |

**Submitting your application**

**Attachments to application:**

* Constitution
* Bank Statement
* Safeguarding policy (if relevant)
* Equality Policy (if relevant)

**Please sign and return to CWAC Arts Team:**

By email: [artswest@cheshirewestandchester.gov.uk](mailto:artswest@cheshirewestandchester.gov.uk)

**Deadline: 9am, 13 December 2021.**

You are advised to keep a copy of your application for your own records.

Please complete all sections of the form. If you do not answer all questions and **submit all of the required attachments** your application will be deemed invalid and not processed.

**Important information about the funding source**

Please be aware that the Reopening and Recovery Programme is supported by ARG (Additional Restrictions Grant)funding from Central Government. Therefore, we may need to share some grant application details with the Department for Business, Energy and Industrial Strategy. These will not be personal details that identify individuals.

There is also a limit to the amount of money each organisation can receive in subsidies so you will need to make us aware on the application form if you have already received any such support in the last three years (you should have been advised that the award was classed as a subsidy (previously State Aid) when it was granted).

**The wording below explains how your information will be shared to Central Government and why.**

In order to prevent and detect fraud and protect the public purse, we may ask you to provide additional documentation in support of your application. This request may be made before any grant is paid to you or after you have received a grant from us. Any documents we ask you to provide will be used to verify your eligibility for the grant you have applied for. We will also share your information for the prevention and detection of fraud internally across services and externally with other organisations and agencies such as (but not limited to) HMRC, Police, credit reference agencies and/or financial institutions. Your information may also be shared with the Department for Business, Energy and Industrial Strategy for monitoring and evaluation.

**If you have received other subsidies or State Aid in the last three years, then you need to be aware of the below. It explains the limits of the grants that you can accept.**

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU. BEIS Guidance for public authorities explaining the subsidies chapter of the TCA, World Trade Organisation rules on subsidies, and other international commitments can be found on the [Gov.UK website](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities).

On Thursday 4 March new subsidy allowances were established for the COVID-19 business grants schemes, on the basis of the principles set out in Article 3.4 of the TCA. The updated scheme rules do not apply retrospectively, in line with government guidance. From 4 March, there are three subsidy allowances for COVID-related business grant schemes set out below: Small Amounts of Financial Assistance Allowance, the COVID-19 Business Grant Allowance and the COVID-19 Business Grant Special Allowance. The below scheme rules apply to applicants at the level of economic actor, which is defined as an entity or a group of entities constituting

a single economic entity regardless of its legal status, that is engaged in an economic activity by offering goods or services on a market.

**Small amounts of financial assistance allowance**

Grants may be paid in accordance with Article 3.2(4) of the TCA, which enables an applicant to receive up to a maximum level of subsidy without engaging Chapter 3 of the TCA. This allowance is 325,000 Special Drawing Rights, to a single economic actor over any period of three fiscal years, which is the equivalent of £335,000 as at 2 March 2021. An applicant may elect not to receive grants under the Small Amounts of Financial Assistance Allowance and instead receive grants only using the below allowances available under this scheme.

**COVID-19 Business grant allowance**

Where the Small Amounts of Financial Assistance Allowance has been reached, grants may be paid in compliance with the Principles set out in Article 3.4 of the TCA and in compliance with Article 3.2(3) of the TCA under the COVID-19 Business Grant Allowance (subsidies granted on a temporary basis to respond to a national or global economic emergency). For the purposes of these scheme rules, this allowance is £1,600,000 per single economic actor. This allowance includes any grants previously received under the COVID-19 business grant schemes and any State aid previously received under Section 3.1 of the European Commission’s Temporary Framework across any other UK scheme. This may be combined with the Small Amounts of Financial Assistance Allowance to equal £1,935,000 (subject to the exact amount applicable under the Small Amounts of Financial Assistance Allowance using the Special Drawing Right calculator).

**COVID-19 Business grant special allowance**

Where an applicant has reached its limit under the Small Amounts of Financial Assistance Allowance and COVID-19 Business Grant Allowance, it may be able to access a further allowance of funding under these scheme rules of up to £9,000,000 per single economic actor, provided the following conditions are met:

1. The Special Allowance covers only the applicant’s uncovered fixed costs incurred during the period between 1 March 2020 and 31 March 2022, including such costs incurred in any part of that period (‘eligible period’);
2. Applicants must demonstrate a decline in turnover during the eligible period of at least 30% compared to the same period in 2019. The calculation of losses will be based on audited accounts or official statutory accounts filed at Companies House, or approved accounts submitted to HMRC which includes information on the applicant’s profit and loss;
3. ‘Uncovered fixed costs’ means fixed costs not otherwise covered by profit, insurance or other subsidies;
4. The grant payment must not exceed 70% of the applicant’s uncovered fixed costs, except for micro and small enterprises (for the purposes of this scheme defined as less than 50 employees and less than £9,000,000 of annual turnover and/or annual balance sheet), where the grant payment must not exceed 90% of the uncovered fixed costs;
5. Grant payments under this allowance must not exceed £9,000,000 per single economic actor. This allowance includes any grants previously received in accordance with Section 3.12 of the European Commission’s Temporary Framework; all figures used must be gross, that is, before any deduction of tax or other charge;
6. Grants provided under this allowance shall not be cumulated with other subsidies for the same costs.

An applicant must be able to provide the necessary documentation to demonstrate it is eligible for funding under this COVID-19 Business Grant Special Allowance.

Grants provided in excess of the Small Amounts of Financial Assistance Allowance may not be granted to applicants that were defined as an ‘undertaking in difficulty’ (as defined in Annex C below) on 31 December 2019. In derogation to the above, grants can be granted to micro or small enterprises (as defined above) that were already in difficulty on 31 December 2019 provided that they are not subject to collective insolvency proceedings.

For businesses that believe they (at the level of economic actor) meet the requirements for funding under the COVID-19 Business grant special allowance, this application will be taken as their declaration that they meet the conditions set out above. An applicant must be able to provide the necessary documentation to demonstrate it is eligible for funding under this COVID-19 Business Grant Special Allowance if requested to do so by either the local authority or the Department for Business Energy and Industrial Strategy.