



## Manchester City Council

### Culture Partnership Agreements April 2015 – March 2018

#### Prospectus

##### Key information

- The purpose of the funding is to support cultural organisations in Manchester City which are delivering against the City's priorities and meeting the themes of the Cultural Ambition..
- Call for applications: 1st October 2014
- Briefing sessions: 09:30 – 11:00, 15 October 2014, Scrutiny Room, Town Hall  
13:30 – 15:00, 29 October 2014, Scrutiny Room, Town Hall
- Closing date: 09:00 on 12 November 2014
- Notification of Decisions: No later than 15 December 2014
- For constituted Community and Voluntary / not-for-profit organisations (not commercial, public or government organisations, individuals or informal groups)
- For cultural organisations only
- Applicants must be based in Manchester City or have a track record of activity delivered in Manchester City for the benefit of Manchester City residents, visitors or local economy
- Grants are for a period of three years; April 2015 – March 2018
- The total amount of funding provided through this Grant Programme is approximately £300,000 per year subject to budget setting; a total of approximately £900,000 over 3 years, subject to each annual budget setting
- Individual grants are between £10,000 and £40,000 per year
- Contact person: Jo Johnston, [j.johnston3@manchester.gov.uk](mailto:j.johnston3@manchester.gov.uk) 0161 234 4267

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## **Introduction**

Thank you for your interest in Manchester City Council's Culture Partnership Agreements Grants programme. This prospectus is intended to give an overview of the Grant Programme and Grant Application Process and enable you to decide whether to apply. The application and guidance document can be downloaded from [www.manchester.gov.uk/grants](http://www.manchester.gov.uk/grants) Good luck.

## **Section 1: The Grant Programme**

We want Manchester to be a vibrant city with high quality cultural experiences inclusive of all Manchester's diverse communities. In 2010 Manchester City Council and the Manchester Cultural Partnership developed and launched a strategy for Manchester called "The Cultural Ambition" which outlined the strategic direction for the development of culture in Manchester. The Cultural Ambition describes 5 main themes: Culturally Distinctive; Community Inspired; Talent City; Creative Investor; and Culturally Connected. Each of these themes contributes to the overall priorities of the city which include: economic growth and developing Manchester's tourist offer; attracting investors and economically independent families to the city; and supporting our local residents to be active and independent citizens.

To support the delivery of the Cultural Ambition Manchester City Council introduced a grant programme called Cultural Partnership Agreements in 2012. This grant process is the next stage of this grant programme. The purpose and the basic criteria remain unchanged from the previous grant programme but the new process has been simplified following consultation with our partners.

The 2012-2015 grant programme funds 15 grants for 18 organisations (some of the organisations work in partnership). Grants vary between £5,000 - 40,000 per year and it is expected that applications from existing recipients will be based on or below previous levels. However, in 2015-2018 there is no guarantee of continuing funding for organisations that were previously funded and we are also anticipating a number of new organisations will apply. We want to support a balanced programme which has multiple art forms, across the five themes of the Cultural Ambition.

Manchester City Council Culture Team manage this grant programme. Our aspiration for this fund is to work with cultural organisations as partners to achieve significant and sustainable long term impacts which directly benefit our community, cultural ecology and/or economy.

This is revenue funding for not-for-profit cultural organisations to deliver against the Cultural Ambition Objectives.

This funding is intended to support core costs of cultural organisations.

Organisations may choose to apply for funding to develop and embed new practice, new income generation and/or new delivery models but this must relate to their core work and achieving the Cultural Ambition objectives.

The desired outcome of this funding is to support the long term sustainability and growth of Manchester's cultural sector. **This is not project funding.**

## **Section 2: Individual Grants and Objectives**

Grant applications must meet **at least one** of the following ten objectives through the delivery of cultural activity:

### Culturally Distinctive:

- 1) To create new work of national or international significance
- 2) To raise Manchester's profile as an international cultural city, a year round cultural destination

### Community Inspired:

- 3) To shape the commissioning of and embed arts delivery within key public services such as children, young people and their families; older people; vulnerable adults; BME; public health and wellbeing; etc.
- 4) To raise the aspirations, skills and achievements of residents
- 5) To develop a more vibrant city wide portfolio animating Manchester's neighbourhoods, engaging and inspired by the city's diverse communities

### Creative Investor:

- 6) To enhance cultural links and forge global trading networks to attract creative talent and encourage international trade

### Talent City:

- 7) To encourage highly networked individuals who have the capacity to commercialise innovative ideas
- 8) To develop pathways to employment that help Manchester City residents to secure jobs in the creative economy

### Culturally Connected:

- 9) To deliver complementary or collaborative programming and/or promotion to make the cultural offer in Manchester easier to navigate and access
- 10) To celebrate, value and showcase Manchester's heritage and contemporary creative community

Applications which meet more than one objective will **not** necessarily be scored higher.

If applications state they will be working with vulnerable groups they will be required to produce the appropriate safeguarding policies and procedures. If successful, applicants will be required to supply additional information, policies and procedures including equal opportunities, health and safety, data protection and financial management.

Applicants will need to provide information on how the organisation is governed and managed and if successful may be required to provide evidence including notes from board meetings, annual accounts etc.

We will also need information about how you plan to develop your work over the period of the funding and evidence of how you've worked in the past. This will include information on equal opportunities and value for money.

We are keen to encourage partner organisations to provide volunteer placements to local residents to help develop confidence, skills and access to employment. As part of your monitoring you will be required to report on this.

**Section 3: Who can and can't apply**

This funding is for constituted Community and Voluntary / not for profit organisations only (not commercial, public or government organisations, individuals or informal groups).

Organisations must be cultural or arts based, as specified in the organisations Memoranda & Articles or constitution etc. The definition of culture includes: Visual Arts, Museums, Heritage, Craft, Literature, Music, Theatre, Film and Broadcast Media, Dance, Digital Art and Photography. Applicants must be based in Manchester City or have a track record of activity delivered in Manchester City for the benefit of Manchester City residents, visitors or local economy.

Local cultural organisations that are already in receipt of a Cultural Strategic Investment from the Culture Team or have Events Funding confirmed for 2015/16 from the MCC Events Team are **not** eligible to apply.

**Section 4: Funding**

Grants are for three years, from April 2015 – March 2018. Individual grants will be between £10,000 and £40,000 per year. We expect applications from existing recipients will be based at or below previous levels. We are intending to offer grants to between 15 and 20 organisations.

Successful applicants will be notified by 15<sup>th</sup> December and funding agreements will commence on 1 April 2015. Payments will be made quarterly, in arrears, on receipt of the monitoring information.

Applications can be made in partnership but a lead organisation must submit the application and will be ultimately responsible for the delivery and financial management of the funding agreement.

**Section 5: How to Apply**

Call for applications: 1st October 2014

Briefing sessions: 09:30 – 11:00, 15<sup>th</sup> October 2014, Scrutiny Room, Town Hall  
13:30 – 15:00, 29<sup>th</sup> October 2014, Scrutiny Room, Town Hall

Closing date: 09:00 on 12<sup>th</sup> November 2014

Notification of Decisions: No later than 15<sup>th</sup> December 2014

Applications can be emailed to [culture@manchester.gov.uk](mailto:culture@manchester.gov.uk) with the subject line Culture Grant Application 2015-18. The Culture Team will acknowledge receipt of your application within 2 working days

Please remember e-mail may not be instant and we recommend submitting your application at least 24 hours before the deadline to avoid disappointment; late applications will not be scored.

#### **Section 6: How will decisions be made**

Applications are checked for eligibility by member of the culture team and applications which do not pass the eligibility check are automatically rejected.

Your application will be then assessed and scored by at least three MCC officers. Assessors are provided with clear guidance on the scoring process. If the officers are not familiar with your work guidance on your organisation's track record of delivery may also be sought from key partners i.e. Arts Council England and AGMA.

Assessors complete a summary sheet of your application giving details of the scores plus brief comments on how scores were awarded and the evidence to support their assessment. The consistency of the scoring is checked by the Team Leader of the Cultural Partnership.

All applications that score less than 40% will be eliminated.

The remaining applications will then be assessed to ensure that the overall programme will deliver against all five themes of the Cultural Ambition and supports multiple art forms. This will inform the recommendations to the decision-making panel consisting of three senior MCC officers and a representative of a cultural organisation that is excluded from applying to the Grant Programme. The panel will make the final decision on your application. Please note, even successful applicants may not receive the full amount they have applied for.

#### **Section 7: What will happen after the decisions have been made**

All applicants will be notified by email by 15<sup>th</sup> December 2014 of the outcome of their application. Feedback is given on request. There is no appeals process.

If applicants state they will be working with vulnerable groups they will be required to produce the appropriate safeguarding policies and procedures. Successful applicants must submit the documentation set out in the application form.

We will send you a grant agreement with our terms and conditions for you to sign and return. If we need to ask you to change your approach in order to fill a gap, or reduce overlap with another application we will arrange to meet with you.

Payments will be made quarterly, in arrears, on receipt of the monitoring information. All payments will be made by BACs.

## **Section 8: Monitoring**

Organisations who receive a grant must complete quarterly reports on the progress in delivering their outcomes and their financial expenditure. A more detailed report will be required at the end of each financial year. Monitoring information will include:

- Numbers of Beneficiaries (active participants, audiences/visitors live and broadcast/online, artists, volunteers (volunteer hours), apprentices, paid interns, work placements, staff and organisations),
- Income (public, private and commercial),
- Productions and Commissions (exhibitions/performances/events, new/original works commissioned)
- Learning and Education programmes (sessions delivered, number of engagements, schools),
- Digital and Innovation (websites and social media), and
- Environmental (recycle rates and carbon footprint).

Additional information on beneficiaries' equalities, demographic and ward data will be required for organisations who are receiving grants to work directly with Manchester residents or in neighbourhoods.

A review meeting will be arranged to discuss progress following the submission of the end of year report for us to discuss any issues which may have arisen over the year and what will happen in the following year.

We will also require two case studies per year to enable us promote the work of each organisation and the Grant Programme.

## **Section 9: Getting Help**

If you do not understand anything in this guidance, or on the application form you can contact: Jo Johnston, [j.johnston3@manchester.gov.uk](mailto:j.johnston3@manchester.gov.uk) and 0161 234 4267.

Please note Jo cannot help complete your application form or offer advice on the likelihood of your application being funded.

You can download a copy of the Cultural Ambition here:

<http://www.manchesterculturalpartnership.org/knowledge/page/40>

If you have general queries about applying for funding or developing your group please contact:

Manchester Community Central

Tel: 0333 321 3021

Email: [info@mcrcommunitycentral.org](mailto:info@mcrcommunitycentral.org)

Website: [www.manchestercommunitycentral.org](http://www.manchestercommunitycentral.org)