



**culture**  
**team**

**Bristol City Council Cultural Investment Programme**  
**Imagination fund 2018-2020**

**Guidance notes**

## **Imagination**

Imagination funding is for organisations that have imaginative projects and programmes which increase access to arts and culture; reinforce Bristol's reputation as a cultural city; work with Bristol's diverse communities, and support organisational development. The fund is for programmes, projects of development work typically over a two year period and you can apply for a minimum of £5,000 and a maximum of £40,000 funding that you will receive each year, for the two years.

### **What are we looking for from you?**

A successful application to Imagination will clearly show that:

- You meet a minimum of two of the OBJECTIVES under each of the AIMS
- You meet high standards in governance, financial and project management, audience development etc. If there are areas where you don't meet such standards, you can include development costs in your application
- Your project will take place within two years of funding being awarded.
- If you are working with priority neighbourhoods and/or priority groups that you are clear who you are planning to work with:
  - Have a good understanding of the barriers the priority neighbourhoods and/or priority groups face and evidenced actions to help overcome these barriers
  - That you are embedded in the priority neighbourhood(s) and/or priority group(s) you work with or that you are committed to a current, or new partnership with organisations representing the target group(s)
- You are able to raise at least 25% of the total project budget from sources other than Bristol City Council (BCC). These cannot be in-kind contributions. Bristol City Council will contribute a maximum of 75% of the total project budget.
- You meet the baseline organisational standards set out in the application form
- Provide an outline of your evaluation to collect evidence that will show that you have achieved the six objectives of the project that you said you would meet. Eg by user surveys, qualitative feedback such as short interviews, films, photographs and any creative collection methods that will measure the impacts and social media analysis

### **Sharing with other arts and cultural organisations**

All successful applications to the Imagination fund will need to include details of how the organisation intends to share their assets with less well-established arts and cultural organisations, and individuals in the arts and cultural sector This is to support Bristol's artistic and cultural development and the sustainability of individual organisations.

Examples of sharing could include;

- Sharing space: physical resources, equipment.
- Sharing skills: mentoring and leading peer-development networks.

- Sharing data: looking at ways to share audience data with partner organisations (within the requirements of Data Protection legislation).
- Sharing experience: giving other organisations pathways to follow to enable them to learn from your successes and failures.
- Sharing partnerships: actively inviting fresh views into your current networks.

### **Monitoring and Evaluation for Imagination fund**

If your application is successful, you'll need to provide various documents throughout the 2 year period. We will provide you with a schedule of payments and conditions that will detail exactly what we need from you and when. We will ask for an annual report and one meeting every six months.

### **How to apply for the Imagination fund**

**We are using an electronic system to manage the Imagination and Openness funds and to communicate with applicants. There will be no hard copy documents issued to applicants and all communications, including the submission of applications, will be conducted via the ProContract Portal. This is the Bristol City Council electronic procurement website.**

<https://procontract.due-north.com/Login>.

You must register your organisation on ProContract if you wish to apply for the Imagination or Openness funds, under the category 'Other Community, Social and Personal Services'. You should also include whatever other codes are relevant for your organisation so that you can be made aware of other opportunities that may be of interest to you when they arise.

There are video tutorials on the ProContract 'Help Centre' website that you can use to help you use the system:

<https://supplierhelp.due-north.com/>

You can submit supporting documents in Word, Excel or PDF format.

You must make sure that any electronic supporting documents clearly show the organisation's name.

Please allow sufficient time to upload documentation. We recommend that you upload your application and supporting documents onto ProContract at least a day before the deadline because it can take time for documents to upload, especially at busy times.

Please do not risk leaving it until the last minute. If you experience any technical difficulties relating to the ProContract portal please contact the Due North helpdesk on 01670 597137 Monday to Friday 8.30 am to 17.30 pm or email [support@due-north.com](mailto:support@due-north.com) within plenty of time before the submission deadline.

Alternative contact:

If you experience any technical difficulties relating to the ProContract, phone 0330 005 0352 Monday to Friday 9.00 am to 5.30 pm or email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

All queries, questions and requests for information regarding this funding application process should be made in writing via ProContract by using the 'View Messages' link.

These should be submitted no later than **4pm on Tuesday 5<sup>th</sup> September 2017**. Please note that when we respond to such questions or requests, we will communicate the answers to all other applicants via ProContract. The identity of the organisation making such requests will remain confidential.

**It is the applicant's responsibility to return completed documentation via ProContract.**

During the application process, any communication between applicants and the Council should be in writing via ProContract.

After the closing date for receipt of applications the Council expects only to make contact with applicants for the following purposes:

- To clarify information contained in the application responses,
- To clarify anything relating to documentation,
- To clarify and discuss the scope of proposals as necessary to inform our allocation decisions
- To inform applicants of the award decision,
- To agree the commencement date.

The completed application, all supporting documents and enclosures must be submitted through ProContract before the deadline: **12pm on Tuesday 12<sup>th</sup> September 2017**

**Please note: It will not be possible to complete your application responses or submit supporting documents on ProContract after the deadline has passed. Application documentation (including any parts of the supporting documentation) that is received by after the deadline will not be considered.**

### **How to apply**

We will ask you to complete two forms and provide supporting information.

- Part 1 – checks your eligibility, meeting the necessary quality standards and capacity.
- Part 2 - describes your proposal, its activities and impact.

### **Outline of how your application will be assessed.**

#### **Stage 1**

Applications will be assessed by a minimum of 5 Bristol City Council officers, in a panel chaired by the Head of Culture and involving members of the Arts and Events team and other council officers with relevant expertise in the areas of Community Engagement, Equalities, Legal and Business/Finance. They will assess the applications using a transparent scoring system, against the criteria published along with the guidelines.

#### **Stage 2**

Recommendations from the Stage 1 Panel will go to a cross-party group of Councillors that will be chaired by an independent chair. They will make the final assessment and recommendation to take to Cabinet on who will receive funding, and what amounts will be offered.

The funding decision made by the Stage 2 panel will then be taken forward for final Cabinet decision at the next available meeting.

The results of the funding issued will be published on the council’s website, once successful recipients have been informed.

All funding agreements for Imagination and Openness are subject to a final approval by Cabinet. **The final agreement on organisations receiving funding will be on the 12<sup>th</sup> December 2017.**

## Scoring

### Part 1

The information you provide in Part 1 of the application is used to assess your organisation’s eligibility for the funding, your financial status and your overall capacity. Part 1a General Questions is the same for both Openness and Imagination, you will also need to submit part 1b Imagination Questions which are specific to the fund.

It also provides background information for your proposals. The financial assessments (how you’ll manage the funding taper, exit strategy, etc.) are ‘scored’ on a risk basis (high risk 1, medium risk 2, and low risk 3). Answers to some of the questions will result in an automatic fail. We have explained this in the guidance.

### Part 2

The table below outlines how we will appraise the applications and how scores will be awarded for each question:

Score (0 – 3)	0	1	2	3
Rationale	Unacceptable - the question has not been answered or the answer raises serious doubts.	The question has been partially answered but reservations remain about the clarity / robustness / credibility of the answer.	Acceptable – the question has been answered to a satisfactory standard.	Excellent – the question has been fully answered and exceeds satisfactory standards.

Applications which contain inadequate answers/proposals and/or unacceptable risks will be assessed as not fundable.

Applications assessed as fundable will be considered on the basis of their scores, quality and credibility.

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

### **Application guidance for Parts 1 and 2 of the form**

This is the question-by-question guidance on how to complete parts 1 and 2 of the Imagination fund application form.

Please make sure you have read the Cultural Investment Programme Prospectus document first, which gives you background information and explains the eligibility rules for this fund.

We will only be able to assess your application if it is complete (you have answered all relevant questions) and you've submitted all the additional documentation we've asked for. There is a checklist at the end of each part of this guidance sheet.

Where there's a text box for your answer we will set the maximum number of words you can use. Please check this carefully. If you go over the word count, your answer will be discounted. Any embedded documents (eg hyperlink to an online report) or appendices to questions will not be evaluated.

## **Completing Part 1**

---

The answers from this form will be used to assess your eligibility for the fund, your financial status and your overall capacity.

If you are applying as part of a partnership bid, only one lead organisation (further on known as Lead Partner) needs to apply on behalf of the partnership. The Lead Partner will be responsible for the funding including the monitoring and evaluation.

### **1. Your organisations mission or purpose**

1.1 Please detail the core purpose of your organisation. If this is a partnership bid, as the Lead Partner, we want to know your organisations focus. You can detail more about the partners in part 2 which is specifically about the project, programme or development work you are applying for and in the Memorandum of Understanding.

### **2. Organisation**

#### **2.1 Name**

The name you give for your organisation must be the full name shown on your governing document. If you have another name you are known by (for example, a trading name) then please add this in brackets after your formal name.

#### **2.2 Address of organisation**

The address must be the registered address of your organisation or the correspondence address you regularly use.

### 2.3 Website address of organisation

If your organisation has a website please enter the address here, or give the name of your Facebook page. If you don't have either of these please put "N/A" in the box.

### 2.4 Telephone number of organisation

The telephone number given here must be a landline. If it is only available at certain times (for example, if your office is only open Mondays and Wednesdays), please give details.

## 3. Introduction

3.1 Please read the criteria in the application form carefully before indicating whether or not you are eligible. Delete the answer that **doesn't** apply to your organisation (Yes or No).

## 4. Type of application – individual organisation or partnership

We welcome applications that will involve more than one organisation working together. There needs to be a Lead Partner in any bids involving more than one organisation.

The Lead Partner will be responsible for the overall delivery of the project, and managing the work of your partners. How you will work together should be described in your Memorandum of Understanding. This will help us to consider the partnerships capacity to deliver.

(There is a template that you can use in the documents on ProContract)

4.1 Specify if your application is for your organisation only or as a partnership.

If your organisation will deliver the whole of the proposed work on its own, enter "Yes" against "An individual organisation."

4.2 If your organisation will deliver the proposed work as part of a partnership with others, enter "Yes" against "A partnership project with a Memorandum of Understanding."

## 5. Main contact details

5.1 This is the person who we will contact if we need to ask questions about your application. It's extremely important therefore that this person is someone who  
a) knows all about the project and b) will be easy to contact over the next two months.

5.2 Their position

5.3 Telephone number

5.4 Mobile number

5.5 Email address

5.6 If you or your main contact person requires written communication in alternative formats, please let us know your preference.

## 6. Organisational Profile

6.1 Organisations can only apply for Cultural Investment Programme funding if they are a;

- Registered Charity
- Community Interest Company limited by Guarantee
- Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- Company limited by guarantee
- Registered Society (including Co-operative and Community Benefit Societies).
- Charitable Incorporated Organisation

Individuals and unincorporated organisations are not eligible to apply to **Imagination**.

Please indicate the type of organisation you are as shown on your governing document (e.g. Memorandum and Articles, Constitution) and provide the registration number/s (also as shown on your governing document).

### Councillors or council employees

6.3 Please let us know if you have any Council employees, or any Councillors from Bristol City Council or another local authority, on your board. We ask this so that we can check conflicts of interest during the application process. Delete the answer that **doesn't** apply to your organisation. If you do, please provide details.

6.4 If yes, please give detail

## 7. Financial background

7.1 Is your organisation VAT registered? Please delete the answer that doesn't apply.

7.2 Please select the category that best describes the type of organisation you are. A volunteer-led organisation may use paid/professional help where appropriate but are run by volunteers. A professional organisation will typically be run by a staff team and employ professionals to deliver their work.

Please delete the description that **does not** apply to your organisation.

7.3 Turnover in last financial year; please enter the total turnover including income from all sources and outgoings as shown in your last set of accounts. If you only have draft accounts for the last financial year please enter the total from these, and submit your full accounts as soon as you have them.

7.4 Savings or reserves; please count all savings or reserves that are unrestricted. Don't include restricted donation or grant funding (given for a specific project),

permanent endowment or funds designated to meet important future costs such as a close-down fund or buildings fund.

7.5 We'll also ask you to submit a Business Plan for at least three years including the period 2018/19. If you don't have a Business Plan, please submit projected budgets to show how your organisation will be sustainable over the period covered by the funding.

## **8. Baseline Standards**

To safeguard the City Council investment and ensure that all Bristol City Council funded organisations are well managed and provide good quality services, applicant organisations must achieve the Baseline Standards or be working towards them. The table shows the standards, and makes it clear which ones you must meet and which you must be working towards in order to be eligible for funding.

### **8.1 – 8.14**

Please tick the box on the left to show where you are already meeting the required standard. Where you aren't meeting the standard please use the text box to detail how you aim to meet it as soon as possible. If there are any non-essential standards you currently don't meet you can include in your application costs of support (training, consultancy support for example) that will help you to reach the required standard.

## **9. Monitoring and reporting information**

Please complete the information as fully as possible to help us monitor the impact and reach of our funding. It isn't part of the assessment process and you won't be scored on the information you give us.

9.1 Complete the Monitoring and Reporting information form in the attachments tab in ProContract. This covers:

Information on your senior management and members of your committee, board, governing body or council

Information on your staff, including volunteers

Please also submit to us a breakdown of your service users for 2016 – 2017 by group as a minimum, gender, age, ethnicity, disability and their postcodes. This will not be used to assess your application, but if you are successful, we will need the baseline to check against.

If you are an Arts Council England NPO you can submit your Audience Finder Reports 2016-17, in addition to detailing your other service users separately. If you are not, please

provide the equivalent audience data as service users (as a minimum, gender, age, ethnicity, disability, and their postcodes)

**If you do not have this data available please clarify your service user and audience data collection approach.**

## **Part 1b – Imagination Questions**

**What annual funding are you requesting over the 2-year period 2018 – 2020?**

**1.1 Imagination** funding is only available for projects, programme and/or development that last up to two years. Please enter in the boxes the total amount you will want for each year and the total requested.

Please make sure that the totals in the boxes match the totals shown on the Imagination Project Budget spreadsheet that you submit with your application.

**1.2** You can only apply for up to 75% of the total costs of your project, programme or development work. Please show how you will meet the shortfall, how you expect to raise the 25% of the costs from other sources. Please make it clear whether you already have this funding in place or not. Note that this 25% cannot be in-kind support.

In a partnership application, match funding may be provided by any partner organisation, as well as other sources.

**All project income and expenditure should go into the Imagination Project Budget spreadsheet.**

Note the funding identified here should be only that contributing to the specific project you also want Imagination to fund. Other funding your organisation receives for other projects/activities should be listed in question 16.

**1.3** Please use this box to describe your exit strategy for when BCC's two year in-principle funding agreement to your organisation ends in 2020? Will you aim to continue the project, and if so how do you anticipate funding this?

### **Other sources of funding**

**1.4** Please include all **other** sources of funding that your organisation will have, or may have, over the period of the fund. This could include earned income (for example ticket sales), income from savings or endowment or anticipated income from other funders.

If you have made applications to other funders for costs other than for the project in this application, please show the status of these applications, either:

- To be earned (you aim to earn this income through activities/sales during the period of the funding)
- Already in use (you have been awarded the funding and have started to deliver the work it funds)
- Confirmed/not started (you have been formally offered the funding but the work has not started)
- Awaiting decision (you have submitted the application but don't have a decision yet)

If you are applying for more than one Cultural Investment Programme fund, please include the other application/s and the project/partnership names in the list of other funding sources.

## Other support from Bristol City Council

### 1.5 -1.9

Please detail other income support you have or expect to receive from Bristol City Council. On the ProContract system, each question title gives the overview 'Does your organisation receive or expect to receive...' and the specific area of additional funding eg rates relief is detailed in the questions description. If you have other Bristol City Council funding, or hold a contract with Bristol City Council, please provide the details of this on a separate sheet and submit with your application.

### 1.10

Please detail whether any of your directors or anyone on the management committee of your organisation have any financial, property or other interests in the application. This could include loan repayment, rent on a property or provision of professional services. If none of your Directors could benefit financially from the funding, please enter "N/A" in the box.

## 2. Declaration

### 2.1-2.3

Please make sure you have completed every part of the Declaration section before you submit your application.

We will ask you to submit the following documents with your application. Please ensure you have them before you complete the application.

### Checklist

	Have you filled in all questions that are relevant?
	Attachments
	Your current governing document

	Most recent audited accounts
	Most recent management accounts
	2018 / 2019 planned budget for your organisation
	Outline budget for 2019 / 2020 for your organisation
	Project budget for this proposal (completed in Imagination Project Budget spreadsheet)
	Information on funding from other council departments or council contracts if applicable
	Business plan for at least three years including the period 2018 – 2019, or budgets for these years.
	Your equal opportunities policy and health & safety policy
	A breakdown of your service users in 2016/2017 by group. (If you are an Arts Council England NPO you can include your Audience Finder report to detail your audience groups. Please also submit your other service users.)
	2016/17 end of year report or an organisational evaluation report or Arts Council England assessment
	If you are making a partnership application, please submit a Memorandum of Understanding detailing the other partners and their roles

## Completing Part 2

---

The answers from Part 2 of the form will be used to assess your project, programme and/or development work; how it will work, how well it will meet the aims of the Cultural Investment Programme and how well you will manage it.

Part 2 asks the project name; this is to enable us to match-up applications and make assessment easier. Please ensure the details you give for this question is the same across both parts of the form.

### Project name

- 1.1 Project name - if the name of your project, programme or development work is to be confirmed, please put a working title.

### Outline of your project

- 1.2 Please use the box to summarise your proposal in 200 words, making sure you give us a clear picture of what you will do, why you will do it and who benefits, including a summary of the artistic/cultural activities. For example:

“We aim to give all older people (55+) in Bristol the chance to take part in high-quality arts activities to combat loneliness and keep mentally and physically active. We run

twelve Arts Clubs in different areas of the city (most of them run in areas of deprivation). The clubs meet weekly, and each has between 8 and 12 members. Each club is run by a paid leader, with volunteers to support member involvement and visiting artists who each bring new skills and ideas. We also put on two “Older Arts” festivals each year, where older people can come and take part in more intensive workshops”.

### **Sharing with other arts and cultural organisations**

1.3 All successful applications to the Imagination fund will need to include details of how the organisation intends to share their assets with less well-established arts and cultural organisations, and individuals in the arts and cultural sector This is to support Bristol’s artistic and cultural development and the sustainability of individual organisations.

Examples of sharing could include;

- Sharing space: physical resources, equipment.
- Sharing skills: mentoring and leading peer-development networks.
- Sharing data: looking at ways to share audience data with partner organisations (within the requirements of Data Protection legislation).
- Sharing experience: giving other organisations pathways to follow to enable them to learn from your successes and failures.
- Sharing partnerships: actively inviting fresh views into your current networks.

If you are applying as part of a partnership bid you can detail how assets will be shared across the partnership, and refer us to your Memorandum of Understanding. If there are additional people or organisations that will benefit, please detail who they are and how they will be supported.

### **Partnership applications**

1.4 If you are not applying in partnership, answer No. If you will be working in partnership with other organisations, and you are the Lead Partner in your partnership, answer Yes.

- Only the Lead Partner needs to submit an application, this covers the whole partnership.
- Please list the other partners in the table and the estimated allocation of the total project budget they will receive. (Your organisation will be responsible for the overall delivery of the project, and managing the work of your partners. How you will work together should be described in your Memorandum of Understanding in Part 1)

#### **Note:**

- Organisations can submit more than one application on their own.
- Organisations can be partners in more than one partnership bid, but can only be the Lead Agency in one partnership bid.

- We do not expect to award more than one funding application to any one organisation.

1.5 Please either submit as a list or attach a table to show us what the key milestones for your project will be. These milestones are the main things that will need to happen for your project to work - for example:

<b>Date</b>	<b>Milestone</b>
1.5.19	Project manager appointed
1.10.19	Volunteers recruited and trained
1.1.20	First two workshops take place

Remember that we will expect the project to last up to two years. We aren't expecting that you will be able to give us exact dates of when everything will happen, we just want to see you have considered the main steps of your programme of work and that they are realistic.

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

### **Meeting the aims of the Cultural Investment Programme**

To be considered for funding, we need to see how your organisation meets the main aim of making arts and culture accessible for all. If this is a partnership bid, detail the experience of all partners in relation to this project, programme or development work.

1.6 What are the main ways in which this proposal will contribute to making arts and culture accessible for all?

1.7 We want to know that organisations build on a strong foundation. Please give examples of your previous work that demonstrate your experience of making arts and culture accessible for all. If this is a partnership bid, include examples of these organisations as well

1.8 We want to ensure that organisations applying for funding have the capacity and experience to deliver their proposals successfully. Please explain here your track record of:

- organisational governance
- project management
- artist/audience development.

If this is a partnership bid, please explain these organisations track record of the same.

## **The three aims and their objectives**

You must be able to show how you will contribute to the achievement of each aim and two objectives under each aim.

1.9-1.19

Please set out in up to 250 words per objective (400 words for partnership bids) your proposed programme of work, clearly describing how it will contribute to each of the aims and objectives. Ensure you describe the activities and outcomes that will benefit the communities of Bristol and give examples of your previous work so we can assess your ability to undertake your programme.

### **AIM 1. Develop Bristol's reputation as one of the UK's leading cultural cities**

#### **OBJECTIVES:**

You need to choose two objectives from 1.1-1.4 and answer only those questions.

If you address more than two objectives, all of your answers for AIM 1 will be ignored.

#### **1.1 Support artistic excellence, ambition and innovation**

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work engender and encourage quality and are they a leader in their artistic/cultural field?
- How innovative/unique is what is detailed in the application?
- How realistic is its delivery?
- Does the application support development of artistic practice, innovation and quality of ideas in regards to providing opportunities for individuals/groups in the sector?
- Does it enhance Bristol's reputation for artistic and cultural excellence nationally and/or internationally

#### **1.2 Develop learning and career pathways within the cultural sector**

Here assessors are looking for evidence that answers the following questions:

- Does the bid detail an understanding of the challenges of accessing work in the cultural sector and what skills gaps there are?
- Is there a plan in place or in development to support workplace learning and career progression?
- Is it all based on volunteer or unpaid placements or are there considerations for paid work included?
- Does the Applicant collaborate across disciplines and develop skill bases across the sector?
- Does the Applicant work collaboratively with higher education, further education, business and public agencies?

- Does it involve collaboration and engagement with independent artists, collectives and smaller scale arts Applicants and/or events, freelance event organisers and event associated organisations?

### 1.3 Support development and reform of organisations to ensure resilience

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work identify any areas of development they would address throughout the duration of funding to improve their resilience as an Applicant?
- Is it realistic and will it make them significantly stronger as an artistic/cultural Applicant in the city and support the development of their practice?
- Does the programme of work proposed by the Applicant contribute to interaction across the arts and culture sector and communities?

### 1.4 Contribute to the economic vitality of the city and increase its national and/or international standing

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work proposed by the Applicant make an adequate contribution/impact to creating and developing the cultural fabric and profile of the city, attracting tourists and related investment?
- Does it have a paid workforce and/or do specialist activity resulting in significant paid freelance work in Bristol?
- Do they pay or are they working towards paying a living wage?
- Does the programme of work proposed by the Applicant create an impact on audiences and/or organisations outside of Bristol?
- Does it showcase Bristol talent – performance or other skilled workforce?

## **AIM 2. Advance diversity and equality in arts and culture**

### **OBJECTIVES:**

You need to choose two objectives from 2.1-2.3 and answer only those questions.

If you address more than two objectives, all of your answers for AIM 2 will be ignored.

#### 2.1 Actively encourage the diversity and fair selection of artistic programme and talent development

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant offer training in fair recruitment non-discriminatory selection principles and techniques when employing any type of freelancers or volunteers?
- Are members of staff that recruit aware of the diversity and equalities policies?

- Do they have a procedure in place to allow any freelance staff to report any type of discrimination, harassment or victimisation?
- Does the Applicant advertise widely and make sure that as many people as possible can apply for opportunities?

## 2.2 Have a strong understanding of your current audience profile and actively addressing barriers to participation in arts and culture

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify audiences they are targeting and barriers these audiences face to accessing their programme of work?
- Does the Applicant find creative ways of making connections and partnerships to attract new audiences?
- Is there a realistic and achievable plan of engagement with named communities – how does it contribute to making sure that no neighbourhood is left out of the cultural life of the city?
- Does the programme of cultural activity engage and reflect the diverse population of the city?
- How much does the Applicant show a commitment to audience development?

## 2.3 Demonstrate Sector Leadership in diversity and equality, working proactively to diversify governance, staff and volunteers

Here assessors are looking for evidence that answers the following questions:

- What is the Applicant doing to make their board and workforce more diverse?
- Do they have an Equalities and Diversity policy in place (or in development) that addresses diversity?
- Is this applied through their recruitment processes?

### **AIM 3. Support the delivery of Bristol City Councils wider Corporate Strategy**

#### **OBJECTIVES:**

You need to choose two objectives from 3.1-3.4 and answer only those questions.

If you address more than two objectives, all of your answers for AIM 3 will be ignored.

#### 3.1 Improve wellbeing and health through arts and culture

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify groups they will be working with eg older people, hospitals, mental health and wellbeing?
- Do they have a track record of working with these groups and/or audience development?
- Does the Applicant work in a way that encourages participation from these groups?
- Are the Applicants methods of collecting and monitoring the impact detailed and realistic?

### 3.2 Demonstrate the impact of arts and culture on priority groups (see Pg 7 on Prospectus for definition)

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify priority groups they will be working with?
- Do they have a track record of working with these groups and/or audience development?
- Are the Applicants methods of collecting and monitoring the impact detailed and realistic?

### 3.3 Increase participation in arts and culture across the city

Here assessors are looking for evidence that answers the following questions:

- Does the Applicants Application target areas with limited cultural activity?
- Is there evidence that the Applicant strive to provide an affordable price range and or/a varied palette of work, i.e. niche and mainstream work/programme?
- Does the Applicant have a proven aim/process to reach a diverse audience/s, including marketing, cost, content and outreach practices?
- Does the Applicant support the development of creative initiatives which inspire new audiences and reflects the diverse communities of Bristol?

### 3.4 Demonstrate environmental and social responsibility

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant have an environmental/sustainability policy?
- Do they show an active aim of reducing their environmental impact and become more sustainable?
- Does the Applicant have a practise/aim/programme that promotes an economically and socially sustainable future which builds on our ambitions?
- Does the Applicant actively promote, develop and work with local sustainable producers, contractors and suppliers to support the Bristol economy?

## **Monitoring and evaluation**

- 1.20 Please describe the approaches and processes you will use to monitor and evaluate the impact of your activities. This answer should set out the general and/or regular systems and processes you use. If you also use additional methods to measure specific impacts, e.g. on health and wellbeing, please include this in your answer for the relevant objective above. (Max 500 words)

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

## **Transfer of Undertakings (Protection of Employment) Regulations (TUPE)**

The Council does not know and has no view as to whether TUPE may apply between the current provider of any existing services current funded by Bristol City Council and any provider of services selected by the Council to provide services as a result of this application. It will be up to each applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present funding agreement and make appropriate allowances for this in any funding application submission.

**We look forward to receiving your application.**