

ARTS COUNCIL ENGLAND LET'S CREATE JUBILEE FUND Guidelines

Please read the guidelines carefully **BEFORE** you request or complete an application form.

The **Object of the Fund** is to support voluntary and community groups to develop creative and cultural activities as part of the Queen's Platinum Jubilee celebrations in June 2022. The fund has been created by Arts Council England (ACE) with funds from the National Lottery.

The fund is open to voluntary and community organisations with charitable aims and working towards a common goal which does not have to be solely around arts and culture. This could include youth groups, parent/carer groups and volunteer organisations.

As a minimum, all applications are expected to:

- ▶ focus on creative and cultural activity (see definition below)
- ▶ engage with at least one of the artforms that Arts Council England supports (see list of artforms below)
- ▶ be high-quality and inclusive in their approach
- ▶ culminate in June 2022

Definitions

- ▶ *Culture* – means many things to many people and is often used to refer to food, religion and other forms of heritage. We use it to mean all those areas of activity associated with the artforms and organisations in which the Arts Council England invests (see Themes).
- ▶ *Creativity* – describes the process through which people apply their knowledge, skill and intuition to imagine, conceive, express or make something that wasn't there before. This specifically refers to the process of making, producing or participating in 'culture'.
- ▶ *Artists or creative practitioner* – These are people doing work related to their supported artforms and disciplines. This includes but not limited to: dancers, choreographers, writers, producers, musicians, directors, designers, artists, craft makers, curators, DJs, performer/creators, and community practitioners/engagement specialists

Eligible groups are:

- ▶ Constituted Voluntary or Community organisations
- ▶ Registered Charities
- ▶ Social Enterprises

Eligible applicants must also have:

- ▶ A business address in England or the wider UK.
- ▶ Been established for a minimum of 12 months.
- ▶ A UK bank account in the exact name they're applying in.
- ▶ An accountable person who is at least 18 years old.

Artforms

To be eligible, projects should engage with at least one of the following artforms:

- ▶ Music
- ▶ Theatre
- ▶ Dance
- ▶ Visual Arts
- ▶ Literature
- ▶ Combined arts – including festivals and carnivals
- ▶ Museum and library activities

What can we fund?

It is not prescriptive about what form the projects could take – applicants should consider how to deliver creative and cultural activity that local communities will want to take part in, and find a partner who can help them build it.

- ▶ Costs of organising your events and people needed to manage the project.
- ▶ Artist fees (both creating and delivering the event).
- ▶ Volunteer expenses
- ▶ Materials or equipment needed for the event or activity*
- ▶ Food and non-alcoholic drinks
- ▶ Marketing costs and promotion of the event
- ▶ Overheads relating specifically to the project (such as insurance)
- ▶ Costs of making your event accessible to all, such as BSL interpreters, translation services, additional signage.

**if costs for equipment make up a significant proportion of the grant, please explain how this equipment will benefit you in the long term.*

What can't we fund?

- ▶ Activities which have already taken place, or to order or purchase goods or services before a decision has been made on the application.
- ▶ An activity which does not culminate in June 2022.
- ▶ Costs of routine activity that regularly takes place and is not adapted or enhanced to do something special as part of the Queen's Platinum Jubilee.
- ▶ Contributions to appeals.
- ▶ Activity promoting political or religious beliefs
- ▶ Activity which should be provided by statutory services.
- ▶ The mitigation of losses and/or debt mitigation.

About The Fund

- ▶ Applications can be received between 4th January – 28th February 2022
- ▶ Applicants can apply for grants between £750 to £10,000
- ▶ Applicants are strongly encouraged to partner with an artist, creative or cultural organisation that has been in receipt of ACE funding within the last 4 years to help deliver their project. Although this is not essential in general, it is

expected that awards over £5k to involve a partnership between a community organisation and an ACE funded organisation.

- ▶ We aim to distribute around £90,000
- ▶ Applicants will have a funding decision by Friday 1st April 2022. Preparations for the project can then begin from this date, e.g., rehearsals etc.
- ▶ Public-facing activity should take place in June, near to the Queen's Platinum Jubilee weekend (Thursday 2nd – Sunday 5th June 2022).

What supporting documentation do you need to apply?

- ▶ Constitution set of rules, or other acceptable governing document.
- ▶ A local management board or committee
- ▶ A bank or building society account in the organisation's name with at least two cheque signatories
- ▶ Up to date accounts or income and expenditure account.
- ▶ Other relevant policies and procedures (vulnerable children/adults policy, equal opportunities)

What happens if you are successful?

If you receive a grant, you will need to:

- ▶ Accept and run your project in line with the terms and conditions
- ▶ Keep and make available, records of project management and finances (including all invoices)
- ▶ Provide evaluation information after your project is completed about how the money was spent, the activity and beneficiaries, and the impact and legacy (e.g., new relationships or projects resulting from the activity)
- ▶ Take part in marketing activity which could include provision of photos and image permission forms, a quote and availability to do media interviews.
- ▶ The possibility of attending a 2-hour focus group to find out more about the impact of the project.

Is this you/your group?

If your project idea meets these criteria and you would like to apply, please complete the Application Form in full (ensuring to include the budget breakdown), and return, along with any supporting documentation, before the closing date of Monday 28th February 2022.

Contact Us

If you would like further information or need any help or advice on how to fill in the application form, please do not hesitate to call Helen Cater or Sue Fortune on 01529 305825 who will be only too happy to help.

Applications can be sent by email to info@lincolnshirecf.co.uk or paper copies can be sent to Lincolnshire Community Foundation, 4 Mill House, Carre Street, Sleaford NG34 7TW.