

# Next Generation Arts Activities Commissioning 2016-17

**Closing Date: Monday 26<sup>th</sup> September 2016**

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We are committed to being accessible, and aim to make our commissioning process open to everyone. If you experience or anticipate any barriers within the application process or require help to make an application or accessing services and information, please contact us.

Alternative formats of all our documents can be made available on request, including larger print, other languages, Braille and audio versions.

## **Birmingham Cultural Development Service**

Culture and Visitor Economy Division

Library of Birmingham  
Centenary Square  
Broad St  
Birmingham  
B1 2ND



[art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk)



0121 303 2434



[www.birmingham.gov.uk/arts](http://www.birmingham.gov.uk/arts)

## What is Arts Activities Commissioning?

Commissioning is the process of identifying organisations and projects which can help us deliver the outcomes we want for the city. We award project-specific grants to the organisations and projects which we believe will help us to achieve the outcomes we want in the most effective way.



## Who can apply?

### We can only commission certain types of organisation:

Constituted **not-for-profit** organisations who have been **running for at least one year** and has the **Arts\*** as the main object or purpose in their constitution or Articles of Association.

Please see the checklist below to find out if your organisation may be able to apply - if you are unsure whether your organisation is eligible to apply, please contact the team.

By 'organisation' we mean a single group of people working towards a shared or common goal. This can take many forms (for example a limited company, a charity or an unincorporated group).

What type of organisation are you?	Eligible to apply?
A not-for-profit organisation with an organisational bank account and governing document showing the Arts* as the main object or purpose	Yes
ANY type of organisation which DOES NOT have the Arts* as its main object or purpose	No
ANY organisation which gives money to shareholders	No
Sole trader or an individual artist	No
School or other educational establishment	No

### \* By Arts we mean any of a wide range of artforms, for example:

- Combined Arts/Multi-disciplinary Arts
- Visual Arts
- Drama
- Crafts
- Dance
- Music
- Film and Photography
- Digital Arts (art that is made or presented using digital technology)
- Literature and Creative Writing

We strongly recommend that all applicants arrange an advice surgery with a member of the team before applying for funding. If you have not had funding from us before, we will **not accept an application** unless you have had an advice surgery first.

We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us which has not been managed satisfactorily.

## What kind of projects can we commission?

### We can only commission:

Arts activities led by **professional artists\*** that meet the commissioning criteria and involve Birmingham residents as participants or audiences

### There are some types of activities which we **cannot** support

Projects which don't involve professional artists\*

Projects which don't involve Birmingham residents as participants or audiences

Projects which do not have **cash** support from another source.

At least 10% of the total cost of the project must come from sources other than Arts Activities Commissioning (this 10% can be a combination of in-kind support and cash)

Projects which do not meet the Arts Activities Brief

Projects which have already happened, or are going to happen before the decision date for the grant application, or projects which are due to finish after the close date of the grant

Grants for equipment which your organisation will keep and use after the project has finished – for example, cameras, computers, furniture and fittings for venues, vehicles – or for, constructing, repairing or maintaining a building

Fundraising activities, events or prizes – eg activities which are put on only to raise general money for your organisation – for example a charity auction or raffle

School or college courses

\*By **professional artists** we mean artists who can clearly show a history of high quality paid work in their particular artform, have arts qualifications or equivalent experience and can provide a CV, references and examples of previous paid projects.

### Please note – your application will not be a priority for funding if:

- your organisation is **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 (registered) within the Birmingham boundary.
- pupils of a school or other educational establishment (eg college or university) are the main beneficiaries of the project
- your organisation is in receipt of **revenue funding** from our service

We strongly recommend that all applicants arrange an advice surgery with a member of the team before applying for funding.

## Next Generation (NG) – Commissioning Criteria

All children and young people in Birmingham should have the opportunity to experience high quality arts and cultural provision as audience members, participants, creators and leaders.

In order to support this commitment we are looking to commission arts activities, led by professional artists, which give Birmingham residents aged 0-25 the opportunity to take part as audiences, participants, creators and leaders.

### Through 2016-17 Next Generation commissioning we are seeking to support Arts activities that are targeted at;

1. young people aged 14 – 25 not in employment, education or training (NEET), offering opportunity for further learning, career progression and employability skills
2. children and young people with additional needs, including learning and physical disabilities
3. looked after children and young people and care leavers <sup>1</sup>
4. young carers<sup>2</sup>

Please note participants aged 19-25 must be offered a leadership role in the project – see guidance notes.

### As a result of NG projects we want:

- more residents aged 0-25 taking part in arts activities as Audiences, Participants, Creators and Leaders
- more sessions of arts activities, events and performances involving children and young people and their work
- more Arts Awards, or other accredited qualifications, achieved<sup>3</sup>
- more days of paid work for Birmingham artists and more volunteer hours

### You must show in your application:

- how this project will help develop your organisation's and/or your partner organisation's skills and confidence in working with children and young people
- how this project will engage children and young people who haven't taken part in this type of activity before
- how any young people participating in the project who are aged 19 or over will be offered a leadership role in the project

Closing date	Decision date	Activities may begin	Activities must be completed
<b>Monday 26<sup>th</sup> September 2016</b>	7 <sup>th</sup> November 2016	21 <sup>st</sup> November 2016	31 <sup>st</sup> August 2017

<sup>1</sup> Children and Young People in care by Birmingham local authority and care leavers from Birmingham local authority

<sup>2</sup> A young carer is a child or young adult who spends time looking after and helping a member of their family, or a close friend, with everyday tasks they can no longer manage because of illness or disability.

<sup>3</sup> We expect arts awards or other accredited qualifications to be offered to young people not in employment, education or training (NEET) and participants aged 19-25

## How to apply

### How much could I apply for?

Eligible applicants are able to apply for **up to £15,000**. The total grant fund for Next Generation Commissioning during 2016-17 is £70,000.

You must show an **element of cash** funding in your application from sources other than Arts Activities Commissioning

At least 10% of the **total cost of the project** must come from sources other than **Arts Activities Commissioning** (this 10% can be a combination of in-kind support and cash)

### Step 1 - Read the information in this pack carefully

Check that your organisation is eligible to apply for Arts Activities grants and your project meets the funding criteria

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

If you have not had funding from us before, we will not accept an application unless you have had an advice surgery first.

Even if you have been commissioned before, we would strongly recommend that you come in for an advice surgery, so that we can give you help and advice with your application.

Email or phone the team to arrange a surgery: [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk) or **0121 303 2434** - we have appointments available for most days and times (Monday-Friday).

### Step 3 – Complete the application form

You will need to complete an Arts Activities Application Form. If there is anything you need help with, please contact the team for advice. If you have access requirements and need the application form in another format, please ask.

If you don't have an application form, please email [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk) or phone **0121 303 2434**

### Step 4 – Submit your application by the application deadline

Email your completed application form, and all the other documents we have asked for to: [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk)

**We need a signed copy of the application form as well** – you can send a scanned, signed copy of the form by email (please note this must be a scan of the original signed document, not a document with signatures added electronically). You can also send this by post if you prefer – please allow enough time for it to reach us by the application deadline.

Applications must be signed by hand, however if a disabled person finds it difficult to do so we will accept their usual signing method – please contact us for advice.

Please **do not** send printed copies of other supporting documents, we can only accept these by email.

## What happens next?

After the application closing date, it usually takes six weeks for us to reach a decision about which projects we are going to commission. 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 any additional conditions are met.

<b>Application closing date</b>	<p>Signed applications must be received by the deadline.</p> <p>We will send you an email acknowledgement within 3 working days of receiving your application.</p>
<b>Week 1</b>	Each application is checked against the eligibility criteria and commissioning brief.
<b>Week 2</b>	<p>We may contact you to ask for more information to help us to understand your project. We aim to do this within 14 working days of the application closing date.</p> <p>Please send us the information by the deadline we give you, so we can take it into account before reaching our decision.</p>
<b>Weeks 3 &amp; 4</b>	An assessment report will be completed for each application.
<b>Week 5 &amp; 6</b>	<p>Assessment reports are considered by an assessment panel and senior officers who take the final decision.</p> <p>Once all the decisions have been made, we will send out letters and emails informing applicants of the application outcome.</p> <p>If your project is commissioned, you will be sent an offer letter and your conditions of grant aid (COGA).</p>
<b>Week 7</b>	<p>Conditions of grant aid are agreed between your organisation and the Cultural Development Service. This may include additional conditions specific to your organisation or project which you need to meet.</p> <p>Grant funds cannot be released until all conditions have been met.</p>
<b>Week 8</b>	<p>You will need to return a signed copy of your COGA. Once we have the signed COGA, and any additional conditions of your grant have been met, your first payment can be released.</p> <p>First payments are usually 90% of your total grant, with a further 10% released on at the end of the project when you have submitted a satisfactory evaluation report and final income and expenditure budget.</p>

## Application checklist

Please make sure that you provide the documents below when you send your application to us. If you are unable to provide these documents it is unlikely that your application will be successful.

If you have submitted these documents as part of a previous application you may not need to submit them again – please contact the grants team to confirm.

Please also read the section on **Supporting documents for your application** – this tells you about additional information we will need if you are awarded a grant.

<b>These documents must be sent with your completed application form</b>	✓
Constitution / Governing Document appropriate to the legal structure of your organisation	
Proof of bank account for your organisation (not a personal account)	
Most recent annual accounts and recent management accounts	
Equalities Policy / statement	
Safeguarding Policies & Procedures with separate procedures covering children and young people and adults at risk, in line with the Birmingham Local Safeguarding Children Board <a href="http://www.lscbbirmingham.org.uk">www.lscbbirmingham.org.uk</a> and the Birmingham Safeguarding Adults Board <a href="http://www.bsab.org">www.bsab.org</a>	
Health and Safety Policy / statement	
Whistle Blowing Policy & Procedure	
CVs for the lead artists on the project (or project leads if you have not recruited artists yet)	
Your annual report, if you produce one	

### Why do we ask for these documents?

Birmingham City Council has a responsibility to ensure that public funding is used for its approved purposes and that, when an organisation receives funding, it is used appropriately and provides value for money. This includes the operation of suitable management, equalities, safety, safeguarding and financial policies and practices.

The documents we ask you to submit with your application help to show us that:

- Your organisation is well-governed and managed effectively
- Your organisation is financially viable, so that money we give you is not at risk
- Members of the public, particularly children and adults at risk, are safe
- The artists involved in the project have a strong history of delivering projects like this (if you have not yet recruited lead artists for your project, please include CVs of the people in your organisation who will be leading and managing the project).



## Supporting documents for your application

In previous grant funding rounds, we have asked for a range of additional policies and procedures to be submitted as part of your application.

In order to simplify the application process we now ask for fewer policies/procedures to be submitted with your application.

Instead, if you are awarded a grant, you will need to sign a Conditions of Grant Aid (COGA) document, in which you will agree to meet the conditions summarised below.

If you feel you will need any support from the team in meeting these conditions, please get in touch before applying.

**Please note: You must be able to provide these documents to the Council on request.** If it is later found that you have not abided by the conditions of any grant you have been awarded, your grant will be suspended and you may be required to repay to the Council any grant money awarded.

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### **If you accept a grant from the Council, you will be agreeing to the following:**

**Insurance** - You will have suitable insurance to cover the project you are running and your organisation. You agree to show insurance documents to us if we ask for them.

**Financial regulations and procedures** - You agree to put in place effective financial systems so project costs can be monitored

### **Counter Fraud and Anti-corruption and Gifts and Hospitality**

- You agree to put in place policies and procedures to prevent fraud, corruption or bribery in relation to your organisation and this grant (including procedures for accepting Gifts and Hospitality)
- You agree to tell us if you suspect any fraud or financial irregularity in the use of this grant
- You agree that the Council can investigate your organisation if we believe there has been financial irregularity, misuse or misappropriation of the grant.

**Complaints** - You agree to have a complaints procedure in place, including a record of complaints and any action taken.

### **Safeguarding**

- We consider that **ALL** grant funded organisations have the potential to come into contact with children, young people or adults at risk, so we ask for these policies and procedures regardless of the target participants of your project.
- You agree to have safeguarding policies and procedures in place which are in line with Birmingham Local Safeguarding Children Board [www.lscbbirmingham.org.uk](http://www.lscbbirmingham.org.uk) and the Birmingham Safeguarding Adults Board [www.bsab.org](http://www.bsab.org)
- You agree to provide copies of your Safeguarding policies and procedures to the Council

## **Birmingham Business Charter for Social Responsibility (BBC4SR)**

- You agree to put into practice the principles of the Birmingham Business Charter for Social Responsibility:
  - Create Local Employment
  - Buy Birmingham First
  - Be a Partner in Communities
  - Be a Good Employer
  - Be Green and Sustainable
  - Use Ethical Procurement

## **Environmental Policy**

- As part of the BBC4SR declaration, you will agree to:
  - Reduce waste using the idea of Reduce, Reuse, Recycle
  - Reduce noise and air pollution and help to improve green areas around your organisation
  - Reduce your Carbon Footprint

## **Next Generation Guidance**

### **Age groups for Next Generation commissioning**

Next Generation projects must be focused on activities for residents of Birmingham aged 0-25.

Where the project participants are aged 19-25, they must be offered a genuine leadership role in the project and the opportunity to achieve an arts awards or other accredited qualification – see below for more about young people's leadership roles.

### **Young people's leadership roles**

When we describe an activity as **led by children or young people** we mean that they are supported to design, organise, manage, produce and evaluate their own work and/or the work of others.

The leadership opportunities and the level of support provided should be appropriate to the participants' level of experience and should involve responsibility for making meaningful decisions, putting those decisions into practice and reflecting on them.

Examples of youth-led activity might include: directing a play, leading a band, organising a festival, producing a record, starting a creative business, teaching creative skills to others, curating an art exhibition.

Activity is not defined as led by children and young people simply by involving them in consultation.

### **Young people not in Education, Employment or Training (NEET)**

Activities targeted at NEET young people should show opportunities for gaining work experience, qualifications and transferable skills. They should offer young people careers guidance and information about progression routes into further study, training or employment.

### **Arts Awards and other accredited qualifications**

The Arts Award qualification framework offers a supported structure for young people to gain skills and experience of leading arts activities and to receive accreditation for their achievements. We expect arts awards or other accredited qualifications to be offered to young people not in employment, education or training (NEET) and participants aged 19-25

### **Disability**

In the 2010 Equalities act, disability is defined as below:

*'A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. It may not always be possible, nor is it necessary, to categorise a condition as either a physical or a mental impairment. What it is important to consider is the effect of an impairment not its cause.'*

### **Projects with schools and other educational establishments**

Birmingham City Council would not expect to be the majority funder and would expect to see an element of partnership cash funding from the school or other establishment. We cannot fund school or college courses. Applications where the pupils of a school or other educational establishment (eg college or university) are the main beneficiaries of the project will not be considered a priority.

# Cultural Development Service Customer Charter

The Cultural Development Service aims to provide an excellent service to all our customers.

## We are committed to:

- Providing an efficient, professional, polite and helpful service
- Telling you the name of the person you are dealing with and a contact telephone number and email address
- Keeping any appointments we make, unless there are exceptional circumstances, in which case we will contact you to explain why and rearrange, or arrange for you to meet with a colleague who can help you instead.
- Providing the information we say we will, on time
- Replying to your telephone calls within 5 working days and emails or letters within ten working days
- Providing as much information as we can on our website, so that you can access it at times which are convenient to you
- Explaining our funding decisions clearly
- Keeping jargon to a minimum in all our communication
- Developing services that meet all our customers' needs
- Keeping to the deadlines we have given, or letting you know if there is going to be a delay

If you feel we have not met any of the commitments on our charter, please let us know.

## Your Views

We welcome your feedback and are always keen to improve our service.

Please do get in touch if you have any comments, compliments or complaints – you can email your feedback to [art.grants@birmingham.gov.uk](mailto:art.grants@birmingham.gov.uk) or call 0121 303 2434 to speak to a member of the team.

You can also give comments, compliments or complaints about any BCC service online at [www.birmingham.gov.uk/yourviews](http://www.birmingham.gov.uk/yourviews)