

GUIDANCE

Name of Fund	CBMDC Small Arts, Culture and Heritage Grants
1. Summary	
<ul style="list-style-type: none"> • For one-off events and activities • Grants between £200 and a maximum of £1,500 • No match funding required 	
2. What is the fund for?	
<p>To deliver new, one-off, non-profit cultural projects in Bradford District. We want to give opportunities to creative people in every street right across the district to express themselves creatively. We want to promote the relevance and value of culture and creativity in people's lives and encourage people to get involved.</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 practice if you are working professionally in the cultural sector. This is small grant fund and it is important that you do not try to do too much and that people working on the activity are fairly paid.</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 who have experienced discrimination and people living in disadvantaged areas of the district.</p> <p>HERITAGE Projects: If you would like to apply for a project that is heritage based or could include Heritage. Please ensure that you include how your project reflects the target areas below:</p> <p>Heritage projects can be physical, tangible: This can be public buildings, historic mills, museums and collections, landscapes such as Ilkley Moor and the moorland in Haworth, canals and rivers.</p> <p>Community and intangible heritage: Our communities are full of stories, some of which are lived privately, many of which are told publicly. We are a city of campaigns and campaigners, a place of migration and refuge and vibrant Heritage can be found right across our district. They can be untold stories.</p> <p>Diverse Cultural Sector that tell our stories: libraries, literature festivals, performing arts companies and venues, galleries, artists, writers, musicians, street artists, community festivals, all kinds of story tellers. Creativity thrives in every corner of our district, and the people of Bradford – the wider district as well as the city - are our greatest creative asset.</p> <p>Stories: what is the background and context, what are the stories we tell, whose heritage we explore, and who tells those stories? We are looking to build skills and capacity for people to tell</p>	

their own stories in their own way, explore their places within Bradford's wider history and heritage. We want to support our artists to illuminate our heritage in ways that are contemporarily relevant, share understanding and celebrate heritage in a wide range of creative ways.

Environment: Consider what materials are used, how sustainable is the project, does it consider climate impact?

3. What we cannot fund

- Repeat activity – your project activity must be new.
- Activities not related to art, culture or heritage
- Activities with insufficient planning time
- Activities that provide no benefit or engagement opportunity to the people of the 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
- Applications where the main focus (over 50%) is capital spend for equipment
- Charity fund-raising events
- Travel costs
- Activity seeking more than 50% on equipment
- Sports kit or equipment
- Competitions or lotteries
- Activity that promotes party political or religious views

4. Who can apply?

- Individuals living/based in Bradford
- Arts, cultural and heritage organisations based in Bradford
- Community or voluntary groups
- 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)

5. Who cannot apply?

- Educational establishments (schools, colleges, universities)
- Individuals living and organisations based outside Bradford District
- Bradford Council strategically funded organisations
- Arts Council England National Portfolio Organisations
- Bradford Council operated organisations

6. How often can I apply?

You are welcome to apply for more than one award in a year, but demand for funding is high and it is unlikely that you will receive more than one of these awards in a 12-month period.

7. When is the deadline for applications?

This is a rolling programme, and you can apply anytime.

Deadlines are 22nd of each month at 12 Noon. If you submit before this time your application will be assessed within the same calendar month. If you submit after this time your application will be assessed at the end of the following month.

8. How much can be applied for per application?

Between £200 and £1,500

9. How much funding is available

There is a total of £55,000 available each year in this fund.

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 with CBMDC.

11. Match funding from other sources

There is no match funding required but you may detail any in-kind or match funding.

12. How do I apply?

Fill in the CBMDC Small Arts, Culture and Heritage Grants 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.

Each question is scored out of 5 by the panel and therefore please ensure you answer the questions as fully as possible.

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 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? 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?

Q5. Please tell us how the project supports the environment, e.g using recycled materials, using low or zero emissions, sourcing local artists etc.

Q6. Please Tell us how your project meets the aims of our Cultural Strategy, Culture is Our Plan?

Please highlight which of the ambitions is reflected most in your project. You will need to identify at least 1 of the 10 ambitions. Please see the website for more information:

www.cultureisourplan.co.uk

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 please contact us.

13. How will we make our decision?

Applications will be assessed by CBMDC officers and may be assessed by external consultants

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

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

14. If I am unsuccessful can I apply again?

We will offer feedback on unsuccessful applications upon request and you are welcome to develop your application and re-apply.

15. When will we make our decision?

You will be notified within six weeks of making your application. See guidance on website.

16. When will you receive your grant?

If your application is successful you will receive 100% of the award on receipt of a signed funding.

If you are new to our funding we will set you up as a new supplier and once this is done we will pay you via BACS. Following completion of your project you will be required to submit a 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 your deadline.

18. Supporting information

- Budget - showing income and expenditure and balanced outcome
- CV (if you are an individual) This should be a CV demonstrating your skills and experience in delivering a project of a similar nature.
- Governance documents such as articles of association (if you are an organisation)
- Web links to examples of creative work.