# Guidelines for Exeter City Council Grant Application for Arts Core Funding 2018/19

**The City Council’s planned budget for grants to arts organisations for 2018/19 is the same as has been available for 2017/18. This is subject to final approval early in 2018 and the level of Government funding granted to the Council.**

* **organisations currently in receipt of NPO funding and core funding from Exeter City Council should apply in this round, but need to be aware that grants are likely to be held at the existing level.**
* **new organisations wishing to make an application should make an application for no less than £5000 and no more than £10,000.**

**When you can apply**

Applications will be accepted from **Monday 30 October 2017**. Applications must be submitted by **5.30pm on Wednesday 6 December 2017**.

# Eligibility:

* Arts Core funding is intended primarily for not-for-profit, fully constituted arts organisations such as Voluntary Organisations, Registered Charities, Companies Limited by Guarantee, CIC’s and Social Enterprises. Funding cannot be paid to individuals.
* This process is only available for applications over £5000.
* In 2018/19 the funding is principally for one year, where an organisation has made a successful application to Arts Council England NPO funding 2018 – 2022, the City Council will aim to support the organisation for four years but cannot guarantee similar levels of funding and may seek annual application.
* The fund is primarily for revenue funding support, to support core costs and programme, not for capital projects or one off project funding.
* Projects will be expected to secure significant funding from other sources.
* Organisations in City Council owned buildings in receipt of a rent grant, will need to apply separately for that grant by contacting Caprice Page, 01392 265377, committee.services@exeter.gov.uk.
1. **Governance, leadership and management**: you should have appropriate governance, leadership and management to be able to deliver effectively the programme of work that you propose. You will be asked to confirm that your application is supported by the governing body of your organisation.
2. **Contributing to our goals and priorities:** the City Council will make an assessment of which of our goals and priorities you would contribute to and the quality of that contribution.
	1. You must demonstrate that you contribute to our goals which mirror those of the City’s Cultural Action Plan. The City Council recognises that specialist organisations may not be able to give the same weight to all goals, but it is expected that at least two of our goals be fully met and the remaining goals covered to some degree. The assessment will take into account the nature of your organisation and the amount of funding applied for.
	2. In the ‘Meeting our goals’ section of the form you must tell us how you propose to help us meet the goals you have selected. This should outline details on the programme of work or the activities you will be doing that will contribute to these goals and priorities.

**3. Financial sustainability**: you should be financially sustainable and have appropriate financial controls in place able to deliver effectively the programme of work that you propose.

The assessment will consider how you have planned your income and expenditure for this funding period alongside your management accounts for this current year. Value for money will be an important consideration.

It is expected that organisations generate income from other sources and your budgets should show the different sources of your income.

The City Council understand some organisations that do not currently receive regular funding from us or the Arts Council may find it more difficult to meet these criteria, particularly financial sustainability. This will be taken into account in our assessment and a judgment would be made about each organisation’s potential to meet these criteria within an agreed timeframe.

**Balancing the portfolio**

The second stage makes a judgment about how well the organisation would fit into a balanced portfolio of funded organisations. Ideally the Council aims to find a balance across our investment in the arts, the City Council will seek to achieve a balanced portfolio, and this is however, dependent on the range of applications received.

**1. Goals and priorities:** Exeter City Council will look across the portfolio of organisations and consider how it is contributing to our goals and priorities as a whole, as set out in Section B of the application form.

**2. Diversity:** Exeter City Council wants its investment in the arts overall to create the conditions in which a diverse range of great art is open to all, for example engage groups that have not traditionally had equal access to the arts.

**3. Range of art forms:** the City Council would to support a range of art forms and a range of artistic practice. Artists and arts organisations often work across and between different art form areas.

**4. Size and type:** there are many interdependencies within the arts sector and we want to invest in an appropriate mix of sizes and types of organisation.

There is no mechanistic formula for balancing the portfolio. This is a framework against which we will make an informed judgment about how each organisation might contribute to the overall mix. There may be applications which are strong in the first stage assessment but which are not funded because in the second stage they do not fit into this overall picture.

**Who will make the decision?**

Applications will go through the following assessment process:

Stage 1: ensures applications are eligible and makes an initial assessment on 3 key criteria. An independent, external assessor will be involved in this stage.

Stage 2: outcome of stage 1 presented to small assessment panel including the Portfolio Holder and Director of Communications for a second assessment

Stage 3: a report outlining application and assessment process and recommendations is presented to Major Grants Panel in February 2018

Stage 4: decisions made by the Major Grants Panel will be ratified at the following Executive meeting in March 2018

**When you will know**
You will receive formal notification by the end of February at the latest, whether you have been successful and how much funding we are offering.

Any decision to offer funding will be subject to discussing and finalising a detailed funding agreement. This process could result in agreed changes to your planned activities and budgets and consequently to your level of funding.

**What your application must include**

All applicants will be asked to include details of:

* your mission or purpose statement: this can be taken from your business plan
* A list of your Board members, their length of service and any specialist skills
* how much you are applying for
* how you plan to use our funding to contribute to our goals and priorities
* your audited accounts for 2016/17
* your planned budget for 2018/19
* current business plan

Please submit your application by **Wednesday 6 December 2017**:

* **By post** **to: Val Wilson**, Arts & Events Manager, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1JJ.
* **By email to:** arts.grants@exeter.gov.uk
* **You may use a combination of post and email;** for example, if you need to post some of the documents, you can send us the rest by email. It is helpful if you can use email for supporting documents wherever possible, as it saves us having to scan and copy them.