



**culture
team**

Bristol City Council Cultural Investment Programme Prospectus 2018-2022

Statement from the Mayor

Bristol has built a reputation as a centre of culture and counter-culture. Our rich cultural diversity makes Bristol stand out – activist, contradictory, unorthodox, and independent, Bristol is highly distinctive. It is our culture which makes Bristol attractive as a destination for visitors and for businesses to set up and to stay, but it needs to be accessible to all.

Everyone in the city should benefit from the city's rich cultural life. I made a commitment to ensure that everyone should be able to access and participate in the arts and cultural life of the city, no matter who they are, where they are from nor what their background.

The **Cultural Investment Programme** provides opportunities for people and communities across the city to take part in the cultural life of Bristol, whether that is by attending a world-class music performance, a cutting-edge theatre production or taking part in a workshop, festival or exhibition in their local community.

Marvin Rees
Mayor of Bristol

Statement from Laura Pye, Head of Culture, Bristol City Council

The Cultural Investment Programme funding is designed to develop Bristol's national and international reputation as a creative cultural city, to actively advance equality and diversity and to improve people's lives through the arts.

This programme will allow all sorts of creative activity to develop and grow in the city.

The funding streams will support and nurture new and emerging ideas and one-off projects as well as supporting other organisations to develop and grow over a longer period.

We are asking all of the city's artists, creative and cultural sector to demonstrate their impact, be ambitious and inclusive whilst sharing their passion, skills and enthusiasm to develop the city's arts and cultural offer in the coming years. We want to support and develop a more resilient and resourceful sector, whilst maintaining ambition and making a positive impact on people's lives.

Laura Pye
Head of Culture, Bristol City Council

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Bristol City Council 2018 Cultural Investment Programme Prospectus

This document explains the process for arts and culture funding from Bristol City Council from 2018-2022. It gives you the background and the information you need if you are thinking about making an application, and an overview of each fund.

Vision and aims of the programme

Three new funds are available to support arts and cultural activity during 2018 – 2022 through the Cultural Investment Programme from Bristol City Council.

Our **Vision** for the Cultural Investment Programme is to: **Make Arts and Culture Accessible for All.**

The **key aims** of the Cultural Investment Programme are to:

- 1. Develop Bristol's reputation as one of the UK's leading cultural cities**
- 2. Advance diversity and equality in arts and culture**
- 3. Support the delivery of Bristol City Council's Corporate Strategy**

Funding amounts and outline eligibility are detailed in the table below, and more detailed guidance on each aim is found later in the document. Whichever fund you apply to, you will need to show how you'll contribute to all three of these key aims and specific objectives within them.

This is a competitive scheme and all applications must have arts and culture as their focus. We want to support cultural organisations and individuals who strive to make a difference to residents and strengthen the cultural life and reputation of Bristol.

The general funding environment is changing and becoming tougher, but there are new and positive opportunities for applicants to grow, change and learn from each other. These funds are designed to support development in arts and cultural organisations and individuals in Bristol, and the development of the sector as a whole.

The Cultural Investment Programme is structured to encourage you to think about, and plan for, your

future sustainability and financial resilience (i.e. increasing income generation, improving skills and ability to apply to other funding bodies and reducing reliance on local authority funding).

This document gives an overview of the Cultural Investment Programme; full details on how to apply for each fund are in the individual fund guidance notes.

Indicative Cultural Investment Programme Budget

	2018/19	2019/20	2020/21	2021/22
TOTAL (£)	825,690	825,690	825,690	635,690

All three funds are subject to Bristol City Council's annual budget setting process, so whilst this is the indicative budget, it would be confirmed each year.

Which fund should you apply to?

Fund	Amount per year	Duration of funding	Who can apply	Match funding required?	Examples of activity
Originators	£500 - £5,000	From 1 day to 12 months (annual fund)	Individuals, community groups, organisations. (Including unincorporated organisations)	No	Projects completed in a year. E.g. a community festival with arts and culture focus; an arts project; small-scale activities; testing new ideas and partnerships; working with local communities; and offering quality participatory experiences for people in Bristol; professional development
Imagination	£5,000 - £40,000	Up to 2 years (runs 2018-20 and 2020-22)	Organisations* with at least 6 months of accounts and proven track record *see definitions below	Yes, minimum of 25% match of total budget requested	Imaginative projects and programmes, development of organisations, work with communities that increases access to arts and culture. To include evidencing of sharing skills & resource with smaller organisations over funding period.
Openness	No more than 5% of annual turnover & tapering over the	Up to 4 years (2018-22)	Organisations* with at least 12 months of accounts and proven track record *see definitions	N/A	Core funding for established arts & cultural organisations with a year round programme – to include evidencing of sharing skills & resource with smaller organisations

	duration of funding		below		over funding period.
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Applicants can apply for both Imagination and Openness as the lead partner or sole organisation; however you can only be awarded one, not both. You may also be a partner in another bid where you are not the lead.

Timeline for applications

Stage	Date
Funds open for applications	
Openness	12 th July 2017
Imagination	12 th July 2017
Originators	15 th September
Deadlines for applications	
Openness	12pm 12 th September 2017
Imagination	12pm 12 th September 2017
Originators	12pm 15 th November 2017
Deadline for asking questions*	
Originators: Questions will be added to an FAQ sheets and be shared to anyone that requests it.	Final date for questions on Originators 8 th November
Openness and Imagination: All questions will be published on ProContract for anyone to see but will be made anonymous.	Final date for questions on Openness and Imagination through the ProContract system is the 5 th September We are unable to answer further questions after these dates to make sure everyone can benefit from the information/it's a fair process
Project commence from	April 1 st
Notification of decisions	
Openness	Subject to Cabinet approval – final decision 12 th December 2017
Imagination	Subject to Cabinet approval – final decision 12 th December 2017
Originators	March 2018

*There is a FAQ (Frequently Asked Questions) sheet that will be added to as questions arise.

If you have questions about the Openness or Imagination funds, your questions are asked and answered through the ProContract online system. Any emailed questions will also be published on the

online system. All questions and answers have any identifying information removed so they are anonymous. This is to make the information accessible to all.

You can contact the Arts & Events Team on cityartsfunds@bristol.gov.uk

What is the Cultural Investment Programme?

This section tells you what the Cultural Investment Programme aims to do in more detail.

Our Vision for the Cultural Investment Programme is to make arts and culture accessible for all.

What are the key aims of the Cultural Investment Programme?

- 1. Develop Bristol's reputation as one of the UK's leading cultural cities**
- 2. Advance diversity and equality in arts and culture**
- 3. Support the delivery of Bristol City Council's Corporate Strategy**

Whichever fund you apply to, you will have to show how you'll contribute to all three of these aims and the specific objectives within them.

- If you apply to **Originators**, you will need to show how you will meet at least ONE objective under each of the three aims.
- If you apply to **Imagination**, you will need to show how you will meet a minimum of TWO of the objectives under each aim.
- If you apply to **Openness**, you will need to show how you will meet ALL aims and objectives.

Objectives are as follows:

AIM 1. Develop Bristol's reputation as one of the UK's leading cultural cities

AIM 1 OBJECTIVES:

- 1.1 Support artistic excellence, ambition and innovation
- 1.2 Develop learning and career pathways within the cultural sector
- 1.3 Support development and reform of organisations to ensure resilience
- 1.4 Contribute to the economic vitality of the city and increase its national and/or international standing

AIM 2. Advance diversity and equality in arts and culture

AIM 2 OBJECTIVES:

- 2.1 Actively encourage the diversity and fair selection of artistic programme and talent development
- 2.2 Have a strong understanding of your current audience profile and actively address barriers to participation in arts and culture
- 2.3 Demonstrate Sector Leadership in diversity and equality, working proactively to diversify governance, staff and volunteers

AIM 3. Support the delivery of Bristol City Council's wider Corporate Strategy

AIM 3 OBJECTIVES:

- 3.1 Improve wellbeing and health through arts and culture
- 3.2 Demonstrate the impact of arts and culture on priority groups*
- 3.3 Increase participation in arts and culture across the city
- 3.4 Demonstrate environmental and social responsibility

Priority groups

*We recognise that socio-economic factors are important in people being able to access arts and culture. Therefore priority groups of the funds are neighbourhoods in the lower 10% of multiple deprivation <https://www.bristol.gov.uk/statistics-census-information/deprivation>, and/or people with Protected Characteristics as detailed in the [Equality Act 2010](#)

Areas of Bristol that fall within the most deprived 10% of areas (LSOAs) based on the English Indices of Deprivation 2015 are as follows:

<ul style="list-style-type: none">• Bishport Avenue - Whitchurch Park• Hareclive - Whitchurch Park• Fulford Road North - Hartcliffe• Bishport Avenue East - Whitchurch Park• Inns Court - Filwood• Easton Road - Lawrence Hill• Filwood Broadway - Filwood• Ilminster Avenue West - Filwood• Southmead Central - Southmead• Whitchurch Lane - Hartcliffe• Stapleton Road - Lawrence Hill• St Philips - Lawrence Hill• Throgmorton Road - Filwood• Cabot Circus - Lawrence Hill• St Pauls Grosvenor Road - Ashley• Bishport Avenue West - Hartcliffe• Barton Hill - Lawrence Hill• Gill Avenue - Frome Vale• Four Acres - Bishopsworth• Redcliffe South - Lawrence Hill• Stokes Croft West - Cabot	<ul style="list-style-type: none">• Crow Lane - Henbury• Fair Furlong - Hartcliffe• St Pauls City Road - Ashley• Lawrence Weston Parade - Kingsweston• St Judes - Lawrence Hill• Newtown - Lawrence Hill• Leinster Avenue - Filwood• East Hillfields - Hillfields• Glyn Vale - Filwood• Lawrence Weston South - Kingsweston• Ilminster Avenue East - Knowle• Lawrence Weston West - Avonmouth• St Agnes - Ashley• Bedminster East - Southville• Trymside - Southmead• Greenbank - Eastville• Whitchurch Park West - Whitchurch Park• Burnbush Hill - Stockwood• Burnbush - Stockwood• Lockleaze South - Lockleaze• Marksbury Road - Windmill Hill
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Protected Characteristics as detailed in the Equalities Act 2010 are:

Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

If you are working with groups with Protected Characteristics and including it as part of your application for funding, you will need to be specific about which groups within those Protected Characteristics you're working with, for example, which age groups (older people, young people).

Who can apply for Cultural Investment Programme funding?

This section guides you through the criteria you will have to meet in order to apply for a grant.

Basic criteria

The Cultural Investment Programme is open to individuals and organisations that are able to show a track-record of high-quality arts and cultural focussed-work and project delivery. Arts and culture should be one of the applicant's core purposes. We welcome partner applications with non-arts organisations that adds arts and cultural value.

We expect all applications to:

- Support and deliver artistic excellence and quality cultural activity
- Provide opportunities for Bristol's residents to enjoy, participate, create and experience arts and culture
- Support the vision of making art and culture accessible for all
- Meet the three aims of the Cultural Investment Programme
- Meet the Baseline Standards as detailed in the application forms

Cultural Investment Programme funding is **only** available to organisations and individuals who are based in Bristol. Partner organisations and individuals can be outside the city if the lead partner is Bristol-based

*Organisations can apply for Cultural Investment Programme funding if they are any of the following:

- Registered Charity
- Community Interest Company limited by Guarantee
- Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- Company limited by guarantee
- Registered Society (including Co-operative and Community Benefit Societies)
- Charitable Incorporated Organisation
- Unincorporated organisations **can only apply** to the **Originators** fund

All organisations must be not for profit i.e. you either don't generate profits or you reinvest any profits or revenues for the purpose of serving your client group or achieving your objectives.

Collaborations and partnerships

We welcome partnership or collaborative bids, which need to be submitted by one organisation which will be the Lead Partner. This Lead Partner will be responsible for submitting all of the paperwork and you will also need to send us a Memorandum of Understanding that sets out how you'll work together. The guidance contains further information about collaboration and a template Memorandum of Understanding.

Organisations will also need to have:

- At least 3 trustees or directors
- A bank account in the organisation's name
- All payments authorised by two people (not related or living together)
- Health and Safety policy
- Public Liability Insurance (minimum £5m, to be in place by the time the project starts)
- Employer's Liability Insurance (minimum £5m, to be in place by the time the project

starts)

Can individuals apply?

Individuals can apply to **Originators**, but must be able to show a track-record of high-quality arts and cultural- focussed-work and project delivery. Individuals can be part of a partnership bid. Please see guidance above.

Individuals will also need to have:

- Appropriate insurance that covers the activities you are applying for - Public Liability (£5million minimum cover) and Employer's Liability (£5 million minimum).
- If you are awarded funding we will ask you to provide references from two organisations you have worked with, or for, (i.e. a previous employer or personal reference), and a CV. The references need to be clear that you can do the work/project you are proposing.

What won't we fund?

The following organisations and individuals are NOT eligible:

- Organisations/individuals based outside Bristol (partners can be from outside Bristol but the lead partner must be Bristol based)
- Schools (though projects may include schools as partners and participants, they cannot apply themselves)
- Public sector organisations
- Private sector 'profit orientated' organisations
- Housing associations and Registered Social Landlords (may be included as partners and participants, but cannot apply themselves)
- Students
- Organisations where any of the trustees or anyone on the management committee has any financial, property or other interests, which will benefit as a result of this application.

The following activities are NOT eligible:

- Activities which are not arts or culture related and which are not creative / do not develop creativity
- Activities, equipment or events that directly duplicate existing activities funded by Bristol City Council
- Capital projects such as building works or funding to support buying equipment
- Fundraising events such as charity galas or general appeals
- Social events
- Activities which do not provide public benefit
- Activities that result in personal financial gain, other than salaries.
- Parties or fireworks
- Sports/food/hobby activities/festivals/events without a strong and clear arts or creative focus
- Purchase or use of alcohol/tobacco
- Political activity
- Organised acts of religious worship

Requirements if you receive funding

All organisations and individuals that receive Cultural Investment Programme funding will need to provide information to show how successful the project has been and the impact it has had. The way we ask you to do this will match the level of funding you receive - the bigger the grant, the more reporting information we'll need from you.

Appeals: There is no appeal process. All complaints will be dealt with through the Bristol City Council complaints procedure.

Originators

Originators will offer small grants of up to £5,000 for individuals, organisations or community groups to run an activity or activities that take place within one year of funding commencing e.g. for 2018-19, the majority of the funding is paid at the start of financial year in April 2018 and the project must be completed by the end of March 2019. This could include one or all of the following: delivering small-scale activities and events; testing new ideas and partnerships; working with local communities, contributing to your own or other's continuing professional development; and offering quality participatory experiences for people in Bristol.

This fund is open every year. If you receive Originators funding you will be able to apply again for a different activity or significant development of the previously funded activity. However, one of the objectives of the Cultural Investment Programme is to "Support individuals and organisations to become more financially resilient to support their artistic and cultural work." Successful applications will need to show how you are developing other sources of income so that you can become less reliant on Bristol City Council funding.

Please read the guidance notes before completing your application to make sure you are meeting the aims and requirements. **The Originators applications forms and guidance notes will be available by the end of August 2017 on the council's website:** <https://www.bristol.gov.uk/museums-parks-sports-culture/arts-and-culture-funding>

When you are ready to complete your application form, it is a Word document that you fill in on a computer and email to city.arts@bristol.gov.uk

The deadline for applications to the 2018-19 Originators fund is 12pm on the 15th November 2017.

Originators applications are assessed by a minimum of 3 Bristol City Council officers, in a panel chaired by the Arts and Events team, and will include others involved in community engagement and/or equalities. They will assess the applications using the scoring system detailed in the guidelines.

Imagination

In order to apply for **Imagination** funding you will need to be registered on ProContract, the online application system used by Bristol City Council. Click [here](#) for further information and to register. Please register as soon as possible so you can see the questions, application forms and supporting paperwork.

Imagination funding is for organisations that have imaginative projects and programmes which increase access to arts and culture; reinforce Bristol's reputation as a cultural city; work with Bristol's diverse communities, and support organisational development. The fund is for programmes or projects typically over a two year period and you can apply for a minimum of £5,000 and a maximum of £40,000 funding that you will receive each year, for the two years.

Activity or activities that take place across the two years of funding commencing e.g. for 2018-20 the project applied for must be completed by the end of March 2020.

We want to encourage organisations and individuals to work together across the city, so organisations in receipt of core funding from the Imagination fund can also be a partner in Openness applications (4 year funding) and Originators (1 year funding). They cannot be the Lead Partner i.e. be in receipt of the funding. See the guidance regarding the part 2 application form for more details. Applicants can apply for both Imagination and Openness as the lead partner or sole organisation; however you will only be awarded one and not both. You may also be a partner in another bid where you are not the lead.

You will need to raise at least 25% of the total project budget from sources other than Bristol City Council (BCC). These cannot be in-kind contributions. Bristol City Council will contribute a maximum of 75% of the total project budget.

How to apply for an Imagination grant

We will ask you to complete two sections on the ProContract system and submit supporting documents.

- Part 1 – checks your eligibility and meeting the necessary quality standards.
- Part 2 - describes your proposal, its activities and impact.

The deadline for applications to the 2018-20 Imagination fund is 12pm on the 12th September 2017.

Openness

In order to apply for an **Openness** grant you will need to be registered on ProContract, the online application system used by Bristol City Council. Click [here](#) for further information and to register. Please register as soon as possible so you can see the questions, application forms and supporting paperwork.

Openness will fund organisations in the city which support the cultural ecology, contribute to Bristol's cultural identity and demonstrate leadership and generosity for the wider sector. They will meet all of our aims and will be generous with their expertise and world class programme for the benefit of the city. This is 4 year core funding for established organisations that have a year round programme.

Funding in this stream can be no more than 5% of the organisation's total turnover. As part of the aim of making organisations more sustainable, we expect the grant to taper by a minimum of 20% over the four years. For example, if you are requesting £100,000 in year one, we would expect this to taper by at least 20% to £80,000 in year four.

We want to encourage organisations and individuals to work together across the city, so organisations in receipt of core funding from the Openness strand can also be a partner in Imagination applications (2 year funding) and Originators (1 year funding). They cannot be the Lead Partner i.e. be in receipt of the funding. See the guidance regarding the part 2 application form for more details. Applicants can apply for both Imagination and Openness as the lead partner or sole organisation; however you will only be awarded one and not both. You may also be a partner in another bid where you are not the lead.

How to apply for an Openness grant

We will ask you to complete two sections on the ProContract system and submit supporting documents.

- Part 1; checks your eligibility and meeting the necessary quality standards.
- Part 2; describes your proposal, its activities and impact.

The deadline for applications to the 2018-22 Openness fund is 12pm on the 12th September 2017.

We look forward to receiving your application.

Arts and Events Team

Bristol City Council



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