

GUIDANCE

Name of Fund	CBMDC Large Arts, Culture and Heritage Grants
1. Summary	
<ul style="list-style-type: none"> • For one-off events and activities • Grants between £1,500 and a maximum of £15,000 • Match funding required 	
2. What is the fund for?	
<p>To deliver exceptional one-off larger-scale non-profit cultural projects in Bradford District.</p> <p>We want to create the right circumstances, support and opportunity for creative ambition to flourish and to make more work and more employment. We want more of Bradford’s creatives to work in the district, and for more creatives to see the District as a place to relocate and for Bradford to be seen as a fertile ground for visionary projects and international collaborations.</p> <p>This fund is to act as leverage to support you to draw in additional funding for your project.</p> <p>It aims to encourage the district’s creatives to be entrepreneurial, to encourage producers, co-producers, promoters and creative partners to make larger scale work across the district.</p> <p>This fund is for new activity and ideas or new programmes or additions to existing regular events. You can also apply for funds to develop an idea or to develop your own professional practice or your company if you are working professionally in the cultural sector.</p> <p>Culture means lots of things to different people, but we mean original creative and artistic activities in dance, music, theatre, festivals, literature, poetry, design, fashion, food, visual arts, crafts, film, photography, publishing, radio, TV, gaming and more.</p> <p>Heritage can be connected to anything from the past that you value and want to pass on to future generations. This might mean memories and stories, cultural traditions, the history of people, places and events, the natural environment, museums, libraries or archives, historic buildings and objects.</p> <p>We want to support activity across all areas of the district, and we are particularly keen to support projects by, for and with people currently underrepresented in the district’s cultural sector this includes people from who have experienced discrimination and people living in disadvantaged areas of the district.</p>	
3. What we cannot fund	
<ul style="list-style-type: none"> • Repeat activity – your project activity must be new • Activities not related to arts, culture and heritage • Activities with no match funding • Activities with insufficient planning time • Activities that provide no benefit or engagement opportunity to the people of Bradford district • Student/schools projects or activities • Core costs, including general running costs, that are already covered by other funding or that should be covered by the organisation’s own resources • Ongoing overheads relating to equipment or buildings, such as salaries, insurance, building repairs and maintenance costs 	

- Activity taking place outside Bradford District (we do want to support activity to tour outside the district but the work must be made in Bradford and shown in Bradford) Applications where the main focus (over 50%) is capital spend for equipment
- Charity fund-raising events
- Sports kit or equipment
- Competitions or lotteries
- Activity that promotes party political or religious views

4. Who can apply?

- Individuals who are professional artists or creatives (up to a maximum award of £5,000)
- Arts, cultural and heritage organisations
- Community or voluntary groups (applications for over £2,500 will require participation of professional artists or creatives, defined as an individual whose primary income is made through their creative practice)
- Commercial organisations who wish to run a non-profit arts/cultural project
- Groups of organisations (one group or individual will need to take the lead and have the main responsibility for managing the application and being accountable for any grant given)
- Organisations outside Bradford District (applications to partner, support, co-commission or co-produce with artists and organisations based in the District will score more highly)
- Bradford Council strategic funded organisations, Arts Council England National Portfolio Organisations and Bradford Council operated organisations with Special permission to apply to this fund.
Special Permission may be granted if they can show that the project is entirely additional to their regularly funded activity, cannot be achieved from within their existing funded remit and is ambitious and transformative for the district. They must evidence that none of the match support comes from their regular funding.

5. Who cannot apply?

- Educational establishments (schools, colleges, universities)
- Commercial for-profit projects

6. How often can I apply?

The fund is limited to one award per applicant per 12-month period.

7. When is the deadline for applications?

There are two opportunities to apply this financial year:

1. Open 20th May, Closes 12th August 2022 (12 Noon)
2. Open 10th November 2022, Closes 27th January 2023 (12 Noon)

8. How much can be applied for per application?

Between £1,500 and a maximum of £15,000.

9. How much funding is available

There is a total of £100,000 available for activity in 2022/2023.

10. When must the activity take place?

Your activity must take place after confirmation of the grant – we cannot fund activity which is already underway.

Activity should be delivered within 6 months of receiving your award – unless agreed in advance.

11. Match funding from other sources

Applications up to £5,000 require 10% cash match funding.

Applications between £5,001 and £15,000 require a minimum 20% cash match funding.

Applications that deliver more than 20% cash match funding will score more highly.

12. How do I apply?

Fill in the CBMDC Arts, Culture and Heritage application form on the Council website and answer the questions there.

You can find the main questions listed below to help you prepare your answers.

Q1 Tell us about your project

Please tell us about what do you want to do? Why you want to do it? What is the main creative idea? Who is involved in creating your project and what is their relevant experience?

Q2 How will your project benefit the people of Bradford District?

Please tell us about who your project is for? Where will it take place? What you hope people will get out of it? How will you reach the people you want to? How will your project be inclusive and reflect the diversity of the district?

Q3 How will you deliver the project successfully?

Please tell us more about you or your organisation and why you are well suited to do this project? What is your plan to deliver the project and how much time you have allowed to achieve it? How have you worked out the cost of your project? Are you working with partners? If so, who are they and what will they be doing? Do you have relevant insurances, risk assessments and safety and safeguarding processes in place? How will you ensure that your project is delivered in as environmentally friendly a way as possible?

Q4 How will you know if your project is a success?

Please tell us what success will look like when it is delivered? What are your targets and how will you measure if you have met them? What will you do with the learning from the project? Do you have plans for the future after this project?

We are happy to accept answers to the questions in alternative formats including video and audio but the basic information about you and your project will need to be completed in the online application form. If you need support with this please contact us.

13. How will we make our decision?

Applications will be assessed by CBMDC officers and possible external officers

We will balance applications to ensure that there is a spread of investment across the district, diversity in the awards and a good range of activity in different art forms.

Balancing means that you may make a strong application but may not be successful at a particular moment in time.

14. If I am unsuccessful can I apply again?

We will always offer feedback on unsuccessful applications and you are welcome to reapply.

15. When will we make our decision?

You will be notified within six weeks of the application deadline.

16. When will you receive your grant?

If your application is successful, you will receive 70% of the award on receipt of a signed funding agreement and 30% on completion of the project and return of a completed project monitoring form.

17. Help with making an application

If you would like to discuss your project before making an application, then please email culturegrants@bradford.gov.uk in plenty of time before the deadline.

18. Supporting information

- Budget - showing income and expenditure and balanced outcome
- Project Plan – if you want to share more detail than you have been able to in answer to Q.3
- CV (if you are an individual)
- Governance documents such as articles of association (if you are an organisation)
- Web Links to examples of creative work
- Permission to apply email (If you are a CBMDC operated or independent regularly funded organisation you will need written permission from CBMDC Culture Department to apply to this fund)