

# **Bristol City Council**

# Cultural Investment Programme 2023-27 Imagination Fund 2023-25

Guidance document for 'supporting partner' applications

Application deadline: Tuesday 14th June 2022 - 5pm

This guidance document is for 'supporting partner' applications. If you are making a 'solo application' or are a 'lead partner' please check the <u>'solo application' and 'lead partner' application guidance document</u>.

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# <u>Welcome</u>

Thank you for considering applying to the Imagination 2023-25 Fund.

If you haven't done so already, we strongly suggest that you read our <u>Cultural Investment</u> <u>Programme 2023-27 Overview</u>, as this includes important information about our vision and aims and case studies for this funding.

This Guidance Document is for organisations who are applying to the Imagination Fund as a 'supporting partner'. It outlines what information we need to know or what we would like you to tell us about in your application form.

# **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	September 2022
We will also let all grant seekers know if their application has not been recommended	

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 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 these events 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 projects 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 to the Imagination Fund from organisations who are currently in receipt of or who have previously received Imagination funding and from organisations who have never applied to the Imagination Fund before.

We accept solo applications and partnership applications. Solo applications are where an individual organisation makes an application. Partnership applications are where two 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, 'lead partners' will instead be asked to focus on 2 aims in detail. More information about this is available in our 'solo and lead partner' application guidance document.

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.

# Applying in partnership

Organisations can apply in partnership with another organisation to the Imagination Fund. Before submitting an application please choose a 'lead partner' and a 'supporting partner(s)'.

If the 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. They will also need to upload a 'Memorandum of Understanding' that sets out how the partnership will work together.

We also need to know some basic information about the 'supporting partner'. 'Supporting partners' will be asked to complete a shorter 'supporting partner' application form. This guidance document explains how to fill in the 'supporting partner' application form.

#### 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.
- If you are a 'supporting partner' and are also applying as a 'lead partner' to the Imagination Fund or to the Openness Fund, you still need to complete a 'supporting partner' application form.

#### Eligibility Criteria

Please use this checklist to check if you are eligible to apply as a 'supporting partner' to the Imagination Fund.

In order to be eligible you need to be able to answer 'Yes' to all of these questions.

Eligibility question	Yes	<u>No</u>
Has your organisation been established for 6 months or more?		
Are you established as a not-for-profit organisation?		
Is your organisation established as at least one of the following:		
<ul> <li>Registered Charity</li> <li>Community Interest Company limited by Guarantee</li> <li>Community Interest Company limited by share (Schedule 2 with 100% asset lock only)</li> <li>Company limited by guarantee</li> <li>Registered Society (including Co-operative and Community Benefit Societies)</li> <li>Charitable Incorporated Organisation</li> </ul>		

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

#### 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

#### How to apply

Please submit your 'supporting partner' 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 'supporting partner' application form template before you start the online form. You can then copy your text across.

You can submit your 'supporting partner' form at any time, you do not need to wait for the 'lead partner' application form to be submitted first.

In order to be considered for funding, both the 'supporting partner' and 'lead partner' application forms need to be submitted by 5pm on Tuesday 14 June.

#### Application form overview

There are 5 sections in the Imagination 'supporting partner' application form.

- Your eligibility
- Your contact details
- About your organisation
- Baseline standards
- Financial information

#### Preparing your application

Pages 7-14 list all of the questions in each section of the application form and include 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.

#### Completing your application (step by step)

#### Eligibility criteria

1. Are you the lead partner or the supporting partner?

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

- Has your organisation been established for six months or longer?
   This is a Yes/No question. If you answer 'no' you are not eligible to apply as a 'supporting partner' to the Imagination Fund.
- 3. Are you established as a not-for-profit organisation?

  This is a Yes/No question. If you answer 'no' you are not eligible to apply as a 'supporting partner' to the Imagination Fund.
- 4. What is the status of your organisation?
  - Registered charity

- Community Interest Company (CIC) limited by guarantee
- Community Interest Company (CIC) 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 (CIO)
- None of the above

Please note if you select 'none of the above' you are not eligible to apply as a 'supporting partner' to 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 application guidance.

#### 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.

9. Lead partner organisation name

Please enter the name of your lead partner organisation. It is very important that you use the same name that they will use on their application form, so that we can match up your applications.

10. Lead partner organisation contact

Please enter the name of the person who will submit the lead partner application 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 about what your organisation does and what you are trying to achieve.

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 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':

Give details of the main equalities groups and an estimated staff percentage 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.

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> <li>Copy of constitution or memorandum and articles of association</li> <li>Proof of registration as a charity or company</li> <li>Copy of the most recent annual report including a report on the AGM</li> <li>Full list of Trustees/ management committee members and their roles</li> </ul>
Financial Management: The organisation will have appropriately examined or audited annual accounts depending on the level of income of the organisation.	<ul> <li>Most recent annual financial report showing income, expenditure, assets and liabilities</li> <li>Projected budget for the organisation's income and</li> </ul>

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

- expenditure in current/next financial year
- The three (3) most recent bank statements showing the organisation's current financial position

#### **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.

- 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

**Employment:** The organisation must comply with all employment law, and ensure that:

- 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.

- 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.

\* to find out more about becoming a Living Wage Employer please contact livingwage@bristol.gov.uk

**Insurance:** The organisation will have adequate insurance certification, for example, public liability, employer's liability (minimum £5

 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> <li>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)</li> <li>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)</li> </ul>
Health, Safety & Wellbeing: The organisation is	Copy of the organisation's health
required to meet the legal requirements under	and safety and wellbeing policy
current Health and Safety regulations. In	Example risk assessments
particular, statutory obligations covering	
employees, volunteers and members of the	
public and buildings will be met, for example:	
<ul> <li>Carrying out risk assessments</li> <li>Lone worker and home working policies         (as required)</li> <li>Health and safety policies covering the         use of transport (as required)</li> </ul>	
Safeguarding:	Copy of the organisation's
If the organisation provides services,	Safeguarding policy and procedures
which involve access to, or having	(to include reference to managing
contact with, children up to the age of	<ul><li>allegations)</li><li>Copy of the organisation's staff</li></ul>
18 years, or their parents or carers,	training log
must meet the statutory requirements	Copies of DBS checks
for the safeguarding of children.	Copy of the organisation's
The organisation must cooperate with	vulnerable adults policy
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	
<u>Procedures.</u>	
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	
organisation's safeguarding policy and	
organisation 3 sareguarding policy and	

- be compliant with the <u>Bristol</u> Safeguarding Children Board guidance.
- 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 <u>Safeguarding Adults Board</u> <u>policy and guidance</u>.

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.

- Organisation completes Cultural Investment Programme 2023-27 annual report
- Equalities Impact Assessment

# **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.

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.

The organisation will demonstrate a commitment to raising awareness of the climate and ecological emergencies, and reducing/mitigating the environmental impact of their activities.

- 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. 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. <u>The Concessionary Lettings Granted
   document</u> 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 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. Please have these numbers ready before you complete the online application.

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

2. What percentage (%) of the Imagination grant do you expect to get through this partnership?

For example, if you expect the lead partner to pay you half of the grant for services, activity or goods please enter '50'. The figure provided can be an estimate.

If you do not expect to receive any of the Imagination grant please enter '0'

This is the end of the application 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 'lead partner' completes the 'lead partner' application form before **5pm**, **Tuesday 14 June**.

#### After you submit your application

#### The decision-making process

There are several stages to our decision making process.

#### Stage 1 – Assessment

'Lead partner' and 'supporting partner' applications will be assessed by members of Bristol City Council's Arts and Events team supported by trained freelance assessors. 'Lead partner' applications will be assessed using a scoring system outlined in the 'lead partner' guidance document. 'Lead partner' applications will be given a total score. 'Supporting partner' applications will be used to understand more about the 'supporting partner' organisation. More information is available in 'Assessing your application' on page 15.

#### 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 <u>Bristol City Council's Priority areas</u>)
- 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 the end of 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.

#### Assessing your application

We will match up your 'supporting partner' application to the 'lead partner' application form.

We will use the information you provide in your 'supporting partner' application to understand more about the background of your organisation. Your application will not be given a score.

We will use the 'Memorandum of Understanding' that the 'lead partner' will upload to understand more about how your partnership will work.

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?

For partnership applications, we will make a funding offer to the 'lead partner'. The 'lead partner' will sign the grant agreement with Bristol City Council and will be responsible for managing the grant throughout the grant period.

The 'lead partner' in your partnership will be matched with a relationship officer from the Council's Arts and Events team. We will meet with them twice a year to monitor progress and delivery against the plan and through the lifetime of the funding agreement.

We will ask the 'lead partner' to:

- Send us Board meeting papers on a quarterly basis,
- Send us 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**

#### 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.

# <u>Transfer of Undertakings (Protection of Employment) Regulations (TUPE)</u>

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 & 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 <u>in our FAQS</u>. 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.