**WANDSWORTH COUNCIL’S CULTURAL CAPACITY GRANT**

Wandsworth Council’s Arts and Culture Strategy 2021-31 is focussed on ensuring that all residents have access to cultural engagement opportunities in order to lead happier and healthier lives, as well as support in identifying and nurturing creative talents, either as a means of employment or pleasure. As part of maintaining and growing a robust cultural sector, Wandsworth’s Cultural Capacity Grant recognises that small cultural organisations and collectives need to build management systems as well as programmes to thrive.

This grant is designed to support the strategic development of a small cultural organisation or artist collective who are based and work in the borough to help ensure their future sustainability. The grant of £10,000 is made only once a year and only single annual award is made.

The grant should be used by the successful applicant in such a way to help grow the organisation’s capacity in a sustainable way, for example:

* long term strategic planning,
* training opportunities for existing staff
* more effective and innovate governance
* stronger and clearer communications including your organisation mission statements, agendas and aims.
* more effective evaluations and learnings of projects
* new audiences and audience development
* fundraising strategies

**Awards**

One award of up to £10,000 will be made annually and will fund up to 50% of the total cost of the project. Match funding can also include expected income over the course of the project. Additionally, the grant will also include support including:

* Quarterly meetings with a member of staff from the Arts Service.
* Opportunities to attend, and signposting of, various training and networking sessions provided by Wandsworth Council.

**Who can apply?**

Applications are open to artist collectives and small-scale non-profit arts and cultural organisations who have an average income of under £500k per year. Both arts and cultural organisations and artist collectives must have a registered business account. Both artist collectives and small-scale organisations (either registered charity or CIC limited by guarantee) should be based in the borough of Wandsworth and directly engage Wandsworth residents.

**How to apply**

Applicants should complete the following form, taking care to attach the relevant documents. There are no word limits. The boxes expand as you type into them. We advise that you speak with the Arts and Culture Service before submitting your application. Please contact Sara O’Donnell if you have any questions on [sara.odonnell@richmondandwandsworth.gov.uk](mailto:sara.odonnell@richmondandwandsworth.gov.uk)

**Deadline**

Applications should be received electronically to [arts@wandsworth.gov.uk](mailto:arts@wandsworth.gov.uk) by **midnight Monday 21st November 2022** and the awards will be announced in week of 14th February 2023. Projects can start from 1st March 2023, and must be completed by 31st March 2024 (with evaluations for the projects submitted by 1st June 2024).

**Assessment**

Assessment will be made by a panel comprising council officers, these assessments will then be presented to the Grants Sub-Committee on 6th February 2023 for discussion and decision making. Assessments will be made against 5 areas of equal weight:

1. Ambition
2. Need / demand
3. Local Benefit
4. Value for Money
5. Ability to deliver

Council officers will seek relevant Councillor Endorsement from the ward members once your application has been received and verified for eligibility.

**Application outcomes**

You will receive an email informing you of the outcome of your application within 2 weeks of the Grants Sub-Committee. The successful applicant will also receive a contractual formal offer letter which must be signed and returned.

60% of the grant will be paid on receipt of the signed letter and the fulfilment of any special conditions, 20% after the second quarterly meeting dependent of satisfactory progress and the remaining 20% will be paid upon receipt of a satisfactory report.

You will be required to acknowledge the grant in all marketing and publicity material.

The project must be completed by 31st March 2024.

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| **Office Ref** | **OFFICE USE ONLY** |

**Cultural Capacity Grant**

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| **Office Ref** | **OFFICE USE ONLY** |

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| **Project Title** |  | | |
| **Total Budget** |  | **Amount requested** |  |

**Section A: About you**

1. Contact details of the collective or organisations applying for funds.

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| Lead contact name: |  |
| Organisation name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Website (if appropriate): |  |

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|  | Please enclose a copy of your most recent accounts |
|  | Please enclose a copy of your organisation’s constitution |
|  | Please enclose your equal opportunities policy or statement |
|  | Please enclose a Risk Assessment where appropriate |
|  | Please enclose a policy or statement covering the safeguarding of children and vulnerable adults |

1. Do you have a registered business account?

Yes  No

1. What is the work of your collective/organisation and what are its principal aims?

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1. Tell us how your collective/organisation contributes towards delivering one or more of the Council’s strategic priorities of the Arts and Culture Strategy 2021-31. The strategic priorities are:

* Place-Shaping: Ensuring arts and culture is integrally linked to the development of different parts of the borough.
* Economic Growth: To ensure that town centres and shopping parades are vibrant and culturally rich places to explore and enjoy.
* Communities and Partnerships: To support residents and communities to build stronger neighbourhoods and enhance community cohesion.
* Learning and Education: To support our young residents to access creative outlets, nurturing talents and establishing pathways into the cultural and creative industry sector.
* Health and Wellbeing: Using arts, culture and creativity to inspire and support people to live healthy, fulfilled and independent lives.
* Access for All: to actively work to improve accessibility for all our residents (in particular, reaching new and hard-to-reach participants) both to enjoy culture and to join the borough’s creative workforce.
* Climate Emergency and Sustainability: To utilise culture as part of Wandsworth’s drive to be the greenest inner London Borough and carbon neutral by 2030.

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**Section B: About the project**

1. Tell us what the project is you are applying to this grant for.

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1. Tell us why you want to undertake this project.

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1. What outcomes and impact will this project have in the short, medium and long term?

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1. When will your project take place?

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| Start date: | End date: |

1. In what ways is this supplementary to your existing work?

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1. Detail your previous work, relevant experience and achievements to date.

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1. Please risk assess the activity

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| **Risk** | **Low / med / high** | **Preventative measure** |
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**Section C: Planning & Delivery**

1. Who will manage and lead all aspects of your work?

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1. How will you monitor the progress of the work?

*Consider submitting a milestone timeline*

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**Section E: Evaluation**

1. How will you evaluate outcomes and impact?

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**Section F: Budget**

1. Cultural Capacity Grants can support up to 50% of the total project costs. There will be one award of up to £10,000

**Your budget will be ineligible for consideration** if the total income does not equal the total expenditure or if it includes costs which we are unable to fund. A full list of these is in the terms and conditions.

**In kind contributions** must be shown as **both** income and expenditure and indicated as ‘in kind’ in the far-right column. In kind contributions can be discounted or donated materials, venue hire, transport etc. and can also be the contribution of professional time, both artistic and administrative.

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| **Expenditure**  The below headings are examples of the types of expenditure and income you might want to consider | **Breakdown of costs** | **£** | **In kind – Yes / No** |
| Artists costs |  | £ |  |
| Equipment hire / materials |  | £ |  |
| Venue hire |  | £ |  |
| Marketing e.g. printing |  | £ |  |
| Advertising |  | £ |  |
| Permits |  | £ |  |
| PRS licence |  | £ |  |
| Public Liability Insurance |  | £ |  |
| Administration e.g. postage |  | £ |  |
| Catering |  | £ |  |
| Transport |  | £ |  |
| Other |  | £ |  |
| **Total Expenditure** |  | **£** |  |
|  |  |  |  |
| **Income** |  |  |  |
| Ticket sales |  | £ |  |
| Other sales |  | £ |  |
| Grants e.g. from trusts |  | £ |  |
| Donations |  | £ |  |
| Sponsorship |  | £ |  |
| In kind support |  | £ |  |
| Other |  | £ |  |
| Grant requested |  | £ |  |
| **Total Income** |  | **£** |  |

**Section G: Feedback**

To help us measure and improve the service we offer, please answer the following questions.

1. How did you find out about the Fund?

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1. How could this application form be improved?

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1. If you discussed your application with Wandsworth Council’s Arts and Culture Service, was the advice helpful?

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| Yes | No | N/A |

1. Please give any other comments you would like to make.

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**Section H: Declaration**

Please note the following:

* Part or all of the information you provide us with will be held on computer. We may share information with other grant giving bodies to which you are applying for funds.
* An application to the Fund is an acceptance of the terms and conditions of the scheme.
* If your application is successful you will be asked to formally accept the grant offer, which requires the signatures of two people responsible for the project and who have read and accept the conditions that are attached to the award.

I confirm that the organisation named in this application has given me the authority to sign this application on their behalf. I confirm that the activity in the application falls within the powers of the organisation’s constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

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| Signature | Print name | Date |
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Typing your name here will be taken as a binding signature.

Please return this form by **midnight on Monday 21st November 2022** to [**arts@wandsworth.gov.uk**](mailto:arts@wandsworth.gov.uk) with **subject line: Cultural Capacity Grant**.

**Terms and conditions for successful Cultural Capacity Grant applicants**

**Wandsworth Council (‘the Council’) – Cultural Capacity 2022-23**

**Terms and Conditions:**

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| 1. | The Grant must be spent for the purpose it was awarded, as described in the offer letter. Wandsworth Council’s Arts and Culture Service and the Wandsworth Grant Fund Manager must be kept up to date with information about the progress of your project, and if the completion date or proposed outcome of the project is likely to change in any way. |
| 2. | 60% of the grant will be paid in advance upon receipt of the signed letter and the fulfilment of any special conditions, 20% after the second quarterly meeting dependent of satisfactory progress and the remaining 20% will be paid upon receipt of a satisfactory report, which must include the final accounts for the project. If the final payment is not able to be paid within one year of the initial project deadline then the grant will be forfeited. |
| 3. | Failure to return the evaluation form within 6 weeks of the project completion date may mean that you are ineligible for future funding from any of the Council’s arts and culture funding schemes. |
| 4. | All projects should be completed by 31st March 2024. It is important to contact Wandsworth Council’s Arts and Culture Service and the Wandsworth Grant Fund Manager if you foresee that your project will not be completed within the time restriction as it may result in funds being forfeited. |
| 5. | The Council is unable to fund:   * Projects which are for private gain or result in a profit being made. * Capital material costs, including framing and mounting costs. * Activities which promote a particular political or religious view, or any project which entices racial, religious or sexual hatred or extremism. * Core running costs or overheads (e.g. utilities or rent). * Loan repayments. * VAT. * Budget deficits. * Endowments. * Activities which have already taken place. |

**Required permissions and invitations:**

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| 6. | You must provide copies of adequate Public Liability Insurance before the first grant payment is made. |
| 7. | If your project will use an outdoor space which is owned by the Council you must have the appropriate permits in place, and for private venues you must have appropriate permission to conduct your event / activity. |
| 8. | It is a condition of this grant that you will comply with any statutory requirements relating to working with children and vulnerable adults. You will be required to carry out the necessary (DBS) checks before appointing staff to work with children under the age of 18 years and vulnerable adults and you are also required to follow any guidance which may be issued by the Council.  If you are working with children and vulnerable adults please can you the Grants Officer with the DBS number of any staff appointed who will work with children under the age of 18 and/or vulnerable adults. |
| 9. | If as part of your project you are delivering any public events / activities then you must notify Wandsworth Council’s Arts and Culture Service of the dates that your event(s) will be taking place and issue invitations to Wandsworth Council’s Arts and Culture Service at least three weeks in advance of the event / activity date. |

**When a grant may be repaid:**

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| 10. | The Council reserves the right to require that the grant is repaid either in part or whole where (including but without limitation):   * the grant underwrote a financial risk which was made good; * you cease to operate, are declared bankrupt, or are placed into liquidation or receivership; * you fail to use the grant for the purpose for which it was obtained, or fail to complete the project within the agreed timeline; * you fail to comply with the conditions of the grant at any time during the period of the grant; and / or * you completed the application form fraudulently or negligently. |

**Acknowledging the grant, publicity, advertising and promotion:**

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| 11. | To the best of your ability, you are required to acknowledge the support of the Council within any written information about the project, including (but without limitation) press articles and event programmes. When acknowledging Wandsworth, the logo must be included and employed in compliance with the guidelines. |
| 12. | Misuse of the Council’s logo and / or failure to adhere to the guidelines may result in the Council preventing the public distribution of the offending publicity material. |
| 13. | A copy of each item of publicity material must be sent to Wandsworth Arts and Culture Service for our information. |
| 14. | By receiving an Arts Grant you agree to allow the council to make use of your project details, imagery, documentation and artwork for internal and external promotion, including through our website. If the council wishes to use details about your project as part of its own promotion schemes, the Arts and Culture Service will endeavour to inform you beforehand. |