



Grant Opportunity

EXPLOrING CULTURE GRANT

Application Form 2022



***We wish to commission local creatives to help us to explore and celebrate what culture means for people in Doncaster. We invite creatives to respond to the Culture Strategy’s vision for culture:***

***Doncaster is a place of places with a varied and vibrant culture. Our communities flourish by expressing their own creativity and connecting through shared cultural experiences of power and meaning.***

**It is important that you complete this initial checklist before starting to complete the Funding Application.** By doing this you will discover whether you are eligible to apply for funding before you spend time completing the funding application.

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| Initial Application Checklist:  Will you use the funds for any of the following (Please tick as applicable) | |
| Capital contingencies | Yes / No |
| A Gambling Club | Yes / No |
| A Political Organisation | Yes / No |
| Outstanding Debts | Yes / No |
| Automatic continuation costs | Yes / No |
| Retrospective Action | Yes / No |
| Work outside of the Doncaster area. | Yes / No |

*If you have answered* ***“yes”*** *to any of the above,* ***your organisation is******not eligible*** *to apply for funding.*

**About the grant**

***We wish to commission local creatives to help us to explore and celebrate what culture means for people in Doncaster. We invite creatives to respond to the Culture Strategy’s vision for culture:***

In Autumn 2022 a new Culture Strategy for the City of Doncaster will be launched. Doncaster Council and Doncaster Culture & Leisure Trust have worked with strategic partners, funders, and community groups and individuals to develop the ten-year strategy. It builds on the talents, passions and strong cultural heritage that already exist in Doncaster and presents a shared commitment to work together to provide great cultural experiences and opportunities for all.

A total of £27,000 is available. Grants of up to £4000 can be applied for.

**Brief**

We wish to commission local creatives to help us to explore and celebrate what culture means for people in the City of Doncaster and respond to the Culture Strategy’s vision for culture. This will form part of the launch of the strategy in autumn 2022.

***The City of Doncaster is a place of places with a varied and vibrant culture. Our communities flourish by expressing their own creativity and connecting through shared cultural experiences of power and meaning.***

Grants of up to **£4000** can be applied for to celebrate and explore what culture means for people in Doncaster, as part of the launch for the Culture Strategy.

**The Grant funding is available** for groups, organisations and individuals who can deliver cultural projects between **31st October 2022 and 31st March 2023** inclusive.

The response can be in any art form or creative medium and based on any of the cultural themes identified in the Culture Strategy. The cultural themes identified in the Culture Strategy are:

1. The Arts
2. Community Arts
3. Arts in Education
4. Arts and Health
5. Libraries, Literature & Learning
6. Museums, Heritage & Archives
7. Creative & Cultural Industries
8. Events
9. Physical Activity and Sport
10. Outdoors, Landscapes, Urban Realm

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You may choose to respond through creative writing, artwork, a performance, film, music, installation, immersive event, learning event, dance, theatre, sporting activity, guided walk…

The response should be produced, displayed, or take place in locality areas around the borough but **not** in the city centre.

Your response should give others in the community the opportunity to explore what culture means to them too. We invite responses from creatives who want to work in partnership with other creatives, community groups, organisations, or networks. We are also interested in responses that allow creatives to develop their creative practice or develop skills and experience.

All returned applications will be moderated, and due-diligence checks will be undertaken to ensure compliance.

Funding can be used for costs such as basic equipment & resources, hire of venues and staff/volunteer expenses. **This fund will not cover capital costs** involving any form of building work or equipment not directly involved in the delivery of the programme. **All documents must be submitted prior to funding being awarded**. Support can be provided if required, please contact**:** [exploringculturegrant@dclt.co.uk](mailto:exploringculturegrant@dclt.co.uk)

**Eligibility Criteria:**

* A maximum of **£4000** can be applied for.
* This grant is open to creatives, artists, organisations, community groups,

community teams and other similar groups.

* Applications should demonstrate how they fulfil the requirements of the brief.
* Applicants must be Doncaster residents or have a business address registered

in Doncaster

* Activities that are funded must deliver activity within the Doncaster boundary

and not in the city centre.

* The applicant must not be in liquidation, dissolved, struck off or subject to a

striking off notice

* Your staff headcount must be below 250 full-time equivalents
* You will be required to produce evidence that the grant has been spent in line

with your grant confirmation

* The grant cannot be used to pay **core staffing** costs or **capital projects**.
* The funded activity should be delivered by 31 March 2023.

**Please return your completed application by 5pm Wednesday 19th October 2022.**

Other key dates:

Applications will be moderated w/c 24th October 2022.

Successful applicants will be notified by 28th October 2022.

**All funded projects should be complete by 31st March 2023**

If you are unsure whether you are eligible for funding or have any questions, please contact the team at [exploringculturegrant@dclt.co.uk](mailto:exploringculturegrant@dclt.co.uk)

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| Eligibility to Apply:  (Please Tick Applicable) | |
| Your project will take place within the required timeframe (between the 31st October 2022 to 31st March 2023) |  |
| * You are a Doncaster creative, artist, organisation, community group / team or similar |  |
| Your business is located in the City of Doncaster |  |
| Your group / organisation has trained staff or volunteers to deliver the activity / project. |  |
| * Your group has the relevant DBS, Safeguarding Policy with designated   Safeguarding lead in place (level 3) if working with Children or vulnerable adults. |  |
| Public Liability Insurance, Premises Licence /Building Insurance including relevant permissions acquired to deliver in public places again (Where applicable) |  |
| * Fire Evacuation and Risk Assessment Documents and Health & Safety Policy in * place to run the activities / project (Where applicable) |  |
| Your project will be based on cultural themes identified within the Culture Strategy and will explore the Culture Strategy’s vision |  |
| Funded projects must be delivered in Doncaster but not in the city centre. |  |
| * You are happy to complete a monitoring form for each activity / project and record * attendance, outcomes (Where appropriate) |  |
| You agree to the terms of the funding agreement should your application be  successful. |  |
| You have all relevant Health & Safety Policies – for delivery of activities and services that are public facing. |  |
| The business / organisation has not been in liquidation, dissolved, struck off or subject to a striking off notice |  |
| Your staff headcount is below 250 full-time equivalents |  |

Please ensure you read the check list at the end of this application, as all documents requested must be submitted before any funds are released if the application is successful.

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| Application Details: | |
| Each group/organisation can apply only once. Please complete the relevant sections  below and return to [exploringculturegrant@dclt.co.uk](mailto:exploringculturegrant@dclt.co.uk) | |
|  | |
| Grants for up to £4000 can be applied for. | Please complete |
| Amount Requested |  |
| Name of individual/ Group / organisation |  |
| Name of lead contact |  |
| Address for individual/ Group / organisation |  |
| Postcode |  |
| Contact telephone number |  |
| Contact email address |  |
| Tell us about your organisation (200 words)  (*When were you formed? Who is in your organisation? What is your primary focus?* |  |
| Describe what form your response to the Culture Strategy vision will take (500 words)  *Including, where the activity will take place, whether relevant permissions have been obtained and any relevant health and safety information.* |  |
| Please use the spaces below to tell us about the event(s) you hope to run. Please complete and respond to all questions below in full. | |
| 1. How many sessions do you intend to deliver, please provide dates and times including locality. | |
| 1. Please tell us about what you intend to deliver at each session, and briefly, why you   feel this supports the Culture Strategy’s vision | |
| 1. How many hours in total do you intend to deliver over the period of the   program: | |
| 1. The total number of Doncaster residents you hope to engage with and the approximate   age range: | |
| 1. How will you promote the sessions and engage with local residents / community?   *(How will you engage and attract participation from members of the community in a locality area in the borough?)* | |
| 1. How will your offer help engage more people within culture and what legacy will the grant funding support with: | |
| 1. How will your response enable you to develop your creative practice, skills and experience? | |
| 1. Describe how you will work in partnership to develop this activity?   *Identify where you can work in collaboration with other creatives, community groups, organisations, or individuals. Indicate in your answer whether these partnerships are already established.* | |
| 1. How will your response enable others in the community to explore what culture means to them? | |
| 1. What legacy will your project have for the people of the City of Doncaster? | |

To help us promote your work, if successful. Please complete the below.

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| --- | --- | --- | --- | --- | --- |
| Dates of activity | Duration  Including start & end time | Age group | Brief activity description. | Address/postcode for the location of the activity. | How to book (where required) contact number / webpage of your organisation. |
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| Cost Breakdown: | | | | | | | |
| Breakdown of exactly what the funding will be spent on: | | | | | | | |
| Item: | | **Cost:** | | | | | |
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|  | | **Total :** | | | | | |
| Doncaster Culture & Leisure Trust encourages payments to be made directly to a bank account electronically, known as BACS payment. *Please note that this must be a group account and not an individual’s account.* | | | | | | | |
| Payment Details | **Account Name** | |  | | | | |
| Journal please to | **Account Number** | |  | | | | |
|  | **Sort Code** | |  | **-** |  | **-** |  |
| Only applicable if it is a Building Society Account | Roll Number | |  | | | | |

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| Agreement: | |
| * The group confirms that this application meets essential criteria provided. * On agreement of the funds, your group agrees to provide evidence of all spends (i.e. receipts), and session monitoring forms within 1 month of the completion of the project in alignment with terms of the funding agreement. | |
| **Authorising signature** |  |
| **Please PRINT name and role** |  |

**Eligibility Statement –Subsidy Control**

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| **Eligibility Statement** | | | |
| **DECLARATION TO DONCASTER CULTURE & LEISURE TRUST OF STATE AID AND SUBSIDIES PREVIOUSLY RECEIVED**  Your organisation is being considered for a grant and we will rely on the grant being exempt from the subsidy control provisions on the basis that Subsidy control does not apply to subsidies where the total amount granted to a single economic factor is below £325,000 Special Drawing Rights over any period of three fiscal years (£332,000).  Has your business received any form of grant or help from the Government or other public body in the last three years?  In general terms, a subsidy (known as State Aid prior to the 1st January 2021) is a financial contribution using public resources which confers a benefit on the recipient. This could include, for example, a cash payment, a loan with interest below the market rate, or a guarantee.  We require details of the following:  Any State Aid obtained prior to 1st January 2021 that was less than Euro 200,000  Any subsidy received after 1st January 2021 that is less than £332,000.   Yes     No | | | |
| **Date Funding Granted** | **Funding Body** | | **Amount** |
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|  |  | |  |
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|  |  | | **Total** |
| **Client Declaration** | | | |
| I confirm that:  I have read and understood the Data Protection Declaration and consent to usage of the information provided for the purposes described.         The details provided on this form are current and accurate to the best of my knowledge. | | | |
| **Signed (Applicant)** | |  | |
| **Position (Finance Director)** | |  | |
| **Name of Business** | |  | |
| **Data Protection Declaration**  Personal details submitted on this form will be dealt with in line with Data Protection Legislation, this statement sets out what you need to know about how they will be used by Doncaster Culture & Leisure Trust (DCLT).  Information provided by you will be used to process your application for a grant.  Your information may be shared with Government Departments, the European Commission, and agencies that prevent and detect fraud.  These application forms are retained for 7 years from date the programme has been finalised.  More information on your rights and how DCLT handles your information generally, can be found on the DCLT’s website.  You can contact the DCLT’s Data Protection Officer at [toni.illman@dclt.co.uk](mailto:toni.illman@dclt.co.uk) for more information. | | | |

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| Final Application Checklist:  ***(Please Tick Applicable)*** | |
| Before submitting your Funding Application, please use this final checklist to ensure you have attached all the relevant documents that form part of your application / agreement. This will enable us to progress with your application without delay. Please note funding will not be released unless these documents are logged. ***(Please attach your documents when returning your application and (Tick) what you have included.*** | |
| Health and Safety policy. |  |
| A bank statement for the account the grant will be paid into which is less than 6 months old. |  |
| Risk Assessments for the activities. |  |
| Safeguarding Policies. |  |
| Level 3 safeguarding training for designated safeguarding lead. |  |
| Appropriate DBS register of staff and volunteers. |  |
| Insurance documentation. |  |
| Eligibility Statement – Subsidy Control. |  |

**Declaration**

I confirm that I am authorised by my organisation to sign this declaration on behalf of the organisation. I also confirm that the organisation accepts the decision of the Funding Panel will be final.

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| **Signed:** | **Dated :** |
| **Position within organisation:** | |

**Data Protection**

The information you are providing is being collected for the purpose of determining your grant application and will be passed on to the Grant Panel members in order to fulfil your request/ provide you with that service. Your information may also be shared with other relevant Departments within Doncaster Culture & Leisure Trust and other relevant partner agencies where the law allows. If you have any queries, please telephone 01302 370777 or write to Toni Illman, Doncaster Culture & Leisure Trust, The Dome, DN4 7PD or email toni.illman@dclt.co.uk

**Please send your completed application form along with copies of all documents required to** [**exploringculturegrant@dclt.co.uk**](mailto:exploringculturegrant@dclt.co.uk)

**END OF APPLICATION**