



Agenda Item No. 10

Stockwood, Hengrove and Whitchuch Neighbourhood Partnership 18th June 2014

Report of: Ariaf Hussain, Neighbourhood Partnership Coordinator

Title: s106 Report – Community Arts & Culture Fund

Contact Telephone Number: 0117 922 3218 ariaf.hussain@bristol.gov.uk

RECOMMENDATIONS

Comments and support are sought from the Neighbourhood Partnership and Neighbourhood Committee on the s106 funded Community Arts & Culture Fund, known as the Hengrove Arts Fund.

Background:

To date the NP has committed the following devolved s106 arts budget:
£13,300 of the devolved s106 was agreed at the NP meeting in January 2012.

£36,900 of the devolved s106 was agreed at the NP meeting in October 2012.

£217,294.29 of the devolved s106 was agreed at the NP meeting in October 2013.

The final figure was allocated as follows:

£87,100 for Nils Norman

£56,620 for David Thorpe

£11,000 for marketing

£40,000 for Community Arts & Culture Fund

£22,574.29 Contingency.

1. Following the decision to establish a Hengrove Arts Fund, support was sought from the Neighbourhood Arts team.
2. Draft papers were prepared, which include:
 - a. Objectives for Hengrove Arts Fund (Appendix 1)
 - b. Application Form (Appendix 2)
 - c. Guidelines to complete the Application Form (Appendix 3)

3. Further development work is currently being done to finalise the application assessment process and marketing of the fund to Bristol community and arts organisations/networks
4. It is anticipated a panel will influence and assess received applications, with a final decision by councillors to agree which applications are supported.
5. The Neighbourhood Partnership Coordinator will support the panel through the influencing and decision making process.
6. The Neighbourhood Partnership/Neighbourhood Committee is asked to provide their comments and indicate their support of the Hengrove Arts Fund Application process

Hengrove Arts Fund Objectives/Priorities/Mandatory Criteria

The Hengrove Arts Fund to support Bristol based creative projects happening in Hengrove ward from September 2014 to March 2015 is now open to applications.

Details of the objectives and priorities are given below.

The Hengrove Arts Fund will award grants as follows:

up to £10,000

up to £5,000

up to 2,500

Hengrove Arts Fund
<p>Fund objectives:</p> <ul style="list-style-type: none"> • To support projects within communities which enhance local identity and cultural activity • To strengthen relationships and encourage collaboration between communities, organisations and creative practitioners
<p>Priority will be given to projects that:</p> <ul style="list-style-type: none"> • Are run by Bristol based individuals or organisations with a proven track record of delivering successful projects and/or can demonstrate that they can draw upon expertise from specialists. • Are accessible to audiences. • Demonstrate a legacy beyond the funding period • Have excellent creative content • Demonstrate a clear community need for the project. • Demonstrate collaboration between creative practitioners or arts organisations. • Have grown from strong partnerships between communities, organisations and creative practitioners • Demonstrate robust financial management
<p>Mandatory criteria:</p> <ul style="list-style-type: none"> • Take place in Hengrove ward before April 2015

- Be generated by a Bristol based artist or organisation
- Include a **clear, realistic** and **balanced** budget that shows us **exactly** how you plan to spend the Hengrove Arts Fund.
- Project will comply with statutory regulations for health and safety, licensing, insurance, CRB etc

The Hengrove Arts Fund cannot:

- Fund core activities of an organisation
- Support community festivals
- Support those who aim to raise money for charity or to promote religious political beliefs/interests of an individual or organisation.
- Fund projects retrospectively
- Support organisations/individuals who have failed to acknowledge the support of Bristol City Council in the past.
- Support organisations/individuals who have contravened Bristol City Council Licensing Regulations.

The application deadline is **Thursday 31st July 2014 at 5pm**. Late applications will not be considered. You will be contacted by email on Friday 19th September 2014 to let you know if your application is successful or not.

We regret we will not have the capacity to give feedback on unsuccessful applications.

If you have any questions please contact Ariaf Hussain – ariaf.hussain@bristol.gov.uk 0117 922 3218



Application Form Hengrove Arts Fund

Please read the guidelines document before completing this form.

Project details	
Title of project:	
Dates project will take place?	
Is your project free to attend? If NO please give details of costs to participants.	
Approximately how many people will take part in your project?	Audience – Artists – Participants –
Where will the project take place? Inc. postcode.	

Your details	
Contact person for this application? <i>(please note if you are a group of individuals applying to the fund this lead person needs to be responsible for the funding throughout the duration of the project)</i>	Name:
	Position:
	Address:
	Postcode:
	Daytime tel no:
	Email:
	No

Your organisation (If applicable)	
Name & address of organisation:	
Website:	
Year of formation:	

Is your organisation? *(please highlight)*

- | | |
|---|--|
| a | Registered Charity, Foundation or Trust <i>(registration number)</i> |
| b | Company limited by guarantee <i>(registration number)</i> |
| c | Informal Group <i>(please give details)</i> |
| d | Community Interest Company <i>(registration number)</i> |
| f | Other? <i>(please give details)</i> |

1. Please describe the project you are applying for funding for (max 150 words)

Office Use Only

2. What is the aim of your project? (max 50 words)

Office use only

3. What are your project objectives? (max 150 words)

For office use only

4. Describe the context for this project? (max 200 words)

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For office use only

5. What outcomes do you expect to achieve through this project? (max 200 words)

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For office use only

6. Tell us about your work and the work of the key groups or organisations involved in the project? (max 150 words)

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For office use only

7. How will your project engage communities (150 words)

Office use only

8. How will you monitor and evaluate your project? (100 words)

Office use only

Total (This should be the same as your total income)		
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Bristol City Council upholds the principles of the Data Protection Act & will hold on computer personal data supplied by you on this form or in any subsequent telephone conversation or correspondence during the course of our business relationship for the purpose of the Hengrove arts fund. The information supplied by you will also be available widely within the public domain.

I the undersigned freely consent to Bristol City Council processing the information provided in the course of our partnership relationship with the Authority as outlined above.

DECLARATION		
I (named applicant) declare that the information given is accurate & that this application has the support of the managing executive of the group. I understand that my project/project must comply with statutory requirements for licensing, health & safety etc - I will obtain all necessary consents. If my application is successful I take responsibility for the funding for the duration of the project.		
Name & address of Named Applicant:		Signed
Position in Organisation:		Date

Please send completed applications with all of the following check list items by or before **5.00pm on Thursday 31st July 2014, you will be notified of the decision by Friday 19th September 2014.** No applications will be accepted after the deadline.

	CHECK LIST	
1	Application on original form and using a minimum text font size of 11 point (forms submitted electronically are considered as being signed)	
3	Pages are numbered	
4	No more than 8 pages in total	
5	NO supporting documents will be consulted so please don't include them	
6	Application includes a clear, realistic and balanced budget	

Return to: Ariaf Hussain, Hengrove Arts Fund, 3rd Floor, Brunel House, St Georges Road, BS1 5UY, ariaf.hussain@bristol.gov.uk

If you require this document in another format please email ariaf.hussain@bristol.gov.uk with your request or call on 0117 922 3218 for details.

Hengrove Arts Fund: Application Form Guidelines

Below are guidelines to competing each question. Refer to the fund objectives and priorities when you are completing your application form. Applications will be scored against the objectives and priorities for the fund. We have included a guideline to word counts for each question.

1. Please describe the project you are applying for funding for (150 words)

Describe what the project will be like, and why it is needed. Clearly describe what will happen as the result of you receiving this funding, if it is a small part of a larger project let us know why you need this funding and what it will be spent on. How will the project be managed and what is the timescale for delivery?

2. What is the aim of your project? (50 words)

An aim should be brief and tell us what you broadly expect to achieve as a result of this project. You should include brief information about your target audience and activity in your aim.

3. What are your project objectives? (150 words)

Your objectives are the things you are going to do which will help you achieve your aim, for example hold workshops, exhibitions or events or to produce music, artworks or performances. Your objectives should be brief, realistic and measurable.

4. Describe the context for this project (200 words)

Why is there a need for this project? Where has the idea for the project come from? What are your relationships with partners or communities?

5. What outcomes do you expect to achieve through this project? (200 words)

Outcomes are the changes that you expect to happen as a result of your project that will help you to achieve your aim. They can include short, medium and long-term changes. We are particularly interested in hearing about outcomes that make your project sustainable or leave a legacy. For example, will your project change the way people think about something or will it impact on people's behaviour? Will your project produce something that can be shared with an audience in the future? Will your project demonstrate innovative ways of working that can provide learning for others?

6. Tell us about your work and the work of the key groups or organisations involved in the project? (150 words)

Briefly describe the work of your group/organisation or your own work and your role in similar projects in the past. What partners will be involved in your project, what is their experience and what will their roles be in this project? In addition to answering this question you can include weblinks to up to 2 past projects to help us get an idea of your previous work.

7. How will your project engage communities? (150 words)

How will people find out about and engage with your project? What are your plans for marketing and communication? How will you ensure your project is accessible?

8. How will you monitor and evaluate your project? (100 words)

How will you evaluate if your project has achieved your aims, met your objectives and delivered on your expected outcomes? Consider the objectives you have set and how you will monitor them. Tell us what data you will collect, how you will collect it and how you will make sense of it. How will you use what you learn to inform your work in the future?

9. Income

Make sure that the income and expenditure totals are the same.

Detail what you are expecting to raise in the form of other grants, sponsorship, business support, in-kind giving or in-kind volunteer time etc

Detail whether this income is approved or applied for. Please note if this income is applied for we will offer you a grant subject to the rest of your income being confirmed.

10. Expenditure

Show exactly where you are planning to spend the Hengrove Arts Fund and how your spending is the same as your income. Make sure your expenditure is **detailed** and **realistic**. Remember to include a contingency of 10%.

Successful recipients of the Fund will be required to:

- Acknowledge the support of Bristol City Council (including use of legible logo) in all relevant publicity and promotional material.
- Submit the Activity Report (evaluation) Form and final budget statement no later than two months after the project end date - 10% of the award may be held back until this is submitted. Failure to submit an evaluation form and final budget statement within two months will jeopardise any future application to the Neighbourhoods Well Being Fund for Hengrove

The Funding application deadline is **Thursday 31st July 2014 at 5pm**. Late applications will not be considered. You will be contacted by email by Friday 19th September 2014 to let you know if your application is successful or not.

We regret we will not have the capacity to give feedback on unsuccessful applications.

If you have any questions please contact Ariaf Hussain ariaf.hussain@bristol.gov.uk on 0117 922 3218