



**culture**  
**team**

# **Bristol City Council Cultural Investment Programme Prospectus 2018-2022**

**(updated 2019)**

## **Statement from the Mayor**

Bristol has built a reputation as a centre of culture and counter-culture. Our rich cultural diversity makes Bristol stand out – activist, contradictory, unorthodox, and independent, Bristol is highly distinctive. It is our culture which makes Bristol attractive as a destination for visitors and for businesses to set up and to stay, but it needs to be accessible to all.

**Everyone** in the city should benefit from the city's rich cultural life. I made a commitment to ensure that everyone should be able to access and participate in the arts and cultural life of the city, no matter who they are, where they are from nor what their background.

The **Cultural Investment Programme** provides opportunities for people and communities across the city to take part in the cultural life of Bristol, whether that is by attending a world-class music performance, a cutting-edge theatre production or taking part in a workshop, festival or exhibition in their local community.

Marvin Rees  
Mayor of Bristol

## **Statement from Jon Finch, Head of Culture and Heritage, Bristol City Council**

The Cultural Investment Programme funding is designed to develop Bristol's national and international reputation as a creative cultural city, to actively advance equality and diversity and to improve people's lives through the arts.

This programme will allow all sorts of creative activity to develop and grow in the city.

The funding streams will support and nurture new and emerging ideas and one-off projects as well as supporting other organisations to develop and grow over a longer period.

We are asking all of the city's artists, creative and cultural sector to demonstrate their impact, be ambitious and inclusive whilst sharing their passion, skills and enthusiasm to develop the city's arts and cultural offer in the coming years. We want to support and develop a more resilient and resourceful sector, whilst maintaining ambition and making a positive impact on people's lives.

Jon Finch  
Head of Culture and Heritage, Bristol City Council

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### Bristol City Council Cultural Investment Programme Prospectus

This document gives an overview of arts and culture funding from Bristol City Council 2018-2022. It gives you the background to the Cultural Investment Programme (CIP Funds) and an overview of each fund.

Please refer to the separate guidance notes for each fund before applying as these give detailed question by question information.

#### Vision and aims of the programme

Bristol City Councils Cultural Investment Programme is made up of three funds that support arts and cultural activity during 2018 – 2022.

Our **Vision** for the Cultural Investment Programme is to: **Make Arts and Culture Accessible for All.**

The **key aims** of the Cultural Investment Programme are to:

- 1. Develop Bristol's reputation as one of the UK's leading cultural cities**
- 2. Advance diversity and equality in arts and culture**
- 3. Support the delivery of Bristol City Council's Corporate Strategy**

Funding amounts and outline eligibility are detailed in the table below. Whichever fund you apply to, you will need to show how you'll contribute to all three of these key aims and specific objectives within them. The full list of aims and objectives are detailed further on in this document.

This is a competitive scheme and all applications must have arts and culture as their focus. We want to support cultural organisations and individuals who strive to make a difference to residents and strengthen the cultural life and reputation of Bristol.

The general funding environment is changing and becoming tougher, but there are new and positive opportunities for applicants to grow, change and learn from each other. These funds are designed to support development in arts and cultural organisations and individuals in Bristol, and the development of the sector as a whole.

The Cultural Investment Programme is structured to encourage you to think about, and plan for, your future sustainability and financial resilience (i.e. increasing income generation, improving skills and ability to apply to other funding bodies and reducing reliance on local authority funding).

This document gives an overview of the Cultural Investment Programme; full details on how to apply for each fund are in the individual fund guidance notes.

### Indicative Cultural Investment Programme Budget

	2018/19	2019/20	2020/21	2021/22
TOTAL (£)	825,690	825,690	825,690	635,690

All three funds are subject to Bristol City Council's annual budget setting process, so whilst this is the indicative budget, it would be confirmed each year.

### Overview of funds - Which fund should you apply to?

Fund	Amount per year	Duration of funding	Who can apply?	Match funding required?	Examples of activity
Originators	£500 - £5,000	Up to 12 months, starting in April 2020 and completing by the end of March 2021.	Bristol based individuals, community groups and organisations (including unincorporated organisations)	No	Delivering a small scale arts project or community event/festival with arts and culture focus; undertaking professional development; testing new ideas, approaches and partnerships; work with communities that will increase access to arts and culture.
We want to support artists, creative professionals, and organisations to develop. If you are applying to Originators or Imagination for a <b>repeat project</b> – i.e. the same or a very similar project or event you've applied for before, we want you to show how the project or organisation has developed since the last time it happened or since we last funded it.					
Imagination	£5,000 - £40,000 each year for 2 years	2 year period (2020-22) starting in April 2020 and completing by end of March 2022.	Bristol-based organisations with at least 6 months of accounts and proven track record	Yes, minimum of 25% match of total budget requested (cannot be in-kind contributions).	Innovative and ambitious medium-large scale projects, programmes or events/festivals with an arts and culture focus; undertake organisational development or support professional development within the arts and culture sector; work with communities that will increase access to arts and culture. To include evidence of sharing skills & resource with smaller organisations over funding period.

Openness (currently closed for new applications) <b>Open in 2021</b>	No more than 5% of annual turnover & tapering over the duration of funding	Up to 4 years (2018-22)	Organisations with at least 12 months of accounts and proven track record	N/A	Core funding for established arts & cultural organisations with a year round programme that support the cultural ecology, contribute to Bristol's cultural identity and demonstrate leadership and generosity for the wider sector.
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Applicants can apply for any CIP fund as the lead partner or sole organisation; however you can only be awarded one. You may also be a partner in another bid where you are not the lead.

### What is the Cultural Investment Programme?

**Our Vision for the Cultural Investment Programme is to make arts and culture accessible for all.**

### What are the key aims of the Cultural Investment Programme?

1. **Develop Bristol's reputation as one of the UK's leading cultural cities**
2. **Advance diversity and equality in arts and culture**
3. **Support the delivery of Bristol City Council's Corporate Strategy**

Whichever fund you apply to, you will have to show how you'll contribute to all three of these aims and the specific objectives within them.

- If you apply to **Originators**, you will need to show how you will meet ONE objective under each of the three aims.
- If you apply to **Imagination**, you will need to show how you will meet TWO of the objectives under each aim.
- If you apply to **Openness**, you will need to show how you will meet ALL aims and objectives.

### Objectives are as follows:

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

##### **AIM 1 OBJECTIVES:**

- 1.1 Support artistic excellence, ambition and innovation
- 1.2 Develop learning and career pathways within the cultural sector
- 1.3 Support development and reform of organisations to ensure resilience
- 1.4 Contribute to the economic vitality of the city and increase its national and/or international standing

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

##### **AIM 2 OBJECTIVES:**

- 2.1 Actively encourage the diversity and fair selection of artistic programme and talent development
- 2.2 Have a strong understanding of your current audience profile and actively address barriers to participation in arts and culture
- 2.3 Demonstrate Sector Leadership in diversity and equality, working proactively to diversify governance, staff and volunteers

### AIM 3. Support the delivery of Bristol City Council's wider Corporate Strategy

#### AIM 3 OBJECTIVES:

- 3.1 Improve wellbeing and health through arts and culture
- 3.2 Demonstrate the impact of arts and culture on priority groups
- 3.3 Increase participation in arts and culture across the city
- 3.4 Demonstrate environmental and social responsibility

#### Priority groups of the funds

We recognise that socio-economic factors are important in people being able to access arts and culture. Therefore priority groups of the funds are neighbourhoods in the lower 10% of multiple deprivation <https://www.bristol.gov.uk/statistics-census-information/deprivation>, and/or people with Protected Characteristics as detailed in the [Equality Act 2010](#). Areas of Bristol that fall within the most deprived 10% of areas (LSOAs) based on the English Indices of Deprivation 2015 are as follows:

<ul style="list-style-type: none"><li>• Bishport Avenue – Hartcliffe &amp; Withywood</li><li>• Hareclive – Hartcliffe &amp; Withywood</li><li>• Fulford Road North - Hartcliffe</li><li>• Bishport Avenue East – Hartcliffe &amp; Withywood</li><li>• Inns Court - Filwood</li><li>• Easton Road - Lawrence Hill</li><li>• Filwood Broadway - Filwood</li><li>• Ilminster Avenue West - Filwood</li><li>• Southmead Central - Southmead</li><li>• Whitchurch Lane - Hartcliffe</li><li>• Stapleton Road - Lawrence Hill</li><li>• St Philips - Lawrence Hill</li><li>• Throgmorton Road - Filwood</li><li>• Cabot Circus - Lawrence Hill</li><li>• St Pauls Grosvenor Road - Ashley</li><li>• Bishport Avenue West - Hartcliffe</li><li>• Barton Hill - Lawrence Hill</li><li>• Gill Avenue - Frome Vale</li><li>• Four Acres – Hartcliffe &amp; Withywood</li><li>• Redcliffe South - Central</li><li>• Stokes Croft West - Cabot</li><li>• Stokes Croft West – Central</li><li>• Ilminster Avenue West – Knowle</li><li>• Marksbury Road - Filwood</li></ul>	<ul style="list-style-type: none"><li>• Crow Lane - Henbury</li><li>• Fair Furlong - Hartcliffe</li><li>• St Pauls City Road - Ashley</li><li>• Lawrence Weston Parade – Avonmouth &amp; Lawrence Weston</li><li>• St Judes - Lawrence Hill</li><li>• Newtown - Lawrence Hill</li><li>• Leinster Avenue - Filwood</li><li>• East Hillfields - Hillfields</li><li>• Glyn Vale - Filwood</li><li>• Lawrence Weston South – Avonmouth &amp; Lawrence Weston</li><li>• Ilminster Avenue East - Knowle</li><li>• Lawrence Weston West - Avonmouth &amp; Lawrence Weston</li><li>• St Agnes - Ashley</li><li>• Bedminster East - Southville</li><li>• Trymside - Southmead</li><li>• Greenbank - Eastville</li><li>• Whitchurch Park West – Hengrove &amp; Whitchurch Park</li><li>• Whitchurch Park West – Hartcliffe &amp; Withywood</li><li>• Burnbush Hill - Stockwood</li><li>• Burnbush - Stockwood</li><li>• Lockleaze South- Lockleaze</li><li>• Marksbury Road - Windmill Hill</li></ul>
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Protected Characteristics as detailed in the Equalities Act 2010 are:

Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

If you are working with groups with Protected Characteristics and including it as part of your application for funding, you will need to be specific about which groups within those Protected Characteristics you're working with, for example, which age groups (older people, young people).

### **Who can apply for Cultural Investment Programme funding?**

This section guides you through the criteria you will have to meet in order to apply for a grant.

#### **Basic criteria**

The Cultural Investment Programme is open to individuals and organisations that are able to show a track-record of high-quality arts and cultural focused-work and project delivery OR a non-arts/cultural organisation partnering with an artist or organisation that works and delivers work within the arts and cultural sector. Arts and culture should be a core purpose. We welcome partner applications with non-arts organisations that add arts and cultural value.

We expect all applications to:

- Support and deliver artistic excellence and quality cultural activity
- Provide opportunities for Bristol's residents to enjoy, participate, create and experience arts and culture
- Support the vision of making art and culture accessible for all
- Meet the three aims of the Cultural Investment Programme
- Meet the Baseline Standards as detailed in the application forms

Cultural Investment Programme funding is **only** available to organisations and individuals who are based in Bristol. Partner organisations and individuals can be outside the city if the lead partner is Bristol-based

#### Organisations can apply for Cultural Investment Programme funding if they are any of the following:

- 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
- Unincorporated organisations **can only apply** to the **Originators** fund

All organisations must be not for profit i.e. you either don't generate profits or you reinvest any profits or revenues for the purpose of serving your client group or achieving your objectives.

Organisations will also need to have:

- At least 3 trustees or directors
- A bank account in the organisation's name
- All payments authorised by two people (not related or living together)
- Health and Safety policy
- Public Liability Insurance (minimum £5m, to be in place by the time the project starts)
- Employer's Liability Insurance (minimum £5m, to be in place by the time the project starts)

### **Already in receipt of CIP funding?**

We want to encourage organisations and individuals to work together across the city, so those in direct receipt of CIP funding (Originators, Imagination or Openness) can also be a named partner on other applications. Please note, if an organisation is already funded through CIP, they cannot be the Lead Partner i.e. the organisation that puts the application in and receive the funding payments from Bristol City Council.

We want to support artists, creative professionals, and organisations to develop. If you are applying to Bristol City Council for a **repeat project** – i.e. the same or a very similar project or event you've applied for before, we want you to show how the project or organisation has developed since the last time it happened or since we last funded it.

### **Applying for both Imagination and Originators Funds (2020-22)**

You can apply to both Imagination and Originators as lead partner or sole organisation; however you will only be awarded one and not both. You may also be a partner in another bid where you are not the lead.

The decision timeline means applicants unfortunately won't find out if they're successful in Imagination 2020-22 before the deadline for applications to Originators 2020-21 has passed. This is in part due to Bristol City Council's Cabinet decision-making process Imagination recommendations go through to ensure a fair and robust process. This was the system agreed by Cabinet for the CIP Imagination and Openness funding for 2018-22.

If your organisation is considering submitting an application to Imagination, you may also want to consider **applying to the Originators fund (1 year funding up to £5,000) as well** to ensure that you have the best chance of being awarded funding. Imagination applications will be decided before Originators, so if an organisation applies to both funds and is awarded Imagination funding, their Originators application would be void.

### **Collaborations and partnerships**

We welcome partnership or collaborative bids, which need to be submitted by one organisation which will be the Lead Partner. This Lead Partner will be responsible for submitting all of the paperwork and you will also need to send us a Memorandum of Understanding that sets out how you'll work together. The guidance contains further information about collaboration and a template Memorandum of Understanding.

### **Can individuals apply?**

Individuals can apply to **Originators**, but must be able to show a track-record of high-quality arts and cultural focused-work and project delivery. Individuals can be part of a partnership bid.

Individuals will also need to have:

- Appropriate insurance that covers the activities you are applying for - Public Liability (£5million minimum cover) and Employer's Liability (£5 million minimum).
- If you are awarded funding we will ask you to provide references from two organisations you have worked with, or for, (i.e. a previous employer or personal reference), and a CV. The references need to be clear that you can do the work/project you are proposing.

## What won't we fund?

### The following organisations and individuals are NOT eligible:

- Organisations/individuals based outside Bristol (partners can be from outside Bristol but the lead partner must be Bristol based)
- Schools (though projects may include schools as partners and participants, they cannot apply themselves)
- Public sector organisations
- Private sector 'profit orientated' organisations
- Housing associations and Registered Social Landlords (may be included as partners and participants, but cannot apply themselves)
- Students
- Organisations where any of the trustees or anyone on the management committee has any financial, property or other interests, which will benefit as a result of this application.

### The following activities are NOT eligible:

- Activities which are not arts or culture related and which are not creative / do not develop creativity
- Activities, equipment or events that directly duplicate existing activities funded by Bristol City Council
- Capital projects such as building works or funding to support buying equipment
- Fundraising events such as charity galas or general appeals
- Social events
- Activities which do not provide public benefit
- Activities that result in personal financial gain, other than salaries
- Parties or fireworks
- Sports/food/hobby activities/festivals/events without a strong and clear arts or creative focus
- Purchase or use of alcohol/tobacco
- Political activity
- Organised acts of religious worship

### Requirements if you receive CIP funding

All organisations and individuals that receive Cultural Investment Programme funding will need to provide information to show how successful the project has been and the impact it has had. The way we ask you to do this will match the level of funding you receive - the bigger the grant, the more reporting information we'll need from you.

**Appeals:** There is no appeal process. All complaints will be dealt with through the Bristol City Council complaints procedure.

## Timeline for applications

Stage	Date
<b>Funds open for applications</b>	
Openness	Funding allocated for current 4-year period (2018-22)
Imagination	7 <sup>th</sup> May 2019
Originators	16 <sup>th</sup> September 2019
<b>Deadlines for applications</b>	
Openness	Funding allocated for current 4-year period (2018-22)
Imagination	Midnight 30 <sup>th</sup> July 2019
Originators	Midnight 25 <sup>th</sup> November 2019
<b>Deadline for asking questions</b>	
Questions should be submitted by email to <a href="mailto:cityartsfunds@bristol.gov.uk">cityartsfunds@bristol.gov.uk</a> with the name of the fund you are applying for e.g. Imagination Fund question	<p>Final date for asking questions for the Imagination Fund 2020-22 is 23<sup>rd</sup> July 2019</p> <p>Final date for asking questions for the Originators Fund 2020-21 is 18<sup>th</sup> November 2019</p> <p>We are unable to answer further questions after these dates to make sure everyone can benefit from the information/it's a fair process</p>
<b>Project commence from</b>	April 2020
<b>Notification of decisions</b>	
Openness	Funding allocated for current 4-year period (2018-22)
Imagination	Cabinet decision 7 <sup>th</sup> January 2020 Organisations will be advised on 23 <sup>rd</sup> December 2019 what the recommendations to Cabinet will be. This is when the Cabinet report is published.
Originators	March 2020

An FAQ (Frequently Asked Questions) sheet will be added to as questions arise. All questions and answers will have any identifying information removed. This is to make the information accessible to all. You can contact the Arts & Events Team on [cityartsfunds@bristol.gov.uk](mailto:cityartsfunds@bristol.gov.uk)



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