**Creative Development Grant Application Guidance**

**Reopening and Recovery Programme Rural and Communities**

**Overview**

The Reopening and Recovery Rural and Communities Programme is designed to support local arts and community organisations to develop events and activity that encourage recovery from lockdown in their locality as well as community building, engagement and wellbeing.

Cheshire West and Chester Borough Council is working with Cheshire West Voluntary Arts Network to support non-for-profit groups throughout the borough to develop creative restart activity, by offering **grants of £2,000-£5,000**.

We expect that around 12-15 local projects will be supported (exact number will depend on value of grants awarded). Projects should be offering activity of any artistic or creative discipline to their community and or members.

Please read the full guidance notes before applying for funding as there are a number of conditions, before, during and after receiving the funding. The Reopening and Recovery Programme is funded by Cheshire West and Chester Council (CWAC). You are applying for funding which is public money and your bid will be considered in a fair, transparent way following the guidance set out in this note.

**Timeline**

9am on Monday 13th December 2021 Deadline for Applications

Wednesday 15th December 2021    Inform successful applicants of funding decision

Tuesday 4th January 2022      Deadline for acceptance of funding award and conditions of grant as per offer letter

Monday 14th March 2022                         All project activity must be completed and grant award spent. Submission of final conditions of grant and invoice to CWAC as per offer letter.

**How to apply**

**Step 1**

Pre application check, does your project/group have a bank account?

If the answer is **yes then please move to 2**

If the answer is **no** it is also possible for funding to be held by another organisation in their bank account on behalf of the group applying for the funding. However, this will need approval from the Arts Team and CWVAN and should be clearly reflected in the Application Form

**Step 2**

Decide on the amount you are applying for; funding can be a minimum of £2,000 to a maximum of £5000 and any amount in-between. We will need to see a budget explaining how you will spend this money.

**Step 3**

Complete the **attached application form** in full and submit it to artswest@cheshirewestandchester.gov.uk attaching your:

* constitution, standing orders, articles of association or similar (if you have them)
* bank statement of the body holding the funds
* public liability insurance (if already held, if not already held this must be shared before first grant payment is made)
* safeguarding policy if working with children and / or vulnerable adults
* equality policy or agreeing to abide by the Council’s [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)

**Step 4**

A funding panel of representatives from CWVAN, CWAC and Cheshire West Voluntary Action (CWVA) will review the applications. **Application forms that are incomplete or missing requested documents will not be reviewed.** If you need support with your submission please get in touch as soon as possible. Please note that by signing the grant application form you will be agreeing to abide by the Conditions for the Award.

**Step 5**

The project team will aim to notify successful applicants of funding decisions on 15 December. You will also be provided with logos to be used on any publicity material.

**Step 6**

If your application is successful, you will have to provide evidence of insurance cover before the grant is awarded. The Arts Team will also make arrangements for BACS payments. Payments will be split with 90% payment made in January and 10% payment made after completion of your project and on submission of evaluation (evaluation should be submitted asap or by 14 March).

**Step 7**All project activity must be completed and the grant award spent by 14 March. Recipients of the grant will need to complete a short monitoring and evaluation form, document the activity (images, videos of activity and/or creative outputs) and provide evidence of project spend by 14 March.

**Eligibility criteria**

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. To apply for this funding, activities must:

* Happen within Cheshire West and Chester (throughout the borough’s rural areas and districts of Chester, Ellesmere Port, Northwich, Neston, Vale Royal and Winsford. Check the local authority map for eligibility: <https://maps.cheshirewestandchester.gov.uk/cwac/webmapping>)
* Involve participatory creative activity (all artistic and creative forms are eligible)
* Be either free or cost-recovery for those taking part – not profit making activity (applicants must be not-for-profit or linked to not-for-profit community group)
* Be welcoming and inclusive, ensuring people feel safe taking part (proof of Public Liability Insurance cover is required prior to activity taking place).
* Project activity should be completed between the award date and 14 March 2022. The funded activity must be scheduled and completed during this time. Activity that happens outside of this time period will not be eligible.

In addition, proposed activity must do at least one of the following:

* Enable activity to restart
* Celebrate the high street
* Bring communities together

**What we will and will not fund**

We want to encourage voluntary, amateur and community-based groups to launch or extend activity, supporting any costs for them to do so. Eligible costs include:

* Buying or hiring of materials and equipment
* Marketing and publicity to reach new groups, including printing costs
* Venue hire and safety preparations
* Technical costs
* Refreshments
* Creative development of group - eg. practitioner support (in line with Artists’ Union England rates)
* Public liability insurance (if this is not already held by the project delivery group)

Ineligible costs:

* Activity delivered and costs incurred prior to the grant being awarded
* Core costs
* Capital costs
* Anything that does not directly have a community benefit.
* Anything that will bring the council into disrepute

Other considerations

* Applicants may have applied to the Re-opening and Recovery Kickstart Grants but this is not essential

**Support**

Creative Producer Jodie Gibson is supporting this programme and its administration. Jodie can offer support or advice around project delivery, community reach, offering training, data collection, arranging for documentation of some projects and would like to get in contact with grant recipients to enable this.

You can access the following support directly:

Guidance briefing papers: <https://www.creative-lives.org/Pages/Category/briefings>
National Creativity Map for regular activity: <https://www.creative-lives.org/creativity-map>

Creative Community Champions Creative Network: <https://www.creative-lives.org/creative-champions>

**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).

Further information about this (and the limits) is at the end of the application form.