

## Arts Activities Commissioning Prospectus 2013-14

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In order to apply for a grant, you will also need the documents listed below:

- Arts Commissioning Application Form 2013-14
- Project Proposal Guidance Sheet 2013-14
- Income and Expenditure Budget 2013-14

These can be downloaded from [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning) or requested by emailing [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk) or by calling 0121 303 2434.

#### **Please note:**

**We strongly advise that you contact us before you apply to discuss your proposed project.**

**We also recommend that you arrange an advice surgery with a Culture Officer to discuss your proposal, particularly if you have not had a grant from us before.**

# 1 - Introduction to Arts Activities Commissioning

Birmingham City Council's Culture Commissioning service offers grants to not-for-profit organisations to run arts activities under three different schemes (you can find out more about these schemes on page 7).

This prospectus describes:

- The arts activities which Birmingham City Council (BCC) seeks to commission and fund in the 2013-14 financial year (April 2013 – March 2014, although some projects may run on beyond March – please see individual project schemes starting on page 8)
- Who can apply for grant funding
- What kind of projects we can fund
- How to apply

If you have any questions that are not answered by this prospectus, please get in touch with the team – contact details are at the bottom of each page.

## What is commissioning?

Commissioning is the process of identifying organisations and projects which can help us deliver our objectives for arts in the city.

We award project-specific grants to the organisations and projects which we believe will help us to achieve our objectives in the most effective way.

Our objectives for the arts are based on BCC's priorities for the city and are designed to help us achieve the best outcomes for Birmingham residents. You can find out more about our objectives on page 3 of this prospectus.

## Why do we want to commission arts activities?

We are aiming to increase participation in the arts by residents in the city because we believe:

- The arts have the potential to improve the quality of life. This can be through creating original work, developing arts skills, experiencing art as part of an audience, performing, programming or taking part in activities.
- Participating in the arts can help to build communities and to contribute to a range of positive outcomes including improved health and wellbeing.
- The arts sector in the city is important to our economy. As well as the economic benefit of people directly working in the arts, a thriving arts scene brings visitors to the city. It makes Birmingham an attractive place to work and live, which helps to attract businesses to base themselves here.
- The arts play a role in promoting the city nationally and internationally through touring and international partnerships.

## 2 - What are BCC's objectives for the arts in 2013-14?

BCC has identified a set of objectives for the arts which we believe will help us achieve the best outcomes for Birmingham residents.

In 2013-14 we are inviting proposals for activities which contribute to the following objectives:

- Providing opportunities for Birmingham residents to participate in high quality arts activities in local neighbourhoods
- Providing opportunities for improving Birmingham's reputation as a visitor destination and strengthening international partnerships, trade & investment
- Provide opportunities for children and young people to develop their creativity, skills, knowledge and understanding of the arts under our Creative Future framework

In order to meet these objectives, we are offering grant funding to arts projects under three schemes:

- Culture on Your Doorstep (COYD) – for activities in local neighbourhoods – see appendix 1 for more information about these
- Great International City (GIC) – for activities which improve Birmingham's reputation as a visitor destination and strengthen international partnerships, trade & investment
- Next Generation (NG) – for activities for 0-19s in Birmingham (or up to age 24 for those with a physical or learning disability)

You can find out more about each of these schemes starting on page 8.

### Priority areas for projects in 2013-14

Over the last few years, we have carefully monitored the projects we have grant-funded to try and identify gaps in provision of arts and cultural activities.

In 2013-14 we particularly welcome applications for activities which reach participants and audiences in the following Priority Neighbourhoods of Birmingham:

- PN6 – Firs and Bromford
- PN7 – North Yardley
- PN8 – Farm Park and Sparkbrook North
- PN9 – Glebe Farm and Lea Village
- PN13 – Kingstanding Central
- PN 16 – Richmond and Bierton Road
- PN24 – Ward End and Pelham
- C1 – Erdington Cluster 1
- C2 – Erdington Cluster 2
- C3 – Edgbaston Cluster
- C5 – Northfield Cluster
- C6 – Selly Oak Cluster

To find out more about Priority Neighbourhoods, please see appendix 1. You can also find a copy of Priority Neighbourhoods maps and further information on our website at [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning)

### 3 - Eligibility Criteria for all schemes

We are only able to fund certain kinds of organisations and certain kinds of activity. Funding is limited and competition for support is high. We have to support activities which make the best contribution to our targets.

Please read the information below before proceeding in order to check whether your organisation is eligible to be commissioned and to see if your proposal could be funded.

#### **a) Who can apply for Arts Activities Grants?**

We can only offer grants to not-for-profit organisations which have Arts as a key objective in their constitution / Memorandum & Articles of Association. Organisations must demonstrate a proven track record in delivering quality arts activity including the employment of professional artists.

To be eligible for support you must demonstrate the following (please see appendix 2 for guidance on demonstrating these points):

- that you are a not-for profit organisation which has Arts as a charitable object
- that your organisation is managed effectively
- that your organisation is well-governed
- that your organisation is financially viable
- that funding from BCC is needed in order to deliver your proposal and that the activity proposed is additional to work already funded by BCC
- the highest artistic standards in your specialist field

If you are unsure whether your organisation is eligible to apply, please contact a member of the team to discuss.

Even if you do not meet the eligibility criteria, our officers in the Culture Commissioning Service can still support you with advice, information, contacts and ideas for other places to look for funding – see below for contact details.

#### **Organisations in receipt of revenue funding from BCC**

We do not normally prioritise applications from organisations which are already in receipt of revenue funding from BCC.

#### **Organisations not based in Birmingham**

One of our aims is to support the growth of the arts infrastructure in Birmingham and therefore we usually prioritise applications from organisations based within the BCC boundary. All activities must involve Birmingham artists, audiences or participants.

## **b) Activities which we cannot support**

### **We cannot fund**

- Applications from individuals, please contact the team for advice on other sources of support.
- Applications from schools
- Capital items or equipment
- Fundraising activities/events or prizes
- Projects that do not involve Birmingham artists, participants or audiences
- Applications that do not demonstrate partnership funding through in-kind or financial support (cash) from other organisations (we recommend a minimum contribution of 10%)
- Activities that have already taken place, or which begin before the date when your grant has been formally agreed and grant documents have been signed (This is usually 8 weeks following the close of applications – see page What Happens Next? on page 13 for a timetable of the application and assessment process)
- Applications for support of less than £1000

#### **Please note:**

- It is unlikely that applicants will receive more than one award from any one scheme (eg in the case of schemes with more than one funding round – see P.8).

## 4 - Supporting information for your application

In addition to your Application Form, Project Proposal and Income and Expenditure Budget, you will also need to provide supporting information about your organisation, as detailed on the next two pages.

### **Policies, procedures and governance documents**

You will need to provide the following supporting documents and policies for your organisation (in an **electronic format** where possible):

- Governance Documents including constitution which explains who is responsible for what functions in the organisation and how decisions are taken
- Annual Accounts and Balance Sheet
- Minutes from two recent Board/Management Committee Meetings and your Annual Report

### Policy Documents

- Equal Opportunities Policy
- Safeguarding Policy and procedures consistent with the child protection procedures of the Birmingham Local Safeguarding Children Board (LSCB) and Birmingham Multi-Agency Guidelines on Protecting Vulnerable Adults (guidance is available at [www.lscbbirmingham.org.uk](http://www.lscbbirmingham.org.uk) and [www.bsab.org](http://www.bsab.org))
- Confirmation of a valid insurance cover for director negligence or breach of duty to your organisation and details of insurance held, particularly relating to negligence (employers and public liability insurance)
- Health & Safety policy
- Complaints policy
- Whistle-blowing policy
- Counter fraud and anti-corruption policy
- Environmental policy/statement policy
- Quality Assurance System Documentation (if applicable)
- Financial regulations & procedures (including an internal audit statement)
- Risk Register
- How you record receipt of Gifts and hospitality
- A register of personal and prejudicial interests of staff and board/committee members

You can find an **Application Checklist** (appendix 3) to check you have all the documents needed.

**Please speak to a member of the team if you need any further help or guidance with drawing up policies for your organisation.**

You can also find guidance and sample policies on our website at [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning)

**Please note:** Those organisations that have already supplied the above documents need not do so again unless they have been updated or revised – please contact the team if you are unsure.

## 5 - The Project Schemes for 2013-14

In order to meet our objectives and deliver the best outcomes we will be commissioning arts activities under three different schemes.

The three schemes for 2013-14 are:

- Culture on Your Doorstep (COYD) – for activities in local neighbourhoods – see appendix 1 for more information about these
- Great International City (GIC) – for activities which improve Birmingham’s reputation as a visitor destination and strengthen international partnerships, trade & investment
- Next Generation (NG) – for activities for 0-19s in Birmingham (or up to age 24 for those with a physical or learning disability)

You can find out more about each scheme, including the deadlines, priorities and other criteria, on pages 8 to 10.

### Deadlines for individual schemes

Our schemes have deadlines to enable us to compare applications with each other and see which proposals represent the most effective way to deliver our objectives. Each scheme has a separate deadline. This helps us to spread the activities we have funded throughout the year.

Schemes with two funding rounds will have two separate deadlines. Please make a note of the deadline for the scheme you are applying for – we cannot accept applications after this deadline. You should aim to submit your application to the deadline but not too soon for you to have fully worked out the detail of your proposal. Please allow enough time (approx 2 weeks) between our decision and the planned start of your project.

If there is more than one funding round for a particular scheme, the total funding for the scheme will be split more or less evenly across the two rounds.

### Applying for more than one scheme or funding round

Organisations are able to apply for all three schemes. However, we may not prioritise your application if you have already received funding from us in another round

If there is more than one funding round available for a particular scheme, you are unlikely to receive an award in both rounds.

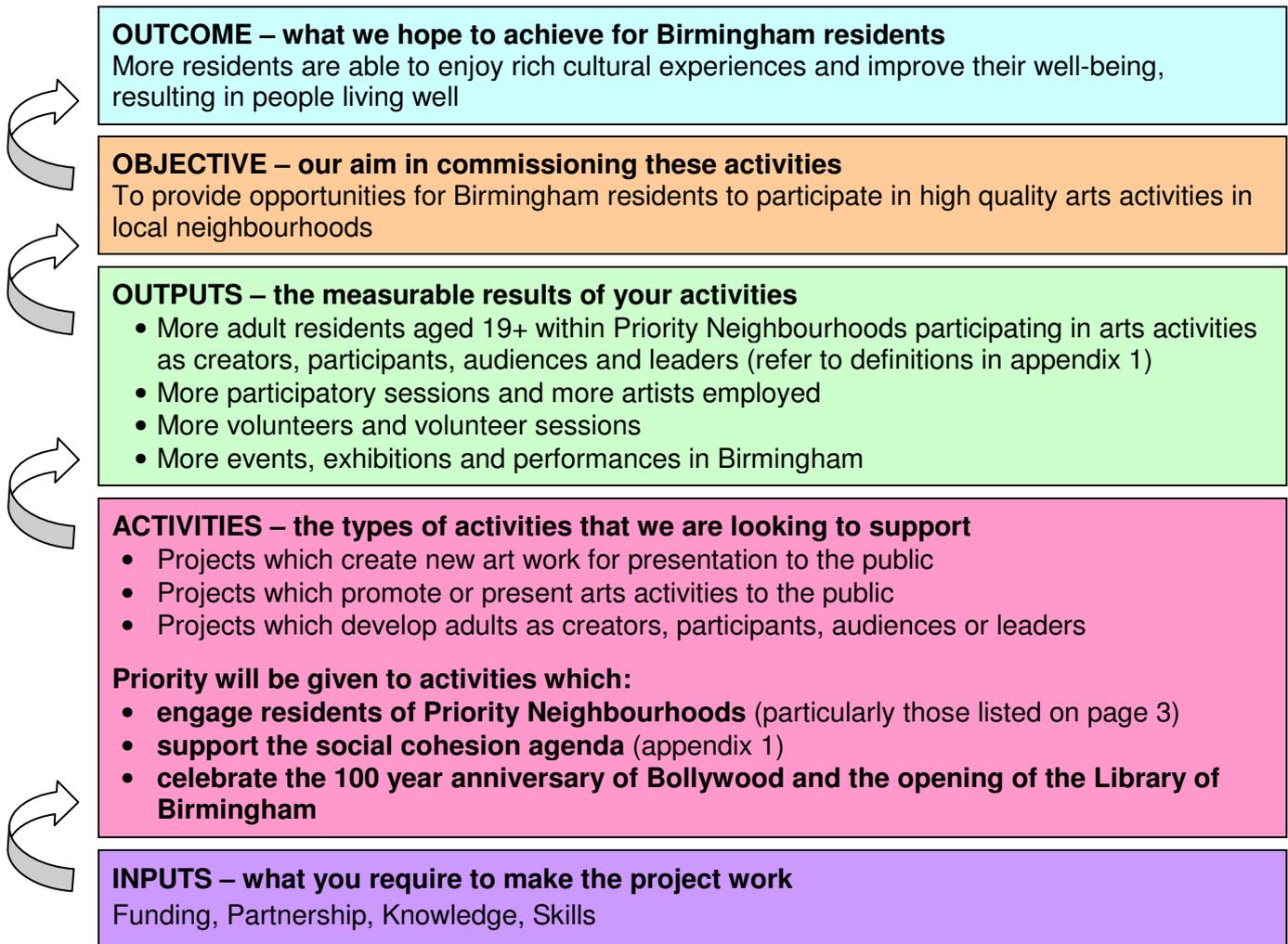
### Logic Model diagrams

Our funding schemes are planned using a Logic Model, which you will see on the next three pages. This model shows how the activities we commission contribute to the outcomes we want to see for Birmingham.

**Your application should reference the model by describing the activities you plan to undertake in your Project Proposal, detailing the outputs (evidence) you will capture and quantifying the inputs required in your Income & Expenditure budget.**

Please state clearly in your application, which scheme you are applying to.

## Culture on Your Doorstep – providing local activities in Local Neighbourhoods



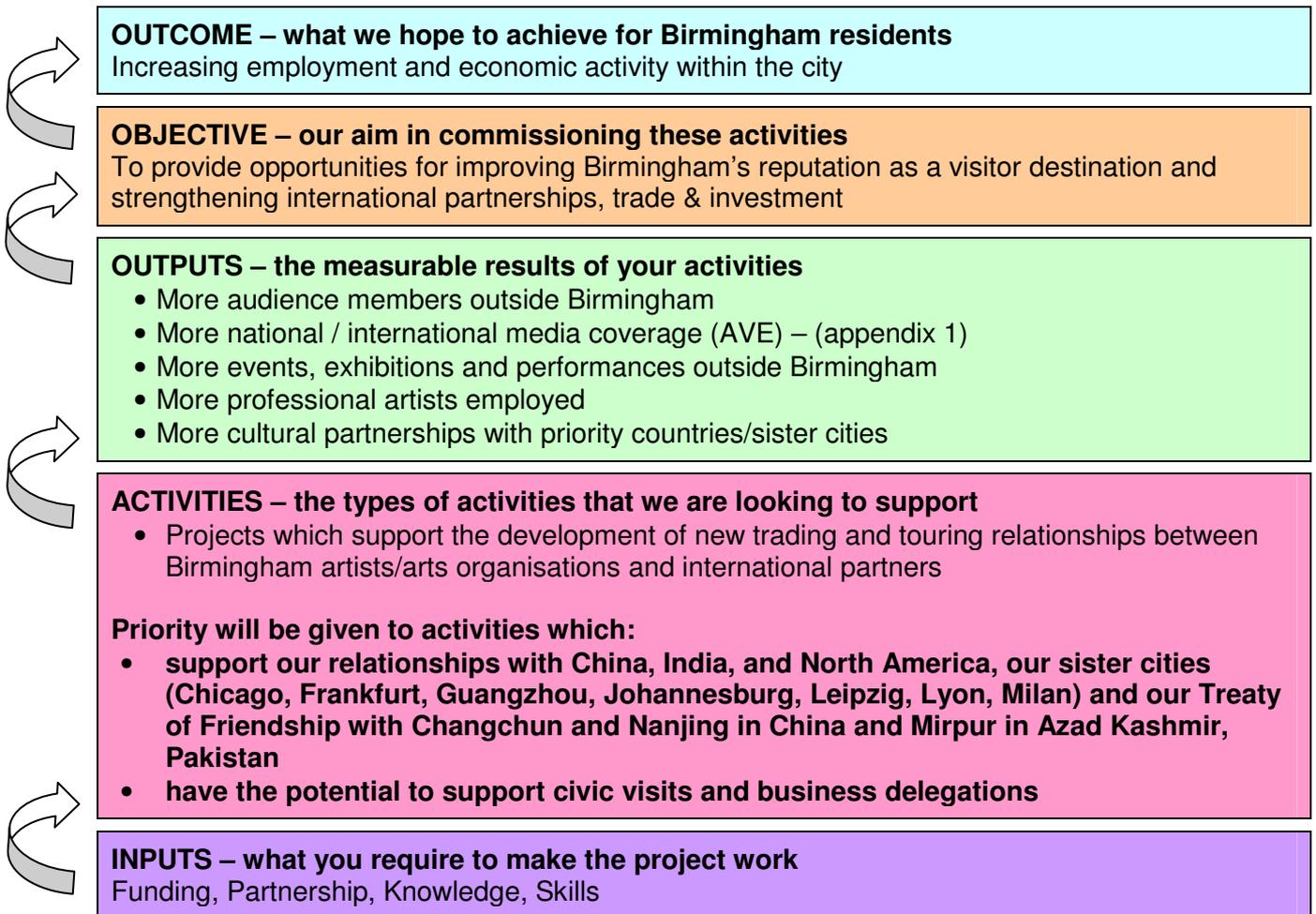
**Level of grant** - £1,000 to £10,000 (Please note that most awards are less than the maximum. We recommend that you discuss the level of your request with us before applying)

**Please note:**

- Activities should be focused on the needs of adults aged 19+ but can also involve mixed age groups
- The total funding available for this scheme during 2013-14 is £135,000
- All applications must demonstrate partnership funding through in-kind or financial support (cash) from other organisations (we recommend a minimum contribution of 10%)
- This scheme has two rounds for applications. Please note projects cannot start before the *Grant Start date* and must be completed by the *Grant expiry date* – see below

Scheme Round	Application deadline	Grant start date	Grant expiry date
COYD 1	12 April 2013, 5pm	7 June 2013	31 March 2014
COYD 2	13 Sep 2013, 5pm	8 Nov 2013	30 June 2014

## Great International City - Attracting Visitors and strengthening international partnerships, trade & investment



**Level of grant -** £1,000 to £10,000 (Please note that most awards are less than the maximum. We recommend that you discuss the level of your request with us before applying)

### **Additional GIC requirements:**

- Applicants must be able to demonstrate how they will use their project to promote Birmingham effectively
- Applicants must be willing to carry appropriate branding and promotional materials

### **Please note:**

- The total funding available for this scheme during 2013-14 is £65,000
- All applications must demonstrate partnership funding through in-kind or financial support (cash) from other organisations (we recommend a minimum contribution of 10%)
- Projects cannot start before **28<sup>th</sup> June 2013** and must be completed by **31 March 2014**

**Application deadline:** Friday 3rd May 2013, 5pm

## Next Generation – providing activities for children and young people in Birmingham

### OUTCOME – what we hope to achieve for Birmingham residents

More people are able to enjoy rich cultural experiences and improve their well-being, resulting in people living well

### OBJECTIVE – our aim in commissioning these activities

To provide opportunities for Birmingham residents aged 0-19\* to experience high quality arts activities as creators, participants, audiences and leaders, developing their skills, knowledge and understanding and having their achievements recognised

### OUTPUTS – the measurable results of your activities

- More residents 0-19\* participating in the arts as creators, participants, audiences and leaders (refer to definitions in appendix 1)
- More Arts Awards/Children's Arts Awards delivered – (appendix 1)
- More artists employed and more participatory sessions
- More volunteers and volunteer sessions supporting the arts

### ACTIVITIES – the types of activities that we are looking to support

- Projects which enable residents aged 0-19\* to create, participate in or experience the arts within the Creative Future framework
- Projects which enable young people to have a voice in cultural planning, curation and the leadership of arts activities
- Projects which support the development of people working with 0-19s\*, building their confidence in and understanding of the arts

#### Priority will be given to activities which:

- fill gaps in universal provision in priority neighbourhoods
- target children and young people with exceptional need not met by universal provision
- target children and young people with identified talent not met by universal provision
- engage young people not in education, employment or training
- are led by children and young people
- involve families living in Priority Neighbourhoods

### INPUTS – what you require to make the project work

Funding, Partnership, Knowledge, Skills

\*Up to age 24 for those with a physical or learning disability

**Level of grant** - £1,000 to £15,000 (Please note that most awards are less than the maximum. We recommend that you discuss the level of your request with us before applying)

#### Additional Next Generation requirements:

- You must state the host/partner organisations you plan to work with (e.g. school, youth club, community centre, youth organisation)
- You must evidence a cash contribution from the host/partner for the activity
- Professional artists with appropriate skills must be involved
- You must demonstrate how the young people involved will progress to further activities at the end of your project and include provision for recognising participants' achievements

#### Please note:

- The total funding available for this scheme during 2013-14 is £150,000
- Projects cannot start before **6<sup>th</sup> Dec 2013** and must be completed by **31<sup>st</sup> July 2014**

**Application deadline:** Friday 11 October 2013, 5pm

**Birmingham City Council - Culture Commissioning Service**  
[www.birmingham.gov.uk/arts](http://www.birmingham.gov.uk/arts) 0121 303 2434 [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk)

## 6 - Making an application

The application process for Arts Activities grants follows the process outlined in BCC's Grants Management System which was implemented in April 2011.

You can find out more about the Grants Management System from the Grant Funding Toolkit which can be downloaded from [www.birmingham.gov.uk/grantfunding](http://www.birmingham.gov.uk/grantfunding)

Before you make your application, please read the step by step guide here, and refer to the notes provided on the application form.

Our funding schemes are planned using a Logic Model, which shows how the activities we commission contribute to the outcomes we want to see for Birmingham.

Your application should reference the Logic Model by describing the **activities** you plan to undertake in your **Project Proposal**, detailing the **outputs** (evidence) you will capture in your **Application form** and quantifying the **inputs** required in your **Income and Expenditure budget**.

You can discuss your application and get advice from officers at any stage – please see below for contact details.

### Step 1 - Check the eligibility criteria

Check the eligibility criteria on page 4, including the funding exclusions, and note the deadlines for the schemes given below as we cannot accept late applications. You need to allow enough time to speak to officers who can advise you how to work up your application and to seek support from other parties.

Please allow at least 2 weeks between our decision date and the planned start of your project to complete and sign paperwork – we cannot fund projects which start before grants are formally signed off (see *What happens next?* on page 13 for a timetable of the application and assessment process)

### Step 2 - Arrange an advice surgery with an officer in the team

Surgeries are available throughout the year but you must make an appointment. If you already have a "lead officer" (an officer you deal with regularly) then you can contact them directly. If you are new to us then please telephone the Culture Commissioning Service at the number given below. When you arrange your appointment, we will advise you what information to bring to the meeting.

### Step 3 - Read the information in this prospectus carefully

Your application will be more likely to succeed if you can demonstrate clearly how it helps to deliver our priorities.

## Step 4 – Develop your application

There are three parts to your application:

### a) Application form

Complete and sign the standard Birmingham City Council commissioning application form. If there is anything you need help with, please contact the team for advice. Please seek advice at this stage if you need it, as we may have to reject incomplete or incorrect application forms.

### b) Project Proposal

Develop your project proposal using the format provided. This should include a clear description of what the main aims of the project are, the activity planned, when and where it will take place, the people you plan to work with, your plans for encouraging them to take part.

Funding is limited and competition for support is high. We have to support activities which meet our objectives and make the best contribution to our priorities. The project proposal is the best way for you to demonstrate how your project will help us achieve our objectives.

### c) Income and Expenditure Budget

Complete your income & expenditure budget using the format provided and a monitoring and evaluation plan showing how you will record your activities and judge the impact of your work (including its contribution to our priorities). Please ensure you double check all figures, as inaccuracies in your budget may result in your application being rejected or decisions delayed.

## Step 5 – Submit your application

Please email your application form, project proposal, budget and all supporting documents to [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk) before the deadline for the scheme - see page 8 to 10 for individual scheme deadlines. We **must** also receive a signed hard copy of the application form. This signed hard copy **must** reach our office by the deadline given. We cannot accept applications after the deadline.

All the information associated with this prospectus and making an application is available at [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning)

### Send your signed hard copy application to:

Arts Activities Commissioning  
Culture Commissioning Service, Glynwed Offices, Birmingham Museum & Art Gallery  
Chamberlain Square, BIRMINGHAM, B3 3DH

**Please note:** if any parts of your application are missing or incomplete your application may be rejected or decisions delayed. To make sure you have sent all the documents required, please use the **Application Checklist** (appendix 3). Please contact us for advice at any stage during your application, we are always happy to help.

## 7 - What Happens Next?

The assessment process usually takes six weeks from the application closing date. We recommend that you do not plan to start activities until at least eight weeks after the closing date, as we cannot release grant funds until all paperwork is signed and conditions met.

<b>Application closing date</b>	Signed hard-copy and emailed applications for individual schemes must be received by the appropriate deadline. When we receive your application we will send you an email acknowledgement within 3 working days.
<b>Week 1</b>	Each application is assigned to an officer in the Culture Commissioning Team who will assess it against the eligibility criteria set out on page 4, the requirements and priorities for the schemes given on pages 8 to 10 and the objectives on page 3. This officer will be your contact throughout the grant process.
<b>Week 2</b>	We may contact you to ask for clarification or additional information to help us to understand your plans. We aim to do this within 10 working days of the application closing date. Please send us the information by the deadline we give you, so we can take it into account before reaching our decision.
<b>Weeks 3 &amp; 4</b>	The assessing officer will write a report on your application which will recommend whether it is funded or not, the level of funding and any additional conditions which you may be required to meet.
<b>Week 5 &amp; 6</b>	Assessing officers do not have the authority to agree grants. Their recommendations are considered by an assessment panel and senior officers/councillors who take the final decision. Once the final decision is made, we will inform you of the outcome by email and letter. If you have been granted an award you will be sent an offer letter and a draft copy of the conditions of grant aid (COGA), including any specific conditions relating to your activity.
<b>Week 7</b>	COGA are agreed between your organisation and your lead officer, including any additional conditions you need to meet and agreed outputs for your project. Grant funds cannot be released until all conditions are met.
<b>Week 8</b>	You will need to return two signed hard copies of your COGA to the Culture Commissioning office. Your COGA will be countersigned and one copy returned to you for your records. Once this document has been countersigned and the conditions of your grant have been met your first payment can be released. Initial payments are usually 90% of your total grant, with a further 10% released on satisfactory completion of your final evaluation and income/expenditure budget.

## Appendix 1 – Frequently Asked Questions

### Where can I get help with drafting policies and procedures?

The Culture Commissioning Service has guidance sheets available to help you develop the following policies, procedures and documents:

- Acceptance of Gifts and Hospitality
- Birmingham Safeguarding Children Board – Child protection good practice
- Code of Corporate Governance
- Complaints Procedure
- Conflicts of Interest
- Constitution and Governance
- CRB eligible positions flowchart
- Criminal Records Bureau (CRB)/Disclosure and Barring Service checks
- Environmental
- Health and Safety
- Quality Assurance Systems
- Reserves Policy/Statement
- Risk Register
- Safeguarding Adults – procedure and good practice
- Whistle-blowing

To download please visit [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning), new guidance and information is added on a regular basis so please check for updates.

### What is meant by not-for-profit?

To apply for our funding, your organisation must have a set of rules which ensure that any surplus money is kept within the organisation to fund its work.

### What is the turnaround time for funding from application deadline to award?

The assessment process will take 6 weeks. Please also allow enough time (approx 2 weeks) between our decision and the planned start of your project to receive the offer letter, sign the conditions of grant aid (COGA) and meet any conditions.

### Can we submit an application for more than one scheme (eg Culture on Your Doorstep and Next Generation)?

Yes - but note that the criteria and deadlines are different – see pages 9 -11. Also, we may not prioritise your application if you have already received funding from us in another round.

### What are Arts Awards?

Arts Awards are a qualification for children and young people available at 5 different levels from Discover to Gold (Level 3 on the Qualification and Credit Framework). You can find out more about Arts Awards at [www.artsaward.org.uk](http://www.artsaward.org.uk)

### **What is AVE and how do I calculate it?**

AVE stands for Advertising Value Equivalent and relates to the equivalent cost of buying space devoted to editorial content. Guidance is available on [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning)

### **What is monitoring and evaluation?**

Monitoring is the process of gathering information which shows the progress of the project against its targets. Evaluation is the process of judging how well the project delivers against its aims and objectives, based on evidence about value and quality. You will be required to complete a standard monitoring and evaluation form at the end of your project – you can download this at [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning) or request a copy from the team. Guidance is also available at [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning).

### **What are Priority Neighbourhoods?**

Priority neighbourhoods are areas of the city where there are many factors which create disadvantage. Information about these areas is available on our website at [www.birmingham.gov.uk/artscommissioning](http://www.birmingham.gov.uk/artscommissioning) or from the Culture Commissioning Service - contact details are at the bottom of each page.

### **What are Audiences, Participants, Creators and Leaders?**

Under Birmingham's Creative Future model we are looking to support activities which develop Birmingham residents as Creators, Participants, Audiences and Leaders.

In your application, please be clear about the kinds of activities undertaken by the individuals participating in your project and where these fit in the framework.

Audiences	Experiencing a range of high quality work Experiencing the work of peers Developing critical skills and vocabulary Making informed choices
Participants	Working with skilled practitioners Taking part with others Improving cultural skills
Creators	Creating original work Sharing work with others
Leaders	Organising, Producing or Managing a project, performance, exhibition etc

A link to the Creative Future Strategy can be found on our website at [www.birmingham.gov.uk/arts](http://www.birmingham.gov.uk/arts) – go to **young people's cultural entitlement**

### **How do I find out more about social cohesion in Birmingham?**

Tackling inequality and deprivation and promoting social cohesion is a key priority of the city council and its partners.

During 2012, the city's strategic partnership commissioned a project to explore the causes of social exclusion in Birmingham and to understand what works in tackling it. The process, known as Giving Hope Changing Lives, has led to the release of the White Paper, Making Birmingham an Inclusive City, which was accepted and adopted by the city council in January 2013.

**Birmingham City Council - Culture Commissioning Service**  
[www.birmingham.gov.uk/arts](http://www.birmingham.gov.uk/arts) 0121 303 2434 [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk)

The White Paper includes specific references to culture and the arts as a means of bringing communities together. We are interested to know how your proposal will support the recommendations of Making Birmingham an Inclusive City. More information about the recommendations will be available when the paper is published. Please contact the team by email on [fairbrum@birmingham.gov.uk](mailto:fairbrum@birmingham.gov.uk) or visit [www.fairbrum.wordpress.com](http://www.fairbrum.wordpress.com) to find out more.

**What is meant by universal provision?**

The term Universal Provision refers to the services available to all children and young people in the city (eg curriculum activities in school hours).

**What is the Mobile Arts Unit?**

The Mobile Arts Unit is a multimedia high-tech vehicle, which converts into a space for arts activities with drop-down walls and extending floor sections. The unit is equipped with a laptop, plasma screen, PA system, DVD player, cushioned seating and has disabled access. The unit is available to support projects - please contact the Culture Commissioning Service for information about costs and booking. More information is available at [www.birmingham.gov.uk/localarts](http://www.birmingham.gov.uk/localarts)

## Appendix 2 - Demonstrating your organisation is eligible for support

To be eligible for support you must also be able to demonstrate that your organisation meets the requirements in the table below.

Requirement	Ways in which this could be demonstrated
Your organisation is well-governed and managed effectively	<ul style="list-style-type: none"> <li>• Through the governance and management structure of your organisation – your constitution, annual report, minutes of meetings</li> <li>• Through the requested policies and procedures (page 6)</li> <li>• Through references from other individuals and organisations you have worked with</li> <li>• Through your annual report</li> </ul>
Your organisation is financially viable	<ul style="list-style-type: none"> <li>• Through your annual accounts, balance sheet, management accounts and cash-flow</li> <li>• Through your financial regulations &amp; procedures and audit processes</li> <li>• Through appropriate demonstration of reserves policy to cover financial responsibilities including staff</li> </ul>
Funding from BCC is needed in order to deliver your proposal	<ul style="list-style-type: none"> <li>• Through the project proposal and application form</li> <li>• Through your reserves policy and the information you provide on committed or free reserves. If you have unrestricted/free reserves that exceed the amount you are requesting as a grant, you should consider whether you need to apply for funding or if your project can be supported from these reserves</li> <li>• Through the income and expenditure budget</li> </ul>
The activity proposed is additional to work already funded by BCC	<ul style="list-style-type: none"> <li>• Through the project proposal and information captured on the council grants database.</li> </ul>
The activity meets the highest artistic standards in your specialist field	<ul style="list-style-type: none"> <li>• Through your annual report</li> <li>• Through the CVs and track record of artists involved in the project</li> <li>• Details of any awards you may have received for your arts activity</li> <li>• Through evaluations of previous projects</li> </ul>
You have partnership funding in-kind or cash	<ul style="list-style-type: none"> <li>• Through the income and expenditure budget showing in-kind/cash support and letters of support or other evidence from partners or funders</li> </ul>

## Appendix 3 – Application Checklist

Please ensure you send the following documents with your application – although we require a signed hard copy of the application form, all other documents should be submitted in **electronic format** to [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk). See page 6 for more information about policies and procedures.

Application form (signed hard copy to reach us by scheme deadline)	
Project proposal – please use the format provided	
Income and Expenditure Budget - please use the format provided. Please ensure your budget balances – we may reject your application if your budget does not balance	
Governance Documents including a copy of your Constitution	
Annual Accounts and Balance Sheet	
Minutes from two recent Board/Management Committee Meetings and your Annual Report	
Equal opportunities policy	
Safeguarding Policy and procedures	
Confirmation of valid insurance cover	
Health & Safety Policy	
Complaints policy	
Whistle-blowing policy	
Counter fraud and anti-corruption policy	
Environmental policy/statement	
Quality assurance system documentation (if applicable)	
Financial regulations & procedures (including an audit statement)	
Risk Register	
How you record receipt of Gifts and hospitality	
Register of staff and board/committee members' interests	

## **Appendix 4 - Culture Commissioning Service Customer Charter**

The Birmingham City Council Culture Commissioning Team aim to provide an efficient and courteous service to all our customers.

In our dealings with you we will undertake to:

1. Be polite, punctual and professional
2. Tell you the name of the person you are dealing with and a contact telephone number and email address
3. Keep any appointments we make unless there are exceptional circumstances in which case we will contact you to rearrange
4. Provide the information we say we will
5. Reply to your telephone calls, email messages or letters within five working days, or explain we why can't
6. Provide as much information as we can on our website, so that you can access it at times which are convenient to you
7. Explain our funding decisions clearly
8. Keep jargon to a minimum
9. Develop services that meet our customers' needs
10. Process information in a timely fashion, including grant payments

### **Your Views**

We are interested in your views and are keen to improve our services. If you have comments to make about our service please let us know. Comments, compliments or complaints can be sent in any form to [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk)

Our officers are here to help you, please contact us for advice.