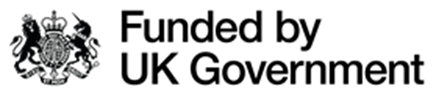
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**Cheshire East Council / UK Shared Prosperity Funding**

**Cultural Grants 2024**

**Application Guidance Notes**

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**Cheshire East Council and UK Shared Prosperity**

**Cultural Grants 2024**

**Background**

The Shared Prosperity Fund has been created for councils to deliver as part of the government's levelling-up programme. Cultural grants will be pledged by Cheshire East Council towards projects which demonstrate delivery against UKSPF Intervention E6 (Appendix A) and the Council’s Cultural Priorities (Appendix B). Grants are available to deliver cultural projects and programmes of work and to support sustainability of local cultural organisations.

**Making an Application**

1. Organisations must be located within the Borough of Cheshire East if application is for organisational development or sustainability. Projects and programmes of work must wholly benefit residents of Cheshire East.
2. Organisations which meet the funding criteria may apply for up to 80% of project costs up to a maximum of £10,000.
3. Organisations are expected to provide 20% of project costs either through cash match funding or in kind support.
4. The application form must be completed in full.
5. Applications will be accepted in line with the timescales set out in this guidance.
6. Given the fixed budget, the anticipated high demand for this fund, and the Council’s aim to benefit as many organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore, organisations must ensure that they have procedures in place to cover the balance of funding required.
7. All successful applicants will be required to complete post grant monitoring and submit their supporting documents, which will include risk assessment and PL insurance of a minimum of £5million.

**Who Can Apply**

If applying to deliver cultural projects or programmes of work, applicants must be a voluntary or community organisation, Town or Parish Council, registered charity or other not for profit organisation. If applying for organisational development or sustainability, the applicant must be based in Cheshire East and the main purpose of the organisation should be provision of cultural activity. *For this purpose culture is defined as: arts, heritage, museums, festivals & events, New media, Creative and Digital industries*

Applicants must have:

1. A management committee with an up to date governing document.
2. Appropriate safeguarding, insurance and risk management policies in place, relevant to their organisation.
3. A Bank or Building Society account in the name of the organisation.
4. A set of audited accounts, or as a minimum an organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the organisation’s financial position and its need for the assistance requested. Organisations established for less than 3 months that do not have this information available, must be able to provide proof of their organisation bank account.

**What we Cannot Fund**

1. Departments within Cheshire East Council
2. Projects taking place outside of Cheshire East
3. Work which has already taken place and has been paid for
4. Projects which do not deliver the E6 Culture Shared Prosperity Fund outcomes and Cheshire East Council Cultural Priorities

**General Conditions**

**1.** Grants are classed as one-off.

**2.** Grants must be claimed before the date stated in the offer letter and will be paid upon receipt of the signed offer letter and grant agreement.

**3.** Organisations must mobilise projects/services within 1 month of receiving grant payment.

**4.** Any profits from projects/services must be used to further develop the organisation/community activity or for any future projects and not used to support other organisations or different projects/services;

**5.** Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The organisation can direct some or all of its activities at specific groups where the intention is to address discrimination or disadvantage.

**6.** Successful applicants must be able to provide the Council with monitoring information and provide evidence (if requested) how the grant money has been spent in adherence to the conditions of the grant. This may include receipts or invoices. An officer will be in touch to inform you of your monitoring requirements and timescales following your grant payment.

**7.** Successful applicants must notify the Council of any changes in circumstances which affect their financial or constitutional position throughout the period in which the grant monies are being used.

**8.** The grant must only be used for the purposes specifically stated in the application form, should it be spent in any other way, without written approval from the Council, the individual or Organisation may be asked to return some or all of the monies paid.

**9.** If the project/service is cancelled or only partially achieved, or if the organisation is wound up, any unused grant money must be returned to the Council.

**10**. Successful applicants will be asked,in accordance with the Subsidy Control Act (2022), to keep a written record detailing; the date on which the subsidy was given; and the Gross Value Amount of the assistance for a period of at least 3 years beginning on the date on which the subsidy was given**.**

**11.** All conditions, under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the Organisation being asked to repay the grant monies to the Council.

**Decision Making**

1. Decisions on applications will be made be the Cultural Economy Service of Cheshire East Council.
2. Applicants will be notified to inform them of whether they have been successful or not within 6 weeks of submitting their application.
3. Offer acceptance forms and grant agreements should be returned before the date stated in the offer letter date and via the email address provided. Payments will be made once a signed form is received.
4. Complaints about any aspect of the grants process will be dealt with under the Council’s Corporate Complaints Procedure. A copy of the Council’s Corporate Complaints, Compliments and Suggestions Policy is available from the Council’s website.

**Monitoring Information**

**1.** The Council reserves the right to monitor the use of the grant and ask for evidence to support an application. Details of monitoring requirement will vary from project to project and will be agreed with you prior to the grants letter being issued. This will likely include both quantitative and qualitative data.

**2.** Successful applicants must retain records relating to the grant for an appropriate period (to be advised depending on the grant).

**3.** If successful applicants do not supply satisfactory monitoring reports and supporting information in full and within the set time scale, they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same person or organisation in the future.

**Processes and Timescales**

To make an application please use the Cultural Grants Application Form.

Timescales for applications are as follows:

|  |  |
| --- | --- |
| **Process** | **Timescale** |
| Grant scheme open | Friday 23rd February |
| **Deadline for applications** | **Sunday 24th March 12pm** |
| Decision panel meet | Monday 25th March |
| Applicants informed | Tuesday 26th March |

Completed application forms should be sent to:

[culturaleconomy@cheshireeast.gov.uk](http://?)

**Appendix A**

**UK Shared Prosperity Fund**

**Relevant Interventions:**

**Communities and place**

**Objectives:**

* Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
* Building resilient, safe and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.

**Intervention Number:**

**E6**: Support for local arts, cultural, heritage and creative activities

*Further guidance about UKSPF interventions can be found* [*here.*](http://?)

**Appendix B –** **Cheshire East Council Cultural Priorities 2023 – 2028**

**Purpose:**

**To transform lives and places through access to great culture 1.**

**Enabling the economy, communities and places of Cheshire East to benefit from engagement with culture, contributing to lifestyle, wellbeing, high-quality places, creative skills, sustainability and prosperity.**

**Achieved by: *Championing and supporting cultural activities* that;**

* Promote Cheshire East as a high-quality place to live, work, visit and invest.
* Support a sustainable and inclusive cultural ecology
* Contribute to local and regional, urban and rural economies.
* Ensure stimulating and aspirational experiences for residents and visitors.
* Enhance the quality of life and wellbeing of local people.
* contribute to environmental sustainability.

**We Will Prioritise cultural activities which:**

* support priority regeneration areas of Crewe and Macclesfield
* support cultural aspirations identified in Town Centre Vitality Plans
* provide pathways into work and skills development for young people
* promote sustainability
* activities which demonstrate environmental responsibility
* are innovative or ground-breaking and of high quality
* promote physical and mental health, and wellbeing, including older people, young people and people with additional needs.
* strengthen and support inclusive, creative communities

Nb 1 Culture: arts, heritage, museums, festivals & events, New media, Creative and Digital industries