



## **PORTFOLIO HOLDER DECISION NOTICE**

### **INDIVIDUAL DECISION BY THE LEADER**

### **TOPIC – GRANTS FOR ARTS ORGANISATIONS**

### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Chief Operating Officer, the Chief Executive and the Chief Finance Officer are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

### **Contact Officers:**

**Case Officer:** Kate Cloud, Head of Economy and Arts, 01962 848 563  
kcloud@winchester.gov.uk

**Democratic Services Officer:** Nancy Graham, Senior Democratic Services Officer,  
01962 848 235, ngraham@winchester.gov.uk

### **SUMMARY**

- Winchester City Council's Cabinet has approved the core funding allocations for 2015/2016 (CAB2646) refers. Allocations were based on a new scoring system introduced this year. Several arts festivals applied for core funding – as usually happens – but were unsuccessful under the new system.
- The Economy and Arts team also receives regular requests for one-off funding from cultural organisations based in the Winchester District.
- Whilst such requests may not align comfortably with the community grants scoring process, these organisations have the potential to deliver elements of the Council's adopted Cultural Strategy. The Strategy seeks to foster innovation and ambition within the sector in support of the District's economy.
- Officers therefore recommend the use of £10,000 from the existing arts development revenue budget be used to allocate grants of up to £2,000 each to cultural organisations based in the Winchester District.

- This would involve a transparent allocation process with criteria based on the aims and aspirations of the Cultural Strategy for the Winchester District 2014-2019 (<http://www.winchester.gov.uk/assets/files/19513/Cultural-Strategy-2014.pdf>).
- The grants would support the Prosperous Economy and Active Communities strands of the Winchester District Community Strategy.
- There would be one round of grants awarded each year. The first round would take place in Spring 2015 using the 2015/16 arts development budget. It is anticipated that future rounds would take place after the final approval of budget at February Full Council.

### **DECISION**

1. That the Head of Economy and Arts be authorised to vire £10,000 from the existing arts development budget to provide small grants for cultural organisations based in or delivering projects in the Winchester District.
2. That a transparent grants process be used to allocate this funding, and the criteria attached at appendix one form the basis of this process.
3. That a maximum of £2,000 be made available for any one grant, unless a greater amount (up to £5,000) be approved by the Assistant Director (Economy & Communities).

### **REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- Following the new core grants scoring process, Leading Members were keen to continue providing support for cultural organisations. Officers proposed this small grants programme to make best use of existing funds which are available following the termination of the commissioned Arts Advisory Service which has been operating for the past three years.
- The decision would make the allocation of all funding to arts organisations transparent and fair.
- Arts organisations were consulted in devising the process.
- Officers have considered not allocating this funding but understand the important contribution cultural events make in the delivering the outcomes of the Cultural Strategy: *“Opportunities to experience the arts are hallmarks of sustainable communities... Thriving and excellent arts attract visitors and have economically valuable spin-offs precisely because they are something many people want to enjoy – 70 percent of adults and 97 percent of young people attend arts events”*.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED  
FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION  
NOTICE**

Following advice from a scheduled internal audit of the Council's grants processes, it has been advised that the method of payment of the grant (BACS or a cheque) be removed from the guidelines document. This will allow for the most appropriate method of payment to be used for each grant recipient.

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR  
OFFICER CONSULTED**

None.

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

**RESOURCE IMPLICATIONS**

£10,000 of budget is proposed to be vired on a recurring basis from the existing arts development budget from 2015/16 onwards.

**Approved by: (signature)**

**Date of Decision 21.04.2015**

**Councillor Frank Pearson – Leader**

# Winchester City Council Cultural Grant Scheme Guidance Notes

**We strongly recommend that you speak to the Economy and Arts team at Winchester City Council for an informal chat before completing your application. Please contact Kate Cloud on 01962 848 563 or email [kcloud@winchester.gov.uk](mailto:kcloud@winchester.gov.uk)**

## **What is it?**

The cultural grant scheme is a one-off payment for festivals, major cultural events or arts activities. The event or activity must be taking place in the Winchester District and benefit residents living in the Winchester District.

It is given in one instalment and can be for a maximum of £2,000.

Priority will be given to organisations who are already in receipt of core funding or funding through one of the community grant schemes: [www.winchester.gov.uk/community/grants](http://www.winchester.gov.uk/community/grants)

Only one grant per organisation will be paid and it will be paid for one year only. Applicants must demonstrate to the grants panel how they are seeking to diversify income sources in order to reduce reliance on Winchester City Council in future years.

## **Who can apply?**

Cultural organisations must be based and be active within the Winchester City Council area, and show evidence of need of grant funding.

There will be one round of grants each year that funding is available. The first round will take place in Spring 2015 ready for the 2015/16 financial year.

## **What do you need to submit?**

We can help you to complete your application form, but if you send an incomplete application form we will not be able to consider it. You must submit:

- a fully completed application form
- proof of your organisation address
- event management plan (if appropriate)
- most recent accounts and cash flow forecast for the next financial year
- evidence of costs for which a grant is sought (for example a print-out from a catalogue or web page)

To speed up the application process please send as much information as possible electronically to [awoods@winchester.gov.uk](mailto:awoods@winchester.gov.uk). Alternatively the information can be posted to Alison Woods (address at the end of this document). Please mark this information as Private and Confidential.

## **What criteria are used to assess your application?**

Criteria are subject to change as the Council regularly reviews its policies and priorities. Your application should take account of the following criteria, which are based on the aims

and aspirations of Winchester District's Community Strategy ([www.winchester.gov.uk/assets/files/19513/Cultural-Strategy-2014.pdf](http://www.winchester.gov.uk/assets/files/19513/Cultural-Strategy-2014.pdf)) The proposed activity will be expected to support one or more of the following objectives:

- a) stimulating economic prosperity
- b) attracting people of skill, talent and enterprise and encourage graduate retention
- c) sustaining and developing the Winchester District's visitor appeal
- d) attracting new investment to the District
- e) improving social well-being
- f) transforming public spaces into cultural spaces and generate fresh ways to experience established cultural venues
- g) Promoting social cohesion.

Please refer to these criteria in section 10 of the application form. Please use a separate sheet if necessary.

Please note that any [planning](#) / [building control](#) / [licence](#) / [business rates](#) or other necessary consent must have been obtained before the grant is paid (e.g. if your event is food-based, you may need to register with our [environmental health](#) team);

More information about planning an event can be found here:

[www.winchester.gov.uk/n/event-planning](http://www.winchester.gov.uk/n/event-planning)

### **We do not fund**

- Retrospective costs
- General running costs/overheads of an organisation
- Profit making or fund raising events
- Repeat activities/projects
- Capital projects
- Statutory projects

### **When will the grant be paid?**

If the panel assesses your application and decides to award grant funding the grant will be paid within 21 days of receipt of your signed grant agreement and supporting evidence, for example quotations.

### **Winchester City Council audit checks**

Winchester City Council reserves the right to investigate your organisation to check grant purchases have been made in accordance with the Cultural Grant Scheme criteria and application form.

### **Grant availability**

Winchester City Council has allocated £10,000 to support cultural grants in the financial year 2015/16 and this may not be available in future years. Grants will be assessed against the above criteria and allocated on a first come-first served basis.

Where a grant is awarded, the goods and services must be purchased and reimbursement must be claimed no later than three months after grant approval.

**Repayment of Grant**

You will be required to repay any grant which has been paid as a result of any false statement by you, or where the grant has not been used for the specified purpose as set out in the funding agreement

**Publication of information**

Winchester City Council publishes a list of on its website ([www.winchester.gov.uk](http://www.winchester.gov.uk)) of organisation to which we have awarded grants.

**Other potential sources of funding**

Should the Cultural Grant Scheme not be suitable/applicable to your organisation you may like to investigate other opportunities via [www.winchester.gov.uk/community/arts/arts-funding](http://www.winchester.gov.uk/community/arts/arts-funding)

For help and advice in completing this form please contact:

Alison Woods  
Economy and Arts Development Manager  
Winchester City Council  
City Offices, Colebrook Street, Winchester, SO23 8GH  
Tel: 01962 848 347.  
Email: [awoods@winchester.gov.uk](mailto:awoods@winchester.gov.uk)



Please read the guidance notes before completing this application form.

**1) Applicant details (please provide proof that your organisation is based in the Winchester District)**

Mr/Mrs/Ms/Other	_____
First Name	_____
Last Name	_____
Telephone number	_____
Email address	_____

**2) Organisation details**

Organisation name	_____
Charity or Companies House registration number	_____
Organisation address	_____
Organisation telephone number	_____
Organisation email address	_____

**3) Please describe your organisation (its aims, profile of audience and geographic reach).**

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**4) Please outline the event or activity for which funding is sought. Please tell us about the number of people involved in or benefiting from the activity. Continue on a separate sheet if necessary.**

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<b>5) Date(s) the event/festival/activity will be taking place. If applicable</b>
<b>6) Do you have an event management plan? If applicable.</b> <i>(Please tick as appropriate)</i>
Yes – Please attach your event management plan as supporting evidence and go to question 6
No You can access event management plan templates here: <a href="http://www.winchester.gov.uk/n/event-planning/consider/">www.winchester.gov.uk/n/event-planning/consider/</a>
<b>7) Please attach a copy of your most recent accounts as well as a cash flow forecast for the next financial year</b>
You can access advice here: <a href="http://www3.hants.gov.uk/cash_flow_instructions_sfycf000v6_hf000002016873.doc">www3.hants.gov.uk/cash_flow_instructions_sfycf000v6_hf000002016873.doc</a>

<b>8) Grant details</b>		
a) Have all necessary consents been received (please refer to grant criteria for details of consents needed)	Yes / No / NA	
b) How much grant are you applying for? (The maximum grant is £2,000)	£	
c) What do you intend to spend the grant on? <i>Please include evidence of intended spend for example a quote from a professional, a print-out from a catalogue or link to a web page.</i>		
Item	Cost	Estimate included?
<b>Are you getting any income from other sources?</b>		
Confirmed grants		
Grants awaiting decision		
Fundraising and other income		

**9) Please tell us why you need grant funding from Winchester City Council and what the effect would be for your organisation/festival or event for not being awarded this grant, including any contingency plans? Please continue on a separate sheet if necessary.**

**10) Please tell us how you are seeking to diversify income sources so that in future years the activity can continue without funding from Winchester City Council.**

**11) Please tell us how your festival or event fits in with the aims and aspirations of the Cultural Strategy for the Winchester District ([www.winchester.gov.uk/assets/files/19513/Cultural-Strategy-2014.pdf](http://www.winchester.gov.uk/assets/files/19513/Cultural-Strategy-2014.pdf)) and the criteria and guidelines specified in the Cultural Grants guidelines and criteria document. Please continue on a separate sheet if necessary.**

**12) How did you hear about the cultural grant scheme?**

**13) Please tick to confirm that you have the following documentation (those which apply). Please note that you may be required to produce documentation)**

Public liability insurance		Child protection policy	
Indemnity insurance		Health and safety policy	

Adults safe guarding policy			
Volunteer policy			

**14) Declaration**

I declare that the information supplied is correct and I have read and understood the rules of the scheme.

**I have attached the following:**

- **Proof of my organisation constitution**
- **Event management plan (if appropriate)**
- **Most recent accounts and cash flow forecast for the next financial year**
- **Evidence of intended spend (for example a quote from a professional, a print-out from a catalogue or web page)**

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

When completed, please return this form to:

Alison Woods  
Economy and Arts Development Manager  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester  
SO23 8GH  
Tel: 01962 848 347  
Email: [awoods@winchester.gov.uk](mailto:awoods@winchester.gov.uk)

**Data Protection Statement**

Any personal data you supply on this application form will only be used for purposes in connection with the Winchester City Council Cultural Grant Scheme. We would, however, publish a list of on our website ([www.winchester.gov.uk](http://www.winchester.gov.uk)) of organisations to which we have awarded grants.