**UK Shared Prosperity Arts, Culture and Heritage Funding**

**Guidance Notes**

This guidance is intended to support groups and organisations interested in applying for grant funding from the Scottish Government’s UK Shared Prosperity Fund 2023/24 through the Participatory Budgeting (PB) process managed by Moray Council.

**Background**

Moray Council was recently awarded funding for the financial year 23/24 from a fund called the UK Shared Prosperity Fund\*. Part of the funding allocated, £100k, has been allocated to provide support for arts, cultural, heritage and creative activities, projects and facilities and institutions.

A requirement of the fund is that it is allocated using participatory budgeting. The funding can **only** be used for revenue costs, so it cannot be used to purchase large capital items. You can read more about this fund below.

*The UK Shared Prosperity Fund is a central pillar of the UK Government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit* [*https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus*](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus)

*Participatory Budgeting (PB) is a way for people to have a direct say on how public money is spent to address local needs. It gives people the opportunity to identify what matters to them in their local community and to vote on their priorities.*

For the purpose of this funding, we are approaching the Arts, Culture and Heritage Sector as a community of interest in its own right who will be provided with opportunities to submit funding proposals and then collectively decide which proposals should be funded during a voting event.

This decision reflects the views of the sector gathered via a number of development workshops, individual conversations and a mapping exercise carried out as part of the Cultural Quarter Project Development, and a follow up survey specifically relating to the UK Shared Prosperity Fund.

Through the UK Shared Prosperity Fund £100k is available in 2023-24 and £100k is available in 2024-25.

**Aims of the UK Shared Prosperity Arts, Culture and Heritage Fund**

**Project Aims**

Increase community access to the arts. Increase opportunities for collaborative working among Moray’s Culture Sector.

**Project Objectives**

* Arts organisations are better able to express their needs and influence decisions around how

 budget is allocated for their collective benefit.

* Provide financial support to local arts, culture and heritage organisations.
* Raise awareness of the range of local arts, culture and heritage organisations in Moray.
* Increase the number of people engaging with arts in Moray.
* Improve relationships between partners.

**Our output and outcome indicators are dictated by the UKSPF indicators. We have to deliver on:**

**"Number of organisations receiving grants.”**

Organisations here will either be:

- The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study.

- An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation.

- Grant means a cash payment by the project that is not repaid. “

**"Number of local events or activities supported.”**

 An event refers to planned activities. These should fall into the below categories:

- Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.

- Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action."

**"Number of events and/or participatory programmes.”**

- Events include but are not limited to international enterprise events and conferences supporting the local growth sector by promoting networking, collaboration, innovation, growth as well as expertise, innovation and resources sharing.

- Participatory programmes mean the delivery of outreach and engagement events for local assets and sites such as cultural, historic and heritage institutions that makes up the local cultural heritage offer. "

**“Number of programmes started because of support provided by UKSPF interventions.”**

This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage.

**"The number of organised volunteering roles created as a direct result of the intervention.”**

This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.

- Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.

**Peer Identified Aims**

This funding allocation will be decided by a vote of your sector peers and colleagues. In addition to the above, your projects should aim to meet at least one of the below criteria identified by your peers.

* Innovation
* Engaging Communities
* Collaboration and Partnership Working
* Nurturing existing talent
* Creative Events
* Accessibility and Inclusivity
* Capacity Building
* Networking
* Heritage and Place
* Improving Wellbeing
* Sustainable Practices

**Who can apply?**

* The fund is open to applications by constituted community organisations, appropriately constituted social enterprises and other voluntary and third sector organisations set up on a non-profit-distributing basis\*.
* Un-constituted groups and groups without a bank account can apply if their application is supported by an appropriately constituted group who is willing to take responsibility for the management of the project, the project funds.
* Any group or organisation can only apply for one project through this fund.

\*‘appropriately constituted’ social enterprises will match the criteria set out in the voluntary code of practice for social enterprise in Scotland Read the Code - SENScot; other voluntary and third sector organisations will be deemed to be appropriately constituted if they align with criteria 2-5 of the Code.

**Grant Amounts**

* You can apply for up to £20k if you are a group of organisations working in partnership.
* You can apply for up to £10k if you are a single organisation.

**What can the money be used for?**

The UKSPF Arts Culture and Heritage Fund is for revenue funding only.

**Revenue**

Revenue funding can be used where there is no lasting asset. Revenue funding can be used to put on events, performances and activities, pay for the running costs of an organisation or pay for trips and excursions. We have listed some activities below to give you an indication of what is considered revenue costs. This list is not exhaustive.

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| **Positive activities and events:** |
| Costs towards putting on events, days, coaching or training sessions, fetes, carnivals, fayres and festivals.  | Revenue |
| Costs towards putting on performances, plays, concerts that either involve or benefit the community.  | Revenue |
| Running costs for a group that puts on positive activities, e.g., venue hire, office/printing costs, transport, staff costs. (We expect groups to consider how they can become self-supporting and less reliant on grant funding year after year).  | Revenue |
| Helping to fund access to positive activities where a person’s circumstances make it hard for them to access Such as low income, physical disability, rural isolation, etc.  | Revenue |
| Funding professionals to support people with specific needs, e.g., mental health issues, physical disabilities, dementia  | Revenue |
| Putting on sessions that deliver therapeutic activities e.g., running “music for the mind” events, mindfulness, support groups, counselling, etc.  | Revenue |
| Funding of training for a group, so members have additional skills.  | Revenue |
| Creating social opportunities that help to prevent isolation and loneliness  | Revenue |
| Activities that support and encourage volunteering  | Revenue |
| Salaries for paid workers within community organisations  | Revenue |
| Running costs that support the project, e.g., venue hire, office/printing costs, staff costs, social media presence / website operation.  | Revenue |
| Purchase of items that don’t qualify as Capital e.g., kit or small items of equipment | Revenue |

**Proposed Project Timeline**

Thurs 26 Oct 2023 Arts and Culture Funding Discussion

Friday 17 Nov 23 Expressions of Interest / Applications Year One Open

Thursday 7 Dec Dialogue Event at Chapter House, Elgin

Monday 8 Jan 24 Expressions of Interest / Applications Year One Close

Fri 19 Jan 24 Sector Event: Funding Allocation Event

w/c 22 Jan 2024 Grant Agreements Issued

Fri 9 Feb 2024 Grant Agreements Signed

Mon 30 Sep 2024 Project/s Complete

31 Nov 2024 Project Evaluation Submitted

***Funding awarded to successful projects must be spent by 30 September 2024.***

**How to apply**

Applications should be submitted using the online form available through this link 

Applications will need to be supported by the required documentation (governing documents, annual accounts) as applicable.

Support is available for groups looking for help to complete the application and/or to submit the online form. Please contact ourchoices@moray.gov.uk

**The Application Process**

The application process **uses a survey monkey form which cannot be saved and returned to**. Before you start you should have drafted your responses to the following questions.

1. Organisation Name

2. Are you applying as a single organisation or as part of a partnership?

3. Please name the other organisations involved in your partnership

4. Is your lead organisation formally constituted?

5. Organisation Group Type

* SCIO - Scottish Charitable Incorporated Organisation
* Community Interest Company Ltd by Guarantee
* Community Interest Company Ltd by Shares
* Co-operatives
* Company Ltd by Shares
* Company ltd by Guarantee
* Friendly Society
* IPS
* Community Benefit Society
* Trust
* Voluntary/Unincorporated Association

6. Please upload your governing document

7. Charity Number if applicable

8. What is your company number if applicable?

9. Please provide your organisation's address

10. Please give a brief description of your organisation (max 100 words) 0

11. Main contact details:

Contact Person:

* (Full name)
* Email:
* Telephone No:

12. Please provide Bank Account details:

Account Name (as shown on bank statement)

* Account Number
* Sort Code
* Name of Bank

13. Please upload a recent bank statement (within the last 3 months)

13b. Please upload a copy of your latest annual accounts.

14. Project Name

15. Tell us about your project and the change you would like to make.

(no more than 250 words)

16. Which of the themes identified by your peers does your project meet?

* Innovation
* Engaging Communities
* Collaboration and Partnership Working
* Nurturing Existing Talent
* Creative Events
* Accessibility and Inclusivity
* Capacity Building
* Networking
* Heritage and Place
* Improving Wellbeing
* Sustainable Practices

17. Please describe how your project meets the themes you have ticked above.

18. Please upload an A3 poster combining text and images that tells us about your project and the benefits it delivers. This will be used at the voting event in January.

We will be asking voters to consider the content/clarity and vision for the project and how it meets the aims. The design of your poster is less important.

We will accept Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files up to 3MB in size

19. Project timeline - start date

20. Project timeline - end date

21. Where will your project take place?

22. Will this project provide opportunities for regular and one-off volunteering?

If so please provide details of how many and what types of opportunities would be created?

23. Will the project provide paid staff opportunities?

If so please provide details, including whether they are specific to arts/culture/heritage or other support roles for your activity.

24. How will your project increase participation and awareness of arts, culture and heritage in Moray?

If applicable, how many people will be involved

25. How will you market/promote the activity?

If relevant, please highlight how this will raise awareness of your own organisation and the wider arts, culture and heritage opportunities in Moray.

26. Cost of the project?

How much are you applying for?

How much is your organisation contributing? If £0 please state this

If you have any grants/funding/income from another source that will contribute to this project please provide details here. This should include the name of the funder, the amount of funding that has been secured and the date that funding was or is likely to be secured. If not applicable, enter N/A

Question Title

\* 27. Detailed breakdown of expenditure:

 Showing a list of items and costs.

28. Does your project align with any existing local or national strategies?

How and when will decisions be made

Funding will be distributed through a participatory grant making process (also known as Participatory Budgeting or PB).

Participatory budgeting is a democratic process in which citizens decide directly how to spend part of a public budget.

Arts, Culture and Heritage organisations will be invited to vote on which projects to allocate grants to at an in-person event which applicants will be expected to attend on 19th January.