



culture
team

Bristol City Council

Cultural Investment Programme 2023-27

Openness Fund 2023-27

Guidance document

Application deadline: Tuesday 14th June 2022 - 5pm

Revisions:

29/04/22 – Guidance revised to provide further information on what is meant by a 'Bristol-based' organisation – 'eligibility criteria' – page 5

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Welcome

Thank you for considering applying to the Cultural Investment Programme 2023-27 Openness 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 Openness 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.

Openness Fund Overview

Openness	
Annual grant size	Up to £30,000
Maximum total grant	This is calculated as no more than 7% of your organisation's annual turnover (based on the organisation's last set of audited accounts), multiplied by four, with the maximum total grant capped at £120,000. The annual turnover amount that you use can be based on an average over the last 4 years if preferable.
Duration	April 2023 – March 2027, Four years
Who can apply	Bristol-based arts and cultural organisations with at least twelve months of accounts
What can I apply for	This fund supports established arts and cultural organisations that are best able to achieve our aims and objectives with unrestricted funding for up to four years
When can I apply	March 2022 – June 2022
Requirements	We will ask Openness grant seekers to explain how their activity will contribute to all of our aims, linked objectives and our guiding principle.

Timeline

Applications open	Wednesday 30 March
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 Openness 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 Openness Fund and discuss your application.

Please [check our website](#) for dates for these events and booking links.

What is the Openness Fund

The Openness Fund is the largest Fund in the Cultural Investment Programme 2023-27.

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

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

The Openness Fund will support established, Bristol-based arts or cultural organisations that are best able to help us make positive change for our city and citizens by achieving all our Cultural Investment Programme 2023-27 aims, guiding principle and overall vision.

You can read more about our vision, aims and guiding principle on page 7 of the [Cultural Investment Programme 2023-27 overview](#).

Openness funding is offered as unrestricted funding for four years. Unrestricted funding means that this is funding that an organisation can use in any way that they believe is appropriate to help them achieve their mission or aims, rather than for a specific project. For example this could include general salaries, running costs such as rent or programme delivery costs.

The grant period for Openness funding is April 2023-March 2027.

We welcome applications to the Openness Fund from organisations who are currently in receipt of Openness funding (2018-2023) and from organisations who have never applied to the Openness Fund before.

It is our intention that Openness 2023-27 grantees will represent the diversity of our city, our communities, geographical reach and a range of art forms.

Before you apply

Eligibility Criteria

Please use this checklist to check if you are eligible to apply for an Openness 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 12 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 Openness 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

How much can I apply for?

For Openness 2023-27 we have introduced a maximum grant amount. This is because the total grant fund is smaller than the previous round of the Cultural Investment Programme, and we want to ensure that we can contribute funding to a minimum of 12 organisations across the city.

Openness grant seekers are therefore able to apply for 'no more than 7% of your organisations annual turnover' (based on the organisations last set of audited accounts), multiplied by four, **with the maximum total grant capped at £120,000**. The annual turnover amount that you use can be based on an average over the last 4 years if preferable.

For example

Your organisation's annual turnover for 2020/21 is £300,000

7% of annual turnover: $£300,000 \times 0.07 = £21,000$

7% multiplied by 4: $£21,000 \times 4 = £84,000$. So the total grant amount that you could apply for is £84,000.

If 7% of your annual turnover multiplied by 4 is greater than £120,000, you can apply for a maximum grant of £120,000 over four years (£30,000 per year).

How to apply

Please submit your Openness application 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 [Openness 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 16. 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.

- Your eligibility
- Your contact details
- About your organisation

- Baseline standards
- Financial information
- Grant amount requested
- Financial supporting documents
- 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

Preparing your application

Pages 7-21 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.

Start your application (step by step)

Eligibility criteria

In this section of the application form we will ask a series of Yes/No questions that confirm your eligibility to apply to the Openness Fund. The eligibility criteria is available on page 5.

If you answer 'no' to any of the questions, unfortunately you are not eligible to apply for the Openness 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 'organisation phone number' you can leave this question blank.

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. The Openness 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 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 give 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. 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.

We would expect most successful Openness grantees to be meeting all of the baseline standards. Funding may be awarded to newer organisations without all baseline standards being met. If you do not meet all the baseline standards, we will ask you to explain how you are working towards achieving the standard and the timeline for this work.

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	<ul style="list-style-type: none">• Copy of constitution or

place clearly outlining the aims and rules governing the organisation.	<p>memorandum and articles of association</p> <ul style="list-style-type: none"> • 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
<p>Financial Management: The organisation will have appropriately examined or audited annual accounts depending on the level of income of the organisation.</p> <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>	<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 expenditure in current/next financial year • 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, 	<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>which cover both paid staff and volunteers.</p> <ul style="list-style-type: none"> • 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>	
<p>Insurance: The organisation will have adequate insurance certification, for example, public liability, employer's liability (minimum £5 million) professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance is obtained.</p>	<ul style="list-style-type: none"> • Insurance policies/certificates for the current year's premium
<p>Service User Involvement and Participation: The organisation is able to demonstrate a real commitment to the participation of service users in service design, development, delivery and evaluation. All user involvement must be inclusive and accessible.</p>	<ul style="list-style-type: none"> • Participation strategy, or similar document, demonstrating commitment to service user participation • Statement on actions to be taken to implement the strategy over the next financial year together with evidence of changes made to the service as a result of the participation of service users • List of roles of the trustees/management committee members, highlighting any representation from service users
<p>Complaints: The organisation has a clear, publicised and accessible procedure for dealing with users' complaints. The procedure will include a written record of all complaints and any action taken.</p>	<ul style="list-style-type: none"> • Copy of the organisation's complaints procedure, to include specific measures for allegations of discrimination or harassment
<p>Information Sharing: The organisation is required to comply with the EU's General Data Protection Regulation (GDPR) and any</p>	<ul style="list-style-type: none"> • Copy of the organisation's information sharing and confidentiality policy and process

<p>other relevant data protection legislation. This will include taking appropriate technical and organisational security measures to ensure compliance and co-operating with the ICO.</p>	<p>which includes reference to compliance with the EU's General Data Protection Regulation (GDPR)</p> <ul style="list-style-type: none"> • 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)
<p>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:</p> <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
<p>Safeguarding:</p> <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 organisation's safeguarding policy and be compliant with the Bristol Safeguarding Children Board guidance. • The organisation should ensure that all staff and volunteers (including 	<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>members of the Management Board) delivering or managing services for children and young people are vetted appropriately through the Disclosure Barring Service (DBS).</p> <ul style="list-style-type: none"> 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. Tick the baseline standards which your organisation is currently achieving

2. Tell us how you plan to achieve any baseline standards that you do not currently meet.
(400 words) (optional)

This question is optional. Please tell us what you are planning to do to meet the standard(s) (e.g develop an environmental and sustainability plan) and provide a timeline of when this work will take place.

If you are planning to use any of the Openness grant to cover support costs (i.e training, consultancy etc) that will help you to meet these standard(s) please include this information in your answer.

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 or 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 Openness Funding but, if you are successful, we would expect you to have set up this safeguard before you receive any grant funds.

3. What was your organisation's turnover in the last financial year?

Please enter the total turnover including income from all sources for your last full financial year.

If you only have draft accounts for your last financial year please enter the total from these.

4. What were your total unrestricted reserves at the end of your last financial year?

By total unrestricted reserves we mean any reserves or savings that you hold that are freely able to be spent on your organisation's purposes.

Please give the total unrestricted reserves at the end of your financial year. For example, you do not need to recalculate your reserves for March 2022, if your financial year ended in December 2021.

Please do not include:

- Restricted reserves: funds which can only be used for a specific purpose. Often where a donor has applied conditions

- Designated reserves: unrestricted funds set aside by trustees for a future purpose, which are expendable at their discretion. For example, setting aside funds each year for future capital repairs.
- Any permanent endowments

5. What is your current unrestricted reserves target?

Please use the figure that is outlined in your organisation's current reserves policy.

6. Explain any significant differences between your reserves target and actual reserves at the end of your last financial year (100 words)

This question is optional. As a guide, if your actual reserves are over 15% higher or lower than your reserves target, we would consider this to be a significant difference.

7. 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 [Bristol City Council Concessionary Tenancies document](#) lists the annual value of all concessions.
- 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.

Grant amount requested

In this section of the application form we will ask you about the amount you are requesting from the Openness Fund.

As outlined on page 6 you are able to apply for 'a maximum of 7% of your organisations annual turnover' multiplied by four. If 7% of your annual turnover multiplied by 4 is greater than £120,000, you can apply for a maximum grant of £120,000 over four years (£30,000 per year).

We understand that the pandemic has likely had an impact on your annual turnover. The annual turnover amount that you use can therefore be based on your organisation's average annual turnover over the last 4 years if preferable.

1. Are you basing your grant amount request on your organisation's average turnover over the last 4 years?

This is a yes/no question

2. If you answer yes to the above question please provide your organisation's turnover for:

- 2017/18
- 2018/19
- 2019/20

Please use the turnover figures from your final accounts for each financial year.

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

- 2023/24
- 2024/25
- 2025/26
- 2026/27

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

Financial supporting documents

We understand that many organisations who are applying for Openness funding will also be applying to Arts Council England for National Portfolio Organisation funding in May 2022. We are very happy for you to send us the same financial documents/templates that you are submitting for your NPO application.

In this section of the form please upload:

1. Financial statements for your previous financial year e.g audited accounts
2. Your organisation's most recent management accounts
3. 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) and expenditure for this period.
- Please include the amount you are requesting from the Openness 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 [Openness Fund Budget template](#) or submit your own templates – we do not have a preference.

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

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 the main arts and cultural activity of your organisation (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 Openness 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 four sections to assess how your organisation will contribute to the delivery of the Cultural Investment Programme 2023-27 aims and objectives.

Advancing diversity, equity and inclusion

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.

Aim 1: To advance diversity, equity and inclusion in arts and culture for all Bristol's citizens

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 and/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

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.

Aim 2: To support Bristol as a city of ideas, creativity and engagement

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

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.

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

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

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'

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 or nuisance?

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 or nuisance 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.

Before you start your online application

Please remember that your online application to the Openness 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 Openness Fund (Page 5)
- 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
 - Your organisation's most recent management accounts
 - Budget for the first year of the investment period April 2023-March 2024
 - An activity plan for your first year of funding (1 April 2023 - 31 March 2024)

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.

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 and sometimes trained freelance assessors. Applications are assessed using a clear scoring system outlined below in the 'How your application will be scored' section on Page 22. 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 – Cabinet

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 Openness funding is taken to Cabinet because:

- The council will spend more than £500,000 on the Openness Fund throughout the funding period
- 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 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:

- request further information in support of an application, for example clarifications or other documents;
- 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 & 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](#). (this link will not work in Internet Explorer.)

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 Openness 2023-27 Fund.