

East Suffolk Events, Arts and Culture Grant scheme

Guidance

IMPORTANT: PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.

About the fund

This programme supports East Suffolk Council's vision to strengthen our local economies and communities and create thriving and inclusive towns through added investment in activities.

The grant scheme aims to foster a sense of local pride and belonging for our communities by creating new event and development opportunities and reconnecting local residents to the hubs of their communities. It will allow more people to feel the social and economic impact of culture in their lives and contribute to welcoming, distinctive, and attractive towns and places.

We see that the success of events and activities can be determined by an increase in footfall in a location, increased visitor numbers, increased spending in local businesses, and a general feeling of positivity in the town. In some cases, events can also lead to the discovery of new local attractions, the development of new partnerships between local businesses, and better communication between local organisations. Overall, events are seen as a great way to bring people together and to create a sense of community.

Approved projects will need to meet the primary goal of the Government's Levelling Up agenda around building pride in place but will also support the ambitions of the Council's Economy, Visitor Economy and Cultural Strategies. This is namely around celebrating the creativity and heritage of East Suffolk whilst also supporting local businesses, entrepreneurs and creative talent.

Grants of between £5,000 - £10,000 per application. We would expect to see a percentage of partnership match funding ideally around 20% of the total project cost which could include cash and non-cash/volunteer contributions. This will be reviewed on a case by case basis depending on grant request and outputs being achieved

Priorities of the grant scheme

All applicants must ensure that they can evidence how their application meets the following priorities:

- To provide communities with access to cultural participation opportunities which provide health and wellbeing and economic benefits for all.
- To maximise and grow the development of a year-round visitor economy through the development of new events or enhancing existing events.
- To create visually stimulating and attractive town centres that capitalise on their individual character and assets through the creation of cultural, arts and heritage enrichments, activities and events.

Types of project

This fund can support the following types of projects:

Priority	Example(s)
Culture, arts and heritage enrichments, activities and events	<ul style="list-style-type: none"> • Arts • Music • Dance • Sport • Education • Tours • Displays / exhibitions • Local food and drink promotion • Photography and film • Local folk law storytelling through interpretive content • Crafts • Poetry and storytelling • Arts and culture for health and wellbeing benefits • Theatre • Gaming

These examples are given as a guide and are not exhaustive.

This grant scheme can also fund staff costs, if you can demonstrate within the application that they will directly influence or deliver one or more of the above priorities.

Who can apply?

The fund is available to community and voluntary groups, placed based associations, charities, social enterprises, community interest company's, town and parish councils and businesses associated with the culture and arts sector who are located within the geographical area of East Suffolk.

Please be aware that all applicants are expected to complete the subsidy declaration within the application form. For more information on the subsidy control please visit: [UK subsidy control regime - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-subsidy-control-regime) The fund is available for projects and activity located within the following 12 towns:

- Aldeburgh
- Beccles
- Bungay
- Felixstowe
- Framlingham
- Halesworth
- Leiston

- Lowestoft (including the main town centre as well as the Historic High Street/ North Lowestoft Heritage Action Zone area and Kirkley)
- Saxmundham
- Southwold
- Wickham Market
- Woodbridge

What we cannot fund

- Applications from individuals – **we cannot make grant payments to individuals**
- VAT: If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included.
- Annual/usual organisation running costs and core staffing costs
- Contingency costs
- Projects unable to start within 6 months of the grant award date
- Activities promoting political or religious beliefs
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e. if East Suffolk Council has previously provided a grant for the same activity
- Items or projects which only benefit an individual
- Retrospective costs
- Projects that will displace existing provision
- Activities that are statutory obligations

Before applying, please note that this funding cannot be used to replace lost income / profits / hardship experienced as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects i.e. for costs already incurred.

Please ensure that your application includes information about how your project adds value to the work of existing organisations, projects and activities in your target area.

Quotations for works and services

As a condition of the grant, all capital (physical assets) expenditure, and services provided by another organisation on behalf of the applying organisation over the value of £4,999 will require evidence of three quotes obtained to ensure value for money. Expenditure over £75,000 will require a formal tender process. Please provide any quotations that you have obtained for the project along with the completed application form. **Please note that by three-quotes, this means that you can evidence you have tried to obtain three-quotes, it is does not necessarily mean that all potential suppliers contacted will provide you with a quote.*

This shall include adopting the following minimum procedures:

Value of Purchase	Procedure to be followed
£0 - £4,999	Direct Award (meaning you can choose who is award the works without obtaining any quotations)
£5,000 - £74,999	3 written quotes or prices sought from relevant suppliers of goods, works and / or services
£75,000 and over	Formal tender process

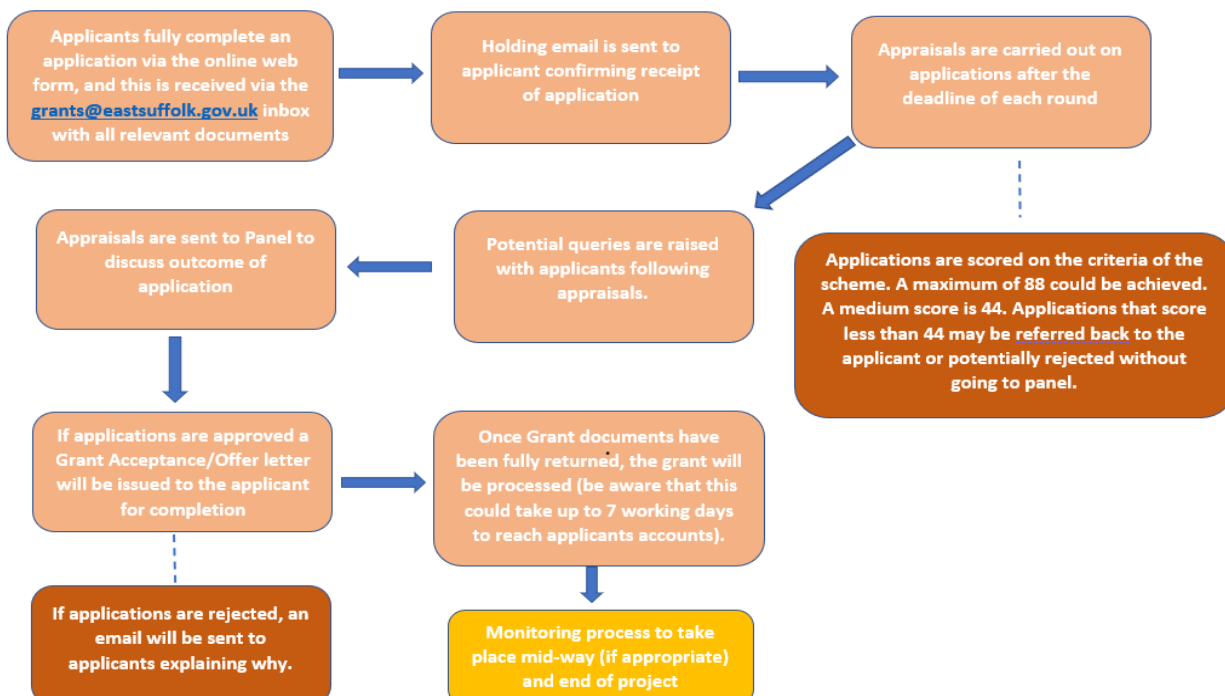
How to apply

If you would like to access funding through the East Suffolk Events, Arts and Culture Grant, please complete the application form via the following weblink:

<https://my.eastsuffolk.gov.uk/service/High Street Events Arts and Culture Grant Scheme>

Process

If the application is fully complete (i.e. all the required information is provided) it will be taken to a Panel Meeting which will be up to three weeks after the grant deadline below. See the diagram below for more information on the application process.



Deadline for Applications

Round	Round dates (applications open and close)	Dates of Appraisals	Panel Meeting
Round 1	3 rd January 2023 – 17 th February 2023	20 th February – 3 rd March 2023	w/c 6 th March 2023
Round 2	1 st March 2023 – 28 th April 2023	1 st May 2023 – 17 th May 2023	w/c 29 th May 2023
Round 3	30 th May 2023 – 28 th July 2023	31 st July 2023 – 16 th August 2023	w/c 28 th August 2023
Round 4	4 th September 2023 – 27 th October 2023	30 th October 2023 – 16 th November 2023	w/c 27 th November 2023
Round 5	28 th November 2023 – 26 th January 2024 - TBC	29 th January 2024 – 12 th February 2024 - TBC	w/c 19 th February 2024 - TBC

These dates set out above are subject to change if a high number of applications is received.

If your application is successful, you will be notified of the decision through a Grant Acceptance (via email) within 5 working days of the Panel meeting.

Funds through this grant scheme **should only be spent on the items/purpose detailed in the application form and Grant Acceptance** and within **12 months** of the date of the Grant Acceptance. All funding awarded will be for a maximum of twelve months, although our contribution could be part of a longer-term project which is match-funded from elsewhere. You must indicate on your form if you have applied for or intent to apply for match funding for this project. If the grant is not spent on the approved purposes or there is an underspend, the Council has the authority to reclaim part or all of the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible.

An evaluation and monitoring form will be sent for completion **after 6 months** – although this period will be extended if a change in national guidance means that your project has to ‘pause’ - to ascertain the impact that the project / activity had. Returning this form to us is one of the grant conditions. ***Please keep copies of receipts and invoices related to the project / activity – we may ask to see these as part of our monitoring process as we spot check a proportion of successful applications.***

Applications will be scored as per the below scoring matrix:

SCORING CRITERIA			
	Criteria	Strong projects will have...	Weak projects will have...
A	Impact on town centre and businesses	The project will have a positive impact on the town centre and the local business community. It is led by the business community or an organisation working with the business community.	It is unclear how the project will benefit the town centre and local business community in a positive and meaningful way.
B	Clear links with the grant fund priorities	The applicant has identified how the project is linked to the priorities of the funding	It is not clear how the project is linked to the priorities of the funding.
C	Evidence of Need	The applicant has demonstrated the required knowledge of the issues affecting their town center/business community.	The proposal is based on anecdotal evidence and it's unclear whether this project is needed.
D	Evaluation and Promotion	It is clear how the project will be promoted and publicised to the target audience and/or communities. There is a clear approach and methodology to capture project outputs and outcomes in a clear and robust way.	It is unclear how the project will be promoted and how the outcomes and impact of the project will be evaluated.
E	Value for Money	The project has been realistically costed and the impact of the project is appropriate in relation to the amount of funding that has been requested.	The project is either significantly under costed or over costed which creates a risk to the project and its outcomes/impact.
F	Deliverability	The project is realistic and achievable and it is clear how and when the project will be delivered and by whom.	It is unclear what the project will do, who will deliver it, how it will be delivered and by when.
G	Project legacy and sustainability	The applicant has considered project sustainability after the funded project has been completed i.e. it is clear how the project will continue (if relevant).	It is unclear how the project will continue after the funding has been spent and whether what has been proposed is achievable.

Scoring Matrix

- 0** No Evidence
- 1** Poorly Met
- 2** Satisfactory
- 3** Good
- 4** Very Good

SCORING CRITERIA			
Criteria	Score Range	Weight	Max Weighted Score
A	0-4	4	16
B	0-4	4	16
C	0-4	4	16
D	0-4	3	12
E	0-4	3	12
F	0-4	2	10
G	0-4	2	6

- Groups can achieve a maximum score of 88 points
- A medium score is considered to be 44 points
- Applications that score less than 44 will be referred back to the applicant or rejected.

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: grants@eastsoffolk.gov.uk