



culture
team

Bristol City Council

Cultural Investment Programme 2023-27

Imagination Fund 2023-25

Guidance document

Revisions:

29/04/22 – Guidance revised to provide further information on what is meant by a ‘Bristol-based’ organisation – Eligibility Criteria – Page 6

Application deadline: Tuesday 14th June 2022 - 5pm

This guidance document is for ‘solo applications’ and ‘lead partner applications’. If you are a ‘supporting partner’ in a partnership application please check the [‘supporting partner’ guidance document](#).

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Welcome

Thank you for considering applying to the Cultural Investment Programme 2023-27 Imagination Fund. If you haven't done so already, we strongly suggest that you read our [Cultural Investment Programme 2023-27 Overview](#), as this includes important information about our vision and aims and case studies for this funding.

This Guidance Document will help you to complete your Imagination Fund application and outlines what information we need to know or what we would like you to tell us about in each answer. It also includes important information about your application will be assessed.

Imagination Fund Overview

Annual grant size	£5000-£15,000
Maximum total grant	£30,000
Duration	2 years
Who can apply	Bristol-based arts and cultural organisations with at least six months of accounts
What can I apply for	Project funding (restricted) for medium- scale arts projects/ events/festivals or organisational development OR Unrestricted funding for up to two years
When can I apply	March - June 2022 for April 2023 – March 2025 Early 2024 for April 2025 – March 2027
Requirements	We will ask Imagination grant seekers to explain how their project or activity will contribute to two of our aims, linked objectives and our guiding principle.

Timeline

Applications open	Wednesday 30 March 2022
Applications close	Tuesday 14th June 2022 - 5pm
Funding applications are assessed	June – August 2022
Grant seekers will be told if their application has been recommended for funding We will also let all grant seekers know if their application has not been recommended	September 2022
Cabinet will consider these recommendations	December 2022

Funding offers confirmed	December 2022
Funding agreements issued	January 2023
Grant period starts	April 2023

Support for your application

Bristol City Council's Arts and Events Team are committed to supporting organisations through the Imagination application process.

If you have any challenges accessing the application guidance documents or filling in your application please contact us:

Email: cityartsfunds@bristol.gov.uk

Phone: 0117 922 2716 (This number is not always monitored; please email us if possible and we can arrange to give you a call).

Information events

We will be hosting an Online Information Event and 1:1 sessions where you can find out more about the Imagination Fund and discuss your application.

Please [check our website](#) for dates for more details and booking links.

What is the Imagination Fund?

The Imagination Fund is the 2-year fund in the Cultural Investment Programme 2023-27. It is designed to support organisations who want to deliver a specific project over a 2 year period or for organisations looking for unrestricted funding for 2 years.

Organisations can apply for grants of between £5000-£15,000 per year. The maximum grant over two years is £30,000.

Bristol-based arts and cultural organisations can apply to the Imagination Fund 2023-25 for:

- Arts or culture projects, events or festivals that will take place between April 2023-March 2025
- OR
- Unrestricted funding for 2 years (April 2023-March 2025)
Unrestricted grants can be used towards anything that will help you to deliver your organisation's mission. This could include general salaries, running costs such as rent or programme delivery costs.

We welcome applications from organisations who are currently or were previously in receipt of Imagination funding, and from organisations who have never received Imagination funding before.

We accept solo applications and partnership applications. Solo applications are where an individual organisation makes an application. Partnership applications are where two or more organisations apply to the fund together.

Through the Imagination Fund we want to support organisations that will help us to achieve our Cultural Investment Programme 2023-27 aims, guiding principle and overall vision. We don't expect Imagination grant-seekers to be able to contribute to all 3 of our aims, you will instead be asked to focus on 2 aims in detail. More information about this is available later in the guidance.

It is our intention that Imagination grantees will represent the diversity of our city, the communities that they serve, different geographical locations and a range of art forms.

You can only apply for the Imagination 2023-25 Fund or the Openness 2023-27 Fund. We cannot accept applications to both funds.

The exception to this is if you are a 'supporting partner'.

If an organisation is applying to the Openness 2023-27 Fund, they can be a 'supporting partner' on an Imagination application.

How much can I apply for?

The Cultural Investment Programme 2023 - 27 has an estimated budget of £610,560 per year, totalling £2,442,240.

60% of the total budget is allocated to Openness, 25% to Imagination and 15% to Originators.

For the Imagination Fund 2023-25 there is a total grant budget of £305,280.

We have introduced a maximum grant for the Imagination Fund because the total grant fund is smaller than the previous funding round and we want to ensure that we can fund a minimum of 10 organisations across the city.

Imagination grant seekers can apply for grants of between £5000-£15,000 per year. The total maximum grant over 2 years is £30,000.

If you wanted to, you could apply for different amounts in Year 1 and Year 2. The maximum total amount you can request each year is £15,000.

For example:

You could apply for:

£15,000 for April 2023 - March 2024

£12000 for April 2024-March 2025

Total grant requested: £27,000

You do not need to have matched funding in place in order to apply for the Imagination Fund 2023-25.

Eligibility Criteria

Please use this checklist to check if you are eligible to apply for an Imagination Grant. In order to be eligible you need to be able to answer 'Yes' to all of these questions.

Eligibility question	Yes	No
Are you an arts or cultural organisation based in the Bristol City Council area? You will need to be registered in Bristol (by which we mean that you have a main base or headquarters in Bristol City Council's local authority area) to be able to answer yes to this question. You can check if you are within the area by typing your organisation's postcode into the GOV.UK Find your local council finder		
Has your organisation been established for 6 months or more?		
Do you have a bank or building society account in the name of your organisation, as shown in your governing document?		
Is your organisation not-for-profit?		
Is your organisation established as at least one of the following: <ul style="list-style-type: none">• 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		

Unfortunately, if you answered no to any of the questions above you will not be eligible to apply for an Imagination Grant.

We cannot fund:

- 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

Applying as a solo organisation: Solo applications are for organisations who would like to apply on their own to the Imagination Fund. If your organisation will deliver the proposed work or activity on its own then please submit a solo application.

Applying in partnership

You can apply in partnership with another organisation to the Imagination Fund. Before you start your application please choose a 'lead partner' and a 'supporting partner'.

The 'lead partner' needs to meet all of the eligibility criteria on page 6. If your application is successful, the lead partner will sign the grant agreement with Bristol City Council, receive all grant payments and will be responsible for managing the grant throughout the grant period. The 'lead partner' will complete the main Imagination Fund application. As part of their application they will need to upload a 'Memorandum of Understanding' that sets out how the partnership will work together.

'Supporting partners' do not need to be based in the Bristol City Council area but need to meet all other eligibility criteria. We would like to know some basic information about the 'supporting partner's' organisation. The 'supporting partner' will complete a shorter application. We have created a separate [Guidance Document for 'Supporting Partner'](#) applications.

Please note:

- Organisations can only submit one application to the Imagination Fund as the 'lead partner'.
- Organisations can be a 'supporting partner' on more than one partnership application.
- If an organisation is applying to the Openness 2023-27 Fund, they can be a 'supporting partner' on an Imagination application.

How to apply

Please submit your application to the Imagination Fund via our online form. Please note you need to fill in your application in one session. You cannot save your application and come back later to submit it.

We recommend you create a draft of your application using [the Imagination Fund application form template](#) before you start the online form. You can then copy your text across.

The form will ask you to submit supporting documents. More information about what supporting documents are needed is available on page 28. Please make sure you have final versions of your documents ready to upload before you start the online form.

The deadline for submitting your online application is Tuesday 14 June 2022- 5pm

Application form overview

There are 12 sections in the online application form.

Section name	Notes
Your eligibility	
Your contact details	
About your organisation	
Baseline standards	
Financial information	
Grant amount requested	

Financial supporting documents	
Your project or, Your arts and cultural activity	If you are applying for project funding you will complete the 'Your Project' section If you are applying for unrestricted funding you will complete the 'Your arts and cultural activity' section
Advancing diversity, equity and inclusion Supporting ideas, creativity and engagement in Bristol Responding to need and supporting social change	You will be asked to complete 2 out of 3 of these sections
Addressing the climate and ecological emergency	

Preparing your application

- Pages 8 -16 list the questions that all grant-seekers need to answer.
- Pages 17-22 list the questions for grant-seekers applying for project funding.
- Pages 23-27 list the questions for grant-seekers applying for unrestricted funding.

We have listed all the questions in each section of the application form and included more information about what we looking for in each answer.

Some of the questions in the application form have a word count limit. These questions are clearly labelled in this document and on the application form template.

The online form will not allow you to exceed the word limit so please use a word count checker when drafting your application.

If you can answer the question as fully as possible in less than the maximum word count that's fine also; you won't be penalised. You are welcome to use bullet points in your answers.

Start your application (step by step)

Eligibility criteria

The first question in this section of the application form is to check whether you are making a making a solo application or a partnership application:

1. Are you applying in partnership?
If you are applying as a 'solo organisation' please select 'No'
If you are applying in partnership please select 'Yes'

If you select 'Yes' you will be shown the question: Are you the 'lead partner' or the 'supporting partner'?

Please note that if you select that you are the 'supporting partner' you are completing the wrong form and will be redirected to the 'supporting partner' application form.

We will then ask a series of Yes/No questions that confirm your eligibility to apply to the Imagination Fund. The eligibility criteria is available on page 6.

If you answer 'no' to any of the questions, unfortunately you are not eligible to apply for the Imagination Fund.

Please have your organisation's registration number(s) e.g Registered Charity Number, Company Registration Number available as you will be asked to enter them on this page.

You will also be asked to confirm that you have read this guidance document.

Your contact details

In this section of the form we will ask to complete some basic details about your organisation.

1. Organisation name
The name you give for your organisation needs to be the same as 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. Organisation address
Please use your organisation's registered address or the correspondence address you regularly use.
3. Organisation phone number
4. Website
If your organisation has a website please enter the address here.
5. Main contact name
Please enter the name of the person who we should contact about this application if we have any questions
6. Position in organisation
Please enter the title of the person named in question 5 e.g CEO, Development Officer
7. Email address
Please enter the email address for the person named in question 5. They will also receive an email confirmation when the application is submitted.
8. Main contact number
Please enter the number you would like us to contact you on if we have any questions about this application. If this is the same as question 3, you can leave this question blank.

If you are applying as a 'lead partner' you will be asked 2 more questions:

1. 'Supporting partner' organisation name
Please enter the name of your supporting partner organisation. It is very important that you use the same name that they will use on their 'supporting partner' form, so that we can match up your applications.
2. 'Supporting partner' organisation contact
Please enter the name of the person who will submit the 'supporting partner' form. This will help us to match up your applications after they have been submitted.

About your organisation

In this section of the application form we will ask you to complete some information about your organisation's purpose, management and structure.

1. What is your organisation's mission or purpose? (200 words)

In this question please briefly explain what your organisation does and what you are trying to achieve. The Imagination Fund is for arts and culture organisations so it's important to tell us how arts, culture and creativity are a key part of your mission or purpose in your answer.

You may have a statement about your mission or purpose in your governing document or annual accounts. It is fine to copy and paste any relevant text for this answer.

2. Do you have any Bristol City Councillors or Bristol City Council staff on your board or team?
This is a Yes/No question with a text box option to give further details if you answer 'Yes'.

If you answer 'Yes' to this question please give their names. (100 words)

We ask this so that we can check conflicts of interest during the application process.

3. Do any of the trustees or management committee of your organisation have any financial, property or other interests, which will benefit from this application?

This is a Yes/No question. Interests could include loan repayments, rent on a property or provision of professional services.

If you answer 'Yes' to this question please give details of the interests. 100 words.

4. Are more than 50% of your organisation's trustees, workforce and members from an equalities group (such as Black, Asian and minority ethnic people; LGBT+ people; Disabled people; Young People)?

This is a Yes/No question. This question is not scored but helps us to monitor the impact and reach of our funding.

If you answer 'Yes':

Please give details of the main equalities groups and give an estimated percentage of staff for each of these groups. (100 words)

Please note that if you are successfully funded we will require further information on your workforce/trustees and will also ask you to submit a breakdown of your service users for 2020-21 by group as a minimum, gender, age, ethnicity, disability and their postcodes.

Baseline standards

Our baseline standards are a set of governance requirements, which Bristol City Council asks all grant funded organisations to achieve or be working towards. These standards help the council to safeguard its investment and ensure that all funded organisations are well managed and provide good quality services.

In this section of the application form, we will ask you to confirm which baseline standard(s) you meet. At this stage of the application process you do not need to upload any evidence that you meet these standards. We will usually ask for evidence to demonstrate these standards before funding is agreed and also occasionally throughout the funding period.

Funding may be awarded to organisations without all baseline standards being met. If you're awarded funding and you do not have all the Baseline Standards in place, we'll support your organisation to achieve these.

Our Baseline Standards are listed below. We have also given examples of evidence that you could use to demonstrate that you are meeting the standard. This is provided as a guide, you may have some or all of the evidence listed.

Read [further information about our baseline standards](#).

Baseline standard	Examples of evidence that an organisation could use to demonstrate that they meet this standard:
Governance: An appropriate structure is in place clearly outlining the aims and rules governing the organisation.	<ul style="list-style-type: none">• Copy of constitution or memorandum and articles of association• Proof of registration as a charity or company• Copy of the most recent annual report including a report on the AGM• Full list of Trustees/ management committee members and their roles
Financial Management: The organisation will have appropriately examined or audited annual accounts depending on the level of income of the organisation.	<ul style="list-style-type: none">• Most recent annual financial report showing income, expenditure, assets and liabilities• Projected budget for the organisation's income and

<p>The organisation will regularly prepare a budget for the whole organisation and any associated projects. Procedures will be in place which enable the trustees to undertake their legal obligation to monitor and report income and expenditure regularly and, as a minimum, on a quarterly basis</p>	<p>expenditure in current/next financial year</p> <ul style="list-style-type: none"> • The three (3) most recent bank statements showing the organisation's current financial position
<p>Equalities: The organisation operates and monitors an equalities policy and programme in relation to its employees, service users, volunteers and trustees consistent with current equalities law and the City Council's Equality and Inclusion Policy and Strategy. Training on the organisation's equalities policy is provided to employees, service users, volunteers and trustees. The policy covers all 'protected characteristics' as set out in the Equality Act 2010.</p>	<ul style="list-style-type: none"> • Copy of the organisation's Equalities policy • Statement on actions to be taken to implement the policy in the coming financial year • Demonstrable signs of the results of equalities monitoring feeding into service development
<p>Employment: The organisation must comply with all employment law, and ensure that:</p> <ul style="list-style-type: none"> • Suitable policies and procedures for personnel matters are in place. • Employees are permitted access to Trade Union membership. • Recognised rates of pay apply where relevant. • They are or are working towards becoming a Living Wage employer* • Appropriate disciplinary and grievance procedures are in place, which cover both paid staff and volunteers. • All staff are given a contract of employment, stating the duration of the contract (if this is governed by time limited funding) and a job description. • All volunteers have agreements in place covering their volunteering arrangements and roles. • The length of the period of funding is made clear in advertisements and contracts where this affects the advertised post. <p>* to find out more about becoming a Living Wage Employer please contact livingwage@bristol.gov.uk</p>	<ul style="list-style-type: none"> • Job descriptions • Employee specifications • Workforce salary breakdown • Living Wage Foundation accreditation • Generic contracts • Volunteer agreements • Code of conduct • Disciplinary procedure • Grievance procedure • Induction policy • Training and development policy.
<p>Insurance: The organisation will have adequate insurance certification, for example, public liability, employer's liability (minimum £5</p>	<ul style="list-style-type: none"> • Insurance policies/certificates for the current year's premium

million) professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance is obtained.	
Information Sharing: The organisation is required to comply with the EU's General Data Protection Regulation (GDPR) and any other relevant data protection legislation. This will include taking appropriate technical and organisational security measures to ensure compliance and co-operating with the ICO.	<ul style="list-style-type: none"> • Copy of the organisation's information sharing and confidentiality policy and process which includes reference to compliance with the EU's General Data Protection Regulation (GDPR) • Proof of up to date registration with the Information Commissioner's Office (ICO) i.e. registration number and date of registration expiry (or statement of exemption where applicable)
Health, Safety & Wellbeing: The organisation is required to meet the legal requirements under current Health and Safety regulations. In particular, statutory obligations covering employees, volunteers and members of the public and buildings will be met, for example: <ul style="list-style-type: none"> • Carrying out risk assessments • Lone worker and home working policies (as required) • Health and safety policies covering the use of transport (as required) 	<ul style="list-style-type: none"> • Copy of the organisation's health and safety and wellbeing policy • Example risk assessments
Safeguarding: <ul style="list-style-type: none"> • If the organisation provides services, which involve access to, or having contact with, children up to the age of 18 years, or their parents or carers, must meet the statutory requirements for the safeguarding of children. • The organisation must cooperate with the Bristol Safeguarding Children Board to safeguard and promote the welfare of children and young people and ensure the effectiveness of safeguarding procedures. Policies and procedures should be in line with the South West Child Protection Procedures. • The organisation should have procedures and processes in place for the management of allegations against staff and volunteers. These should be clearly outlined within the 	<ul style="list-style-type: none"> • Copy of the organisation's Safeguarding policy and procedures (to include reference to managing allegations) • Copy of the organisation's staff training log • Copies of DBS checks • Copy of the organisation's vulnerable adults policy

<p>organisation's safeguarding policy and be compliant with the Bristol Safeguarding Children Board guidance.</p> <ul style="list-style-type: none"> • The organisation should ensure that all staff and volunteers (including members of the Management Board) delivering or managing services for children and young people are vetted appropriately through the Disclosure Barring Service (DBS). • The organisation should be aware of their responsibilities towards vulnerable adults within their service provision and have a policy and guidance consistent with the Safeguarding Adults Board policy and guidance. 	
<p>Monitoring and Evaluation: The organisation will collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating their performance, including equalities impact assessments. The organisation will collect and provide monitoring information appropriate to the requirements of service and commissioners, as set out in the relevant funding agreement.</p>	<ul style="list-style-type: none"> • Organisation completes Cultural Investment Programme 2023-27 annual report • Equalities Impact Assessment
<p>Environmental management and sustainability: The council has a policy commitment to continually improve its environmental performance. Included within this commitment is a responsibility to ensure organisations the council funds have identified significant environmental aspects associated with their activities, and are mitigating impacts that may arise.</p> <p>For the Cultural Investment Programme 2023-27 we have an overarching guiding principal; to help Bristol address the threat of the global climate and ecological emergencies.</p> <p>The organisation will demonstrate a commitment to raising awareness of the climate and ecological emergencies, and reducing/mitigating the environmental impact of their activities.</p>	<ul style="list-style-type: none"> • An environmental and sustainability plan to cover at least the first year of the grant period April 2023-24 • Membership of and/or active involvement with Bristol Green Capital or a similar pledge or initiative

On the online application form:

1. Please tick the baseline standards which your organisation is currently achieving

Financial information

In this section of the application form we will ask you about your organisation's financial position.

1. Is your organisation registered for VAT? This is a Yes or No question.
2. Is your organisation's bank or building society account set up so that cheques and withdrawals of over £100 are signed by at least two people not related to each other or living at the same address?

This is a Yes /No question.

This is an essential financial safeguard for Bristol City Council. If you answer no at this stage you are not automatically ineligible for Imagination Funding but, if you are successful, we would expect you to have set up this safeguard before you receive any grant funds.

3. Does your organisation expect to get any of the following from Bristol City Council between April 2023-March 2024? (This question is a tick box question)
 - Reduced business rates
 - Subsidised or free use of property or premises including concessionary tenancies (e.g does your organisation use a council asset (building or land) and pay less than the market rent or pay no rent at all.)
 - Free or subsidised services e.g, telephone, parking concessions
 - Any other Grants from Bristol City Council (e.g Bristol Impact Fund)
 - Any contracts with Bristol City Council (e.g Children or Adult Social Care Services)
 - None of the above

If you tick that you are expecting to receive reduced business rates, subsidised or free use of property or premises or free or subsidised services you will be asked to give the annual value of this support:

- Reduced business rates annual financial value
Please calculate the difference between the business rates you pay and the business rates you would pay without any relief or discount
- Use of property annual financial value
Please calculate the difference between the rent you pay and the market value of the rent for the property or premises. [The Concessionary Lettings - Granted document](#) lists Bristol City Council Concessionary Tenancies and the annual value of the concession.
- Services annual financial value
Please calculate the value of the subsidised or free services you receive

If you tick that you will receive other grants or contracts from Bristol City Council during this period you will be asked to:

Give the:

- Grants annual financial value: £
- Contracts annual financial value: £
- Tell us what the grant is for and how much you expect to get or have gotten (200 words)
- Tell us what the contract is for and how much you expect to get or have gotten (200 words)

In your answers to these questions please tell us the start and end date of any grants/contracts.

Grant amount requested

In this section of the application form we will ask you what type of funding and the amount you are requesting from the Imagination Fund.

1. What type of funding are you applying for?

Please select one of the options:

- Project funding (restricted) for medium scale arts projects, events, or a festival, for up to two years
You can apply for funding to run a two-year project or to run the same project across two years i.e a festival or event that is repeated annually
- Unrestricted funding for up to two years
Unrestricted grants can be used towards anything that will help you to deliver your organisation's mission. This could include general salaries, running costs such as rent or programme delivery costs.

2. Please tell us the grant amount you are requesting each year:

- 2023/24
- 2024/25

Please note that Imagination grant seekers can apply for grants of between £5000-£15,000 per year. The total maximum grant over 2 years is £30,000.

3. Please tell us the total grant amount you are requesting

In the last part of the application form, you will answer different questions depending on whether you are applying for project or unrestricted funding.

If you are applying for project funding please go to page 17

If you are applying for unrestricted funding please go to page 23

This section of the guidance is for grant-seekers who are applying for project funding

Financial supporting documents

In this section of the form please upload:

1. A project budget

- Your budget should include all expected income (including earned income e.g. ticket sales) and expenditure for the project.
- You can also include in-kind support. In-kind means something that is being given to you for free that you would usually have to pay for. This might be an organisation letting you use a room for free, or providing free staff support, or printing etc. For in-kind enter the amount it would have cost if not offered for free.
- You should also include a contingency in case of any unexpected costs. We recommend a minimum of 10% contingency of the total value of all your other costs.
- Please include the amount you are requesting from the Imagination Fund.
- Please make sure your budget clearly shows the specific activities and costs you want the Imagination grant to cover.
- Please indicate on your budget where income has been confirmed i.e. grant awarded.
- The total income and total expenditure in your budget should be the same amount.
- You are welcome to use our [Imagination Fund Project Budget template](#) or submit your own templates – we do not have a preference.

2. Financial statements for your previous financial year e.g audited accounts

We can accept documents saved as PDF, XLXS, Word document types. Each document must be less than 10MB in size.

Your project

In this section of the application form we will ask you about your project

1. Project name

This can be a 'working title' for now if you haven't decided on a name for your project yet.

2. Give an overview of your project (300 words)

In your answer please include information about:

- what you plan to do
- why you're doing it
- who your audiences or participants are
- when and where it will happen
- who it will benefit and how

3. Upload a project timeline

Please upload a project timeline identifying the main stages /activities of the project. Show the dates that each phase and/ or activity will be delivered in date order from start date onwards.

For example phases might be: planning, developing partnerships, research, marketing, evaluation, delivery. Examples of activities might be: drop in or zoom sessions, performances, exhibitions, workshops, events.

The dates you give can include any development work you have done in advance if that's relevant, but the activities that the Imagination Grant would be funding should be during the funding period only (April 2023– March 2025). You should include time at the start, during and at the end of your project for evaluation and to monitor the progress of your project throughout.

We understand that timings may change during the project, but be exact as you can for now. We will use this to understand whether your plans are realistic and achievable.

If this is a partnership application, please include which partner will be doing which task or activity.

We have provided a [project timeline template](#) but you are welcome to upload your own templates if preferred.

We will use your timeline, along with the information you provide in the next sections to assess how your organisation will contribute to the delivery of the Cultural Investment Programme 2023-27 aims and objectives.

4. (Partnership applications only) Upload a Memorandum of Understanding

The Memorandum of Understanding should describe how your partnership with the 'supporting partner' will work. It should be signed by both the 'lead partner' and the 'supporting partner/s'.

Voscur have produced [clear guidance and a template for creating a Memorandum of Understanding](#).

We will use the Memorandum of Understanding to assess whether the partnership has the capacity to deliver the proposed project.

5. Which Cultural Investment Programme 2023-27 aims will your project contribute to?

- Aim 1: advance diversity, equity, and inclusion in arts and culture for all Bristol citizens
- Aim 2: support Bristol as a city of ideas, creativity and engagement in Bristol

- Aim 3: invest in people, places and partnerships to respond creatively to need and support social change.

Please only pick 2 aims. In the next section of the form you will be asked how your project will contribute to the aims you have picked.

Due to a technical issue, the form will allow you to select 3 aims. If you select all 3 aims, your responses to one aim will be invalidated at random during the assessment process and this could weaken your application.

For more information about the Cultural Investment Programme aims please go to Page 7 of the [Cultural Investment Programme overview](#).

Advancing diversity, equity and inclusion

If you selected: Aim 1: advance diversity, equity and inclusion in arts and culture for all Bristol's citizens you will need to complete this section.

In this section of the application form we will ask you how your organisation will contribute to Aim 1 of the Cultural Investment Programme 2023-27.

There are two questions in this section. We have provided prompts to help you answer the questions fully. You are welcome to add any additional information that will help you to answer the question for your organisation.

1. Describe how your project/organisation is led by or creatively benefits individuals and groups with protected characteristics (300 words)

We would like to know:

- How you recruit, select and involve people with protected characteristics in the running and governance of your organisation/project.
- How you currently are or are planning to work with individuals and groups with protected characteristics through this project.

Further information:

We want the Cultural Investment Programme to help remove barriers and increase access for individuals and communities that have been historically marginalised or underrepresented. This is particularly for people with protected characteristics as detailed in the Equalities Act 2010.

These protected characteristics are: Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

At Bristol City Council we also consider socio-economic inequality to be a protected characteristic, as well as sources of inequality that are not specifically covered by the Equality Act such as people in care, refugees and migrants and people with caring responsibilities.

We know that this includes people who may identify themselves as sitting at the intersections of several minoritised identities.

More information is available in the [Bristol City Council Equality and Inclusion Policy and Strategy 2018-2023](#).

2. How will your project be delivered by, for or with communities in Bristol City Council's priority areas? (300 words)

We would like to know:

- Where your project will take place and why you are working in these areas/locations?
- How your audiences/beneficiaries/participants will be involved in the creation of your project

Further information:

Bristol continues to have deprivation 'hot spots' and Bristol City Council has identified 27 areas that experience multiple deprivations. These are priority areas for funding from the Cultural Investment Programme 2023-27. We have provided [a list of the 27 priority areas](#) and further information is available in [the Deprivation in Bristol report](#). You can also view the [Deprivation in Bristol 2019 map](#), which shows relevant priority areas and wards.

Supporting ideas, creativity and engagement in Bristol

If you selected Aim 2: support Bristol as a city of ideas, creativity and engagement you will need to complete this section.

In this section of the application form we will ask you how your organisation will contribute to Aim 2 of the Cultural Investment Programme 2023-27.

There are two questions in this section. We have provided prompts to help you answer the questions fully. You are welcome to add any additional information that will help you to answer the question for your organisation.

1. How will you create innovative, accessible work or test out different ways to engage Bristol's citizens (300 words)

We would like to know:

- Who the audiences are for your project and how you will address any barriers to participation that they may face?
- How the ideas for your project have been developed

Further information:

By accessible, we mean we want everyone to be able to experience and/or participate in arts and culture. The kind of barriers which prevent people from engaging in activities are: not being able to afford to travel or buy tickets; not having access to the internet; not having their access needs taken into account if they are Deaf or disabled; cultural barriers e.g. potential participants feeling that certain activities "aren't for me".

2. How will you share knowledge, resources and create opportunities for collaboration? (300 words)

We would like to know:

- If you have any informal or formal partnerships that help you to deliver your project
- If your organisation is part of any networks.

Responding to need and supporting social change

If you selected Aim 3: Invest in people, places and partnerships to respond creatively to need and support social change you will need to complete this section.

In this section of the application form we will ask you how your organisation will contribute to Aim 3 of the Cultural Investment Programme 2023-27.

There are two questions in this section. We have provided prompts to help you answer the questions fully. You are welcome to add any additional information that will help you to answer the question for your organisation.

1. How will your project support community-led initiatives that bring people together to build positive relationships? (300 words)

We would like to know:

- Will there be any community engagement outcomes?

2. How will your project contribute towards the health and wellbeing of your intended audiences? (300 words)

We would like to know:

- What are the anticipated health and wellbeing outcomes of your project?
- If you are working with any health or social care providers

Addressing the climate and ecological emergency

All grant seekers will answer this section.

In this section of the application form we will ask you about how your organisation will contribute to the Cultural Investment Guiding Principle:

To help Bristol address the threat of the global climate and ecological emergencies.

There are five questions in this section.

1. How do you plan to raise awareness of the climate and ecological emergency? (300 words)

We would like to know:

- About any awareness raising projects/ activities or initiatives you plan to undertake.

- What steps you are taking to reduce/mitigate the environmental impact of your organisation and activities

We are asking the following questions so that we can monitor the ecological impact of the Cultural Investment Programme 2023-27.

2. Will your organisation's activity during the grant period require:
 - Significant amounts of travel either in the course of work or from visitors (e.g international touring)
 - Significant amounts of fuel or energy (e.g production of materials)
 - Materials with high embodied carbon emissions from their manufacture (e.g Portland cement, non-recycled metals)
 - None of the above

Please tick against the relevant statement(s) that apply to your organisation.

3. PLEASE NOTE: You do not need to answer this question if you ticked 'None of the above' on question 2.

Give details of your use of travel, fuel, energy or materials with high embodied carbon emissions (150 words)

In your answer to this question please explain the steps you are taking to mitigate the impact of your use of travel, fuel, energy or materials with high embodied carbon emissions.

4. Will your activity during the grant period produce a significant amount of waste that will not be reused or recycled, or cause significant pollution?

This is a Yes/No question

Examples of activities that might produce a significant amount of waste that will not be reused or recycled, or cause significant pollution could include large-scale festivals, productions, or outdoor events.

5. If you answered 'Yes' to the above question, give further details of the waste or pollution (150 words)

In your answer to this question please explain how you are planning to mitigate the impact of this waste or pollution.

This is the end of the application form.

Please go to Page 28 to continue reading the guidance document.

This section of the guidance is for grant-seekers who are applying for unrestricted funding

Financial supporting documents

In this section of the form please upload:

1. Budget for the first year of the investment period April 2023-March 2024

Budget Guidance:

- Your budget should include all expected income (including earned income e.g from ticket sales) and expenditure for this period.
- You can also include in-kind support. In-kind means something that is being given to you for free that you would usually have to pay for. This might be an organisation letting you use a room for free, or providing free staff support, or printing etc. For in-kind enter the amount it would have cost if not offered for free.
- Please include the amount you are requesting from the Imagination Fund in 2023/24 (e.g first year of funding).
- Please indicate on your budget where income has been confirmed i.e. grant awarded
- You are welcome to use our [Imagination Fund Budget template](#) or submit your own templates – we do not have a preference.

2. Financial statements for your previous financial year e.g audited accounts

Your arts and cultural activity

In this section of the application form we will ask you about what your organisation does and what you are planning to do.

1. Describe your organisation's arts and cultural activity (300 words)

In your answer please include information about:

- What you do
- Why you do it
- Who you work with
- The outcomes of your work and/or the benefits for the people/organisations you work with

2. Upload an activity plan for your first year of funding (1 April 2023 - 31 March 2024)

The Activity Plan is an opportunity for you to tell us what your organisation is planning to do in the first year of the Imagination Grant (April 2023-March 2024).

This should be a headline plan to cover areas of your organisation's work such as programming (e.g projects, performances, outreach work, festivals etc), organisational development (e.g restructuring, development of new organisational strategies, work to reach Baseline Standards etc) and updates on any capital projects.

We have provided an [activity plan template](#) but you are welcome to upload your own templates if preferred.

We will use your activity plan, along with the information you provide in the next sections to assess how your organisation will contribute to the delivery of the Cultural Investment Programme 2023-27 aims and objectives.

3. (Partnership applications only) Upload a signed Memorandum of Understanding

The Memorandum of Understanding should describe how your partnership with the 'supporting partner' will work. It should be signed by both the 'lead partner' and the 'supporting partner'.

Voscur have produced [clear guidance and a template for creating a Memorandum of Understanding](#).

We will use the Memorandum of Understanding to assess whether the partnership has the capacity to deliver the proposed project.

4. Which Cultural Investment Programme 2023-27 aims will your organisation contribute to?

- Aim 1: advance diversity, equity, and inclusion in arts and culture for all Bristol citizens
- Aim 2: support Bristol as a city of ideas, creativity and engagement in Bristol
- Aim 3: invest in people, places and partnerships to respond creatively to need and support social change.

Please only pick two aims. In the next section of the form you will be asked how your project will contribute to the aims you have picked.

Due to a technical issue, the form will allow you to select 3 aims. If you select all 3 aims, your responses to one aim will be invalidated at random during the assessment process and this could weaken your application.

For more information about the Cultural Investment Programme aims please go to Page 7 of the [Cultural Investment Programme overview](#).

Advancing diversity, equity and inclusion

If you selected Aim 1: advance diversity, equity and inclusion in arts and culture for all Bristol's citizens please complete this section.

There are two questions in this section. We have provided prompts to help you answer the questions fully. You are welcome to add any additional information that will help you to answer the question for your organisation.

1. Describe how your organisation is led by or creatively benefits individuals and groups with protected characteristics (300 words)

In your answer to this question please explain:

- How you recruit, select and involve people with protected characteristics in the running and governance of your organisation
- How you currently are or are planning to work with individuals and groups with protected characteristics through your programming or activities

Further information:

We want the Cultural Investment Programme to help remove barriers and increase access for individuals and communities that have been historically marginalised or underrepresented. This is particularly for people with protected characteristics as detailed in the Equalities Act 2010.

These protected characteristics are: Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

At Bristol City Council we also consider socio-economic inequality to be a protected characteristic, as well as sources of inequality that are not specifically covered by the Equality Act such as people in care, refugees and migrants and people with caring responsibilities.

We know that this includes people who may identify themselves as sitting at the intersections of several minoritised identities.

More information is available in the [Bristol City Council Equality and Inclusion Policy and Strategy 2018-2023](#).

2. How will your activity or programming be delivered by, for or with communities in Bristol City Council's priority areas? (300 words)

We would like to know:

- Where the majority of your work will take place and why you are working in these areas/locations?
- How your audiences/beneficiaries/participants will be involved in the creation of your programming/activities .

Further information:

Bristol continues to have deprivation 'hot spots' and Bristol City Council has identified 27 areas that experience multiple deprivations. These are priority areas for funding from the Cultural Investment Programme 2023-27. We have provided [a list of the 27 priority areas](#) and further information is available in [the Deprivation in Bristol report](#). You can also view the [Deprivation in Bristol 2019 map](#), which shows relevant priority areas and wards.

Supporting ideas, creativity and engagement in Bristol

If you selected Aim 2: support Bristol as a city of ideas, creativity and engagement, please complete this section.

There are two questions in this section. We have provided prompts to help you answer the questions fully. You are welcome to add any additional information that will help you to answer the question for your organisation.

1. How will you create innovative, accessible work or test out different ways to engage Bristol's citizens (300 words)

We would like to know:

- Who the audiences are for your work and how you will address any barriers to participation that they may face?
- How the ideas for your work/activity/programming have been developed

Further information:

By accessible, we mean we want everyone to be able to experience and/or participate in arts and culture. The kind of barriers which prevent people from engaging in activities are: not being able to afford to travel or buy tickets; not having access to the internet; not having their access needs taken into account if they are Deaf or disabled; cultural barriers e.g. potential participants feeling that certain activities "aren't for me".

2. How will you share knowledge, resources and create opportunities for collaboration? (300 words)

We would like to know:

- If you have any informal or formal partnerships that help you to deliver your work and mission.
- If your organisation is part of any networks.

Responding to need and supporting social change

If you selected Aim 3: Invest in people, places and partnerships to respond creatively to need and support social change, please complete this section.

There are two questions in this section. We have provided prompts to help you answer the questions fully. You are welcome to add any additional information that will help you to answer the question for your organisation.

1. How will your community-led events or activities bring people together to build positive relationships? (300 words)

We would like to know:

- What are the anticipated outcomes of your community engagement work?

2. How will your work/ activity contributes towards the health and wellbeing of your intended audiences? (300 words)

We would like to know:

- What are the anticipated health and wellbeing outcomes of your work/activity?

If you are working with any health or social care providers

Addressing the climate and ecological emergency

All grant seekers will answer this section.

In this section of the application form we will ask you about how your organisation will contribute to the Cultural Investment Guiding Principle:

To help Bristol address the threat of the global climate and ecological emergencies.

There are five questions in this section.

1. How do you plan to raise awareness of the climate and ecological emergency? (300 words)

We would like to know:

- About any awareness raising projects/ activities or initiatives you plan to undertake.
- What steps you are taking to reduce/mitigate the environmental impact of your organisation and activities

We are asking the following questions so that we can monitor the ecological and environmental impact of the Cultural Investment Programme 2023-27.

2. Will your organisation's activity during the grant period require:
 - Significant amounts of travel either in the course of work or from visitors (e.g international touring)
 - Significant amounts of fuel or energy (e.g production of materials)
 - Materials with high embodied carbon emissions from their manufacture (e.g Portland cement, non-recycled metals)
 - None of the above

Please tick against the relevant statement(s) that apply to your organisation.

3. PLEASE NOTE: You do not need to answer this question if you ticked 'None of the above' on question 2.

Give details of your use of travel, fuel, energy or materials with high embodied carbon emissions (150 words)

In your answer to this question please explain the steps you are taking to mitigate the impact of your use of travel, fuel, energy or materials with high embodied carbon emissions.

4. Will your activity during the grant period produce a significant amount of waste that will not be reused or recycled, or cause significant pollution?

This is a Yes/No question

Examples of activities that might produce a significant amount of waste that will not be reused or recycled, or cause significant pollution could include large-scale festivals, productions, or outdoor events.

5. If you answered yes to the above question, give further details of the waste or pollution (150 words)

In your answer to this question please explain how you are planning to mitigate the impact of this waste or pollution.

This is the end of the application questions.

Before you start your online application

Please remember that your online application to the Imagination Fund needs to be completed in one session.

Before you start your online application, it is essential that you have:

- Checked your eligibility to apply to the Imagination Fund (page 6)
- Drafted all your answers on the application form template
- Checked the word count for your answers
- Prepared the following supporting documents to upload with your application:
 - Financial statements for your previous financial year e.g audited accounts
 - Project Budget OR Budget for the first year of the investment period April 2023- March 2024
 - Project timeline OR an activity plan for your first year of funding (1 April 2023 - 31 March 2024)
 - Memorandum of Understanding (partnership applications only)

The online form will not submit if your uploaded documents are over 19MB in total. Please check this before you go to submit your online form.

Submitting your application

Please note that when you press submit on the final page of the online form, you will not be able to edit any of your answers.

If you are applying in partnership, please make sure that the 'supporting partner' completes the 'supporting partner' application before the deadline.

After you submit your application

How your application will be assessed

There are several stages to our decision making process.

Stage 1 – Assessment

Applications will be assessed by members of Bristol City Council's Arts and Events team supported by trained freelance assessors. Applications are assessed using a clear scoring system outlined below in the 'How your application will be scored' section on page 29. Your application will be given a total score.

Stage 2 – Balancing the investment

A decision making panel will review and discuss the highest scoring applications. The panel will include 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.

The panel will consider the highest scoring applications in relation to our balancing criteria. We do this in order to consider the spread of investment that we want to make.

We will consider applications against the following balancing criteria:

- Geographical location (with a particular focus on [Bristol City Council's Priority areas](#))
- Range of art forms (visual art, music, dance, theatre, festivals etc.)
- Opportunities for people from groups with protected characteristics

At the end of Stage 2, the Panel will create a list of applications that they agree to recommend for funding.

Stage 3 – Imagination and Openness funding recommendations

These recommendations made by the panel at Stage 2 are presented to a cross-party group of Councillors. These recommendations are then also taken to the Council's Cabinet for a final Cabinet decision at the next available meeting. Cabinet members are Councillors with special responsibilities over an area of the council's activities, such as, culture, neighbourhoods or transport. The Cabinet decides the Council's key policies. This stage of the process is expected to take approximately 3 months.

The final decision on who is awarded Imagination funding is taken to Cabinet because:

- The funding will have an impact on one more than one ward.

Decisions made by the Cabinet are final and there is no appeals process.

Once grant seekers have been informed of the Cabinet decisions, a list of grantees and total grant amounts will be published on the council's website.

How your application will be scored

When we assess your application, we will give some of your answers a score from 0-3. We give a score based on how well the question has been answered.

We will not give a score to any of the answers that you provide in the 'Your contact details', 'About your organisation' or 'Baseline standards' sections of the application form. We ask these questions to understand more about the background of your organisation.

For the 'Financial Information' and 'Supporting Documents' section of the application form, we will risk assess the information you provide.

We will give your application a risk rating (1 Low Risk, 2 Medium Risk, 3 High Risk). If your application is considered to be at 'High Risk' we may contact you for further information.

This risk rating will be based on:

- Level of solvency
- Access to unrestricted reserves
- Quality and achievability of income generation plans
- Level of financial planning

The information you provide in the following sections;

- Your Project/ Your arts and cultural activity;
- Advancing diversity, equity and inclusion;
- Supporting ideas, creativity and engagement in Bristol;
- Responding to need and supporting social change;
- Addressing the climate and ecological emergency;

will be used to understand more about your organisation's activity and establish how well your organisation will help us to deliver on our Cultural Investment Programme 2023-27 aims and objectives.

All the questions in these sections will be given a score using the following criteria:

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.

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

What happens if your application is successful?

Once a funding offer has been made, grantees will be matched with a relationship officer from the Council's Arts and Events team. They will meet with you twice a year to monitor progress and delivery against the plan and through the lifetime of the funding agreement.

We will also ask you to:

- Send us your Board meeting papers on a quarterly basis,
- Send us your financial management accounts and cash flow on a quarterly basis,
- Complete an online CIP annual report

What happens if your application is unsuccessful?

We expect to receive many great applications to the Imagination 2023-25 Fund. Sadly, we won't be able to fund them all.

All grant seekers will have an opportunity to request feedback on unsuccessful applications.

Further information

Fair Pay

We are committed to making sure those who work in arts and culture are properly and fairly paid.

The following links provide guidance on fair rates of payment:

- [Making Bristol a Living Wage City](#). For more information about becoming a Living Wage Employer please contact livingwage@bristol.gov.uk
- [Guidance on fees and day rates for visual artists 2021](#)
- [Musicians Union – rates for musicians](#)
- [UK Theatre – Theatre industry rates of pay](#)
- [Independent Theatre Council – Rates of Pay](#)

Subsidy control

The purpose of subsidy control is to prevent public subsidies from having actual or potential harmful effects on competition in the UK internal market as well as between the UK and the EU. Following the UK's departure from the EU the rules governing state aid between the UK and EU member states were replaced on 31 December 2020 by "subsidy control measures". A number of principles have been agreed with the EU under the Trade and Cooperation Agreement ("TCA") but the UK government is currently consulting on the statutory regime which will replace the state aid rules. We will update our position on subsidy control once the details of the new regime are known, but for now the following applies:

Whenever the Council gives a grant or concession (money or assets) to an organisation, it needs to be considered whether this may be a subsidy. Many organisations in the arts sector are not set up on strictly commercial terms. This is important because where funding is not regarded as "economic activity" or is not to an "economic actor" then no subsidy is considered to arise.

Currently, the definition of what is a "subsidy" under the new rules is substantively similar to what is a State aid within the previous EU law regime. That regime recognised that certain activities related to culture, heritage and nature conservation may be organised in a non-commercial way and thus be non-economic in nature.

Funding which does amount to a subsidy will only be lawful if it falls within the principles agreed under the TCA. There is no general exemption from the rules for VCS organisations. However

there are a number of exemptions available for projects that benefit the public. There is also an exemption (known as “de minimis”) where the total amount of subsidy received by an organisation from a public body or bodies is less than €380,000 (around £350,000) over any rolling 3 year period.

Both the council and funded organisations have responsibility to ensure that they comply with the subsidy control principles (and the UK domestic legislation once it is introduced). This will mean that the total amount of grant (including de minimis considerations), the purpose of the grant and the likelihood of a challenge will need to be considered, and the reasons for the award of any grant will need to be recorded.

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

Work of a similar nature is currently undertaken by a number of independent organisations, funded by Bristol City Council: The Council does not know and has no view as to whether TUPE may apply between any of those organisations and any other person the Council may fund to deliver those activities. It will be up to each grant funding applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present grant funding agreement.

FAQs and Contact us

If you have any questions, experience challenges accessing the application guidance documents or filling in your application please contact us:

Email: cityartsfunds@bristol.gov.uk

Phone: 0117 922 2716 (This number is not always monitored; please email us if possible and we can arrange to give you a call).

You might find an answer to your question [in our FAQs](#). We will update this regularly with any questions we receive so that information is accessible to all. All questions will have personal identifying information removed.

We look forward to receiving your application to the Imagination 2023-25 Fund.