**Halton 50 – Culture Grants**

**Background**

2024 marks the 50th anniversary of the Borough of Halton. Founded in 1974, Halton is full of local community groups and heritage which has expanded in its first 50 years. Working in partnership with the UK Shared Prosperity Fund (UKSPF), Halton Borough Council (HBC) has created this grant to help boost the rich and diverse Cultural activities already happening in the Community and support potential new ideas and projects.

This grant is an opportunity for community groups to engage with Cultural activities or organisations, many of whom may not have done so before, as well as supporting existing Cultural organisations to celebrate Halton’s 50th Birthday.

Local groups and organisations can apply for up to £3,000 towards the cost of delivering a project which explores the theme of Halton’s 50 years.

Any Community or Not for Profit group can apply for this grant (eligibility below) but either a Cultural Organisation or Local Cultural Individual (artist/musician/director/etc) must be in involved in the delivery of the project. Cultural Organisations can apply for a grant on their own, but they must evidence how it will boost an existing activity or develop a new project around the Halton 50 theme.

**Definition of Cultural Activity, Cultural Organisation & Individual, and Community Organisation**

**Cultural Activity:**

Any Activity included in this grant needs to involve one or more of the follow types of culture:

* Literature: Including poetry, fiction, life writing, spoken word and other forms of creative writing. We would expect there to be a publishing element to any literature activity. This could be print, online, live performance or broadcast.
* **Music**: We are supporting many different musical genres and musical experiences whether in traditional venues like concert halls and churches or in unconventional, smaller performance spaces. If music or a performance is developed, we would expect it to be performed live or for it to be recorded and shared.
* **Theatre**: We support activities that including musical theatre, plays or monologues, interpretive dance, and other forms of live performances. We would support activities within typical performance spaces such as churches and schools but also in more unusual spaces around Halton.
* **Visual Arts**: We will fund projects across a broad range of media such as painting, sculpture and photography. We would encourage exhibiting outside typical gallery settings, we can help with identifying potential locations.
* **Dance**: We are supporting many different dance genres and experiences whether in traditional venues like concert halls and churches or in unconventional smaller performance spaces. If music or a performance is developed, we would expect it to be performed live or for it to be recorded and shared.

For this grant all activity must either include community involvement in its development OR be exhibited/performed not for profit for the community experience.

We can help to connect and potential application to other Halton 50 celebrations.

**Cultural Organisation requirements:**

To be considered a Cultural Organisation for this grant an organisation needs to be delivering one or more of the Defined Cultural Activities, listed above, for 2 years. They must also meet the organisation criteria listed below. Cultural Organisations do not need to partner with any others to apply for this grant.

**Cultural Individual requirements:**

To be considered a Cultural Individual, any professional creative must either live within Halton, producing work fitting into one or more of the cultural types listed above. They must have worked professionally for a minimum of 3 years and provide examples of their work with this application. They also must be partnered with a community organisation of any kind (eligibility of which is listed below) they cannot submit an application on their own.

**Community Organisation requirements:**

Any other community/not for-profit organisation (legal set up requirements listed below) that is either based in or has predominantly worked within Halton for 2 years.

**Grant Guidance:**

**Cultural Organisations:**

1. Must be based in or work in Halton.
2. Must be ONE of the following:
   1. Constituted Group or Club.
   2. Registered Charity.
   3. Charitable Incorporated Organisation (CIO).
   4. Community Interest Company (CIC).

**Community Organisation:**

1. Must be based in or work in Halton.
2. Must be ONE of the following:
   1. Constituted Group or Club.
   2. Registered Charity.
   3. Charitable Incorporated Organisation (CIO).
   4. Community Interest Company (CIC).
3. Must be partnered with a Cultural Organisation OR a Cultural Individual

**PEASE NOTE A COMMUNITY ORGANISATION CANNOT APPLY FOR A GRANT ON THEIR OWN**

**Cultural Individual:**

1. Must live in Halton.
2. Must be partnered with a Community Organisation OR a Cultural Organisation.

**PLEASE NOTE CULTURAL INDIVIDUALS CANNOT APPLY FOR A GRANT ON THEIR OWN**

Boards/Committees/Companies **MUST** have at least 2 un-related members/directors. (By related we mean married, in a civil partnership, living at the same address, in a long-term relationship or related by blood).

You **MUST** have a bank account in the name of your group and be able to provide a recent bank statement (not more than 3 months old) and your latest annual accounts.

**Your project must meet ALL of the following:**

1. Celebrate local community and the history of Halton between 1974-2024.
2. Involve a local Cultural organisation or individual.
3. Link in with the Four Elements of Culture from Halton’s Cultural Strategy.

* We can put you in touch with Cultural organisations from Halton.
* We can also connect with Cultural Individuals if you have a particular project in mind. You will need to create the initial idea.

If you have an idea and would like help to link with a Cultural Organisation/Individual, please contact Rachael Prime (Culture Officer) **BEFORE** you submit your application. [rachael.prime@halton.gov.uk](mailto:rachael.prime@halton.gov.uk)

* We can give you some guidance around ideas and themes and can put you in touch with HBC Officers who can support with completing the application form.
* We can put you in touch with possible venues.
* We can put you in touch with HBC Officers you may need to speak to about outdoor performances, for example in parks or town centres.
* Cultural grants cannot be given to acquire land, buildings, or artwork items. You will need to provide proof of ownership (or relevant permission from the owner) if your project involves work on land or buildings (for example a mural on a local wall.)
* Payment of the grant will be made in full as soon as possible after you have had confirmation of funding. You must not start your project until funding has been confirmed.
* All grant recipients need to acknowledge that the grant is thanks to the UK Shared Prosperity Fund (UKSPF) and include logos on any materials produced. (These will be provided if successful.)
* The closing date for applications is **9am on Monday 19th February 2024**
* Decisions will be made by mid-March 2024.
* Projects must be completed/performed/printed/exhibited between 1st April 2024 and 31st December 2024.
* The decision of the panel is final there is no right of appeal.

**Monitoring:**

If you are successful with your application, you will be expected to provide evidence of the following:

* Copies of invoices/receipts of all expenditure.
* Number of artworks/performances created.
* Number of visitors/audiences.
* Number of volunteers involved with the project.

We will also be asking the following questions:

* Has your project increased your confidence to deliver more cultural events?
* Have your volunteers developed any new skills? (If applicable).
* Have you had an increase participation in creative activities?
* Did the wellbeing of your participants (including volunteers) improve during the project?

Completed applications and all supporting documents should be emailed to:

Rachael Prime at Halton Borough Council: [rachael.prime@halton.gov.uk](mailto:rachael.prime@halton.gov.uk)

**Application Form**

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| **Section 1: ABOUT YOUR ORGANISATION** | |
| **Contact Details** | |
| Name of Organisation as it appears on your Constitution |  |
| Status of Organisation (Constituted group, Charity, etc.) |  |
| Address of Organisation (If this is a joint application, give the name and address of the lead partner) |  |
| Main Contact Name |  |
| Number |  |
| Address |  |
| Email |  |

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| **Details of your management committee/board/directors.** | | |
| Position Held | Contact Details | |
|  | Name |  |
| Address |  |
| Email |  |
| Phone No |  |
|  | Name |  |
| Address |  |
| Email |  |
| Phone No |  |
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| **Bank or Building Society Details** | | | | | | | | | | | | |
| Account Name |  | | | | | | | | | | | |
| Bank/Building Society Name |  | | | | | | | | | | | |
| Sort Code |  | |  | |  | |  | |  | |  | |
| Bank account No. (8 digits) |  |  | |  | |  |  |  | |  | |  |
| Use this box only if you are using a Building Society |  | | | | | | | | | | | |

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| When was your organisation set up? |  |
| What are the main aims and objectives of your organisation? | |
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| **Section 2: ABOUT YOUR PROJECT** |
| Please give a short factual description of your project in no more than 200 words (we expect input from both organisations if this application is a partnership.) |
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| Describe how your project meets our priorities, particularly around the theme of Halton 50. |
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| If you are a Cultural Organisation, please give an overview of your normal activities and how they link to the Definitions of Cultural Activity listed above.  If you are a Community Organisation, please give details of the Cultural Organisation or Individual you are partnering with, including information about their number of years’ experience. (Please attach any examples of their work separately). |
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| Please tell us how you got the idea for your project. |
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| How you know there is a need or demand (or both) for your project? Who have you talked to about it? (e.g., local residents, other community groups, The Council, Cultural Organisations). |
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| When will your project start and finish? *(Please note, we expect all funded projects to be completed by December 2024).* |
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| How will you manage your project? *(Tell us about the skills and experience of the people who will lead your project and please ensure you include any relevant training costs in your budget).* |
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| Tell us what will happen to things that your project has produced once the project has finished *(if applicable).* |
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| Are your providing any volunteer opportunities within your project? If so, please give details. |
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| If you are charging entry fee for your exhibition/performance, please explain how you will ensure the event is non-for-profit. |

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| Section 3: PROJECT COSTS | | |
| Please provide a breakdown of what you will spend the grant on *(The value in the total cost column should include any VAT that can’t be recovered).* | | |
| ITEM | COST PER ITEM | TOTAL COST |
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| **TOTAL REQUESTED** |  |  |
| \*For any single item over £1,000 you must supply three quotes with your application form.  \*Printing and publishing costs must not exceed 50% of your budget. | | |

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| How did you calculate your costs? How do you know your costs are realistic? (e.g.: you have obtained quotes, or you have paid for similar work in the past). | | | |
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| Are you applying for the full amount listed above? | | | |
| Yes |  | No |  |
| Please list any matched funding contributions, including those you have received from outside sources and say if they have been secured *(in other words, are guaranteed to be paid).* | | | |
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| **To enable your application to be processed you need to include the following with your application.** | |
| Signed and dated copy of your Constitution/Governing Document |  |
| Copy of your latest Annual Accounts |  |
| Copy of a bank or building society statement, not more than 3 months old |  |
| Quotes for items £1,000 or over. |  |

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| **Section 4: GRANT TERMS AND CONDITIONS** |
| **Definitions**  The “you” referred to in this document is the grant recipient. HBC refers to Halton Borough Council.   1. **In General**    1. During the period of the grant, you will act in a fair and open manner without distinction as to race, religions, age, gender, sexual orientation or disability and in compliance with relevant legislation.    2. HBC accept no liability for any consequences, whether direct or indirect, that may come about from running your project, the use of the grant or from withdrawal of our grant.    3. You acknowledge and accept that in the event of a breach of the terms and conditions of the grant, HBC shall be entitled to withdraw the grant with immediate effect and require the repayment of money already paid. 2. **The Project**    1. You must use this grant to carry out the project set out in your funding application.    2. The grant must not be used for other purposes. If HBC becomes aware that the grant funding has been utilised for any other purpose than what it was originally granted for HBC shall be entitled to recover the full amount of the grant funding which shall become immediately repayable.    3. If you wish to make changes to your project, then you must inform HBC of these. Approval of these changes is at HBC’s discretion.    4. If you spend less than the whole grant on the project, you will return the unspent amount to HBC promptly.    5. You will acknowledge receipt of the grant publicly where appropriate and practical.    6. You hereby consent to any publicity about the grant and the project as HBC requires.    7. You will inform HBC immediately if any of your key contacts change. 3. **Insurance, Health & Safety and UK Law**    1. You agree to meet all laws regulating the way you operate, the work you carry out, the staff you employ or the goods you buy. You will pay attention to equalities in the way you run your project and, in the recruitment, and selection of staff. You will ensure that you have an equal opportunities policy in place at all times to help you comply with all relevant laws and practice. You will obtain all approvals and licences required by law.    2. In your management of all personal information, you will meet the requirement of the General Data Protection Regulation 2017.    3. If our project involves work with children, young people or vulnerable adults (vulnerable people) you will take all reasonable steps to ensure their safety. You will have and adhere to an appropriate written policy and set of procedures to safeguard vulnerable people, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people with the Disclosure and Barring Service (DBS).    4. You will maintain adequate insurance at all times including but limited to public liability, employers’ liability and professional indemnity insurance for any activities you provide or any assets you have purchased. 4. **Financial Requirements**    1. All HBC culture grants will be paid in one instalment as soon as possible, providing all necessary documentation has been received.    2. You must spend your grant within the timescale of this project as described in the guidance notes.    3. If purchasing equipment that costs over £1,000 you will obtain competitive quotes to ensure that you have obtained value for money from the grant.    4. You must supply copies of invoice/receipts for items you purchase with the grant and have the originals available for inspection if required. If these are not provided HBC reserve the right to issue an invoice to reclaim the grant.    5. You must keep proper accounts for HBC funding, and we reserve the right to inspect these records which should be kept for a minimum for two years after the end of the project. 5. **Monitoring**    1. You will monitor the progress of the project and complete a final evaluation report on completion of the project. |

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| **Section 5: Declarations & Disclaimer (to be signed by the person submitting this application)** | | | | | | |
| Are you, or any of the officers of the group, related to a councillors or employee of Halton Borough Council | | | | | | |
| **Yes** |  | **No** |  | **If yes, please provide their name and job title below.** | | |
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| I have read, understand and accept the notes at the beginning of this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.   * My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met. * I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation. * I am authorised to put forward this application on behalf of my organisation. * I do not personally financially benefit from this application. * On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant (and those of the National Lottery Heritage Fund as the origin of the funds) and any further terms and conditions set out in the grant notification letter. * I agree that project details and organisation names may be used for publicity purposes.   I hereby declare that to the best of my knowledge the information I have given is true and accurate. I agree to be bound by the terms and conditions of the grant. | | | | | | |
| **Name:** | |  | | | **Job Title:** |  |
| **Signed:** | |  | | | **Print Name:** |  |
| **Position:** | |  | | | **Date:** |  |

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| **Section 6: Privacy Notice** |
| HBC is the data controller for the personal information you provide. HBC’s Data Protection Office can be contacted on 0151 511 7002 or by email to [jonathan.greenough@halton.gov.uk](mailto:jonathan.greenough@halton.gov.uk)  Using your personal information, we collect and hold information about in order to:  • Process your grant application and keep you informed.  • Provide support and guidance to your organisation.  We will keep this information for 7 years.  The information will be stored on HBC’s OneDrive/SharePoint and can be viewed by the Community Development Team and relevant administration staff only.  We will not share your data with external partners.  We will not use our information to make automated decisions about you.  Your data will not be transferred abroad.  The lawful basis for processing your persona data as set out in the General Data Protection Regulation is ‘Consent’.  You have the right to withdraw consent by contacting [clare.dinsdale@halton.gov.uk](mailto:clare.dinsdale@halton.gov.uk) |

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| **I consent to providing my personal data and it being processed by HBC for the reasons stated above.** | | | |
| **YES** |  | **NO** |  |
| **Signature:** |  | **Date:** |  |

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| **Your Rights -** You have the right to be informed about the information being held about you.  You have the right for any inaccurate or incomplete data to be rectified. You have the right to your personal data being erased. Contact [clare.dinsdale@halton.gov.uk](mailto:clare.dinsdale@halton.gov.uk)  **Rights of Access** – you have the right under the General Data Protection Regulation 2018 to request a copy of the information and to know what it is used for and how it has been shared. This is called right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www3.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, PO Box 317, Runcorn WA7 9BZ0 or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk).  **Who can I complain directly to if I am unhappy about how my data is used?**  If you wish to complain to the Council about any issues around how we handle any of the above processes in relation to your personal data, please contact the Data Protection Officer on 0151 511 7002​ or by email to [informationgovernanceservice@halton.gov.uk​](mailto:informationgovernanceservice@halton.gov.uk). |

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| **FOR GRANT COMMITTEE USE:** | |
| Date received: |  |
| Our Ref: |  |
| Amount requested: |  |
| Amount awarded: |  |
| Date of decision: |  |