

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

1. Introduction

Renfrewshire Council continues to support artists by investing in their creative development during this challenging period.

Renfrewshire's Cultural Recovery and Renewal Fund has been developed to support the cultural ecology of Renfrewshire in adapting to the impact of Covid-19. The Fund recognises the different elements needed to retain a healthy and sustainable cultural sector in Renfrewshire. The Fund is a suite of three grant programmes:

- Cultural Organisations Support
- Artist Development Grants
- Town Centre & Neighbourhood Creative Installations

Renfrewshire's Cultural Recovery and Renewal Fund is part of Future Paisley, a radical and wide-ranging cultural regeneration programme.

The Fund is administered by Renfrewshire Leisure on behalf of Renfrewshire Council.

The Town Centre & Neighbourhood Creative Installations grant programme has been established to support the animation of defined sites, such as empty shop windows or pedestrianised areas, in town centres and neighbourhoods across Renfrewshire. Awards will be made to enable artists to create and install artistic interventions that add value to civic and outdoor spaces, that can be enjoyed during lockdown restrictions.

2. Grant programme purpose and objectives

We welcome applications that will contribute to achieving the grant programme's purpose and objectives.

The purpose of the grant programme is to encourage people to return to town centres and enjoy their local neighbourhoods across Renfrewshire by creatively animating defined sites, stimulating the local economy and improving quality of life.

The objectives of the grant programme are to:

1. Enhance the experience of people using local businesses in Renfrewshire's towns and villages, adding value to civic and outdoor spaces that can be enjoyed during lockdown restrictions.
2. Increase activity in Renfrewshire's town, village and neighbourhood centres, supporting the local economy.
3. Showcase the area's assets, heritage and sense of community.
4. Realise the potential contribution culture and creativity can make to health and wellbeing, social inclusion and quality of life in Renfrewshire.

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

3. Activity supported by the grant programme

The grant programme supports the animation of sites in town centres and neighbourhoods through awards to artists to create and install artistic interventions across Renfrewshire. It recognises the importance of neighbourhoods and encouraging people to return to town centres and neighbourhoods safely.

The grant programme will support:

- Activity across town centres, neighbourhoods and villages in Renfrewshire;
- Production of new artistic work happening in public spaces in Renfrewshire: high streets, parks, green spaces, local streets, underutilised spaces, walkways, town centres, shop fronts and pedestrianised areas in Renfrewshire;
- The development and installation of the following; visual art installation, film installation, light installation, soundscape, sculpture, environmental art, floating art and water-based pieces, landscape engagement and mixed media pieces – this is not an exhaustive list;
- Transformative ideas that add value to public and civic outdoor spaces that can be enjoyed during lockdown restrictions;
- Interventions demonstrating how the project will enhance the experience of people using local businesses and outdoor public places;
- Projects promoting wellbeing and giving access to green space and wild land;
- Projects that are safe and accessible to all;
- High quality arts installations with contemporary vision, uniqueness and positive progressive thinking on wellbeing and social change;
- Creative work carried out in collaboration with communities across Renfrewshire;
- Creative individuals or teams including artists working alongside technical and production staff and creatives for example, lighting designers, sound artists, video artists, technicians etc.;
- Creative projects that are able to adapt to potentially changing government guidelines related to Covid-19, in discussion with Renfrewshire Leisure and Renfrewshire Council.

Successful applicants are responsible for the project management of all aspects of the funded activity. This includes, and is not limited to, gaining the consent of site landowners, gaining any statutory consents required, any health and safety considerations, and any maintenance requirements.

Applicants should identify and approach the landowner of the proposed installation site and secure their interest in the proposed activity prior to submitting the application. Please provide details in section 2 of the supplementary details form.

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

For installations of longer duration, applicants should consider and plan for any maintenance requirements. Any maintenance requirements and plans should be outlined in section 6 of the supplementary details form, and maintenance costs should be included in the budget.

All funded activity should adhere to statutory consents. Please see Appendix B for further information on permissions and permits. If statutory consents are required, please provide:

- information on what statutory consents your proposed activity requires in section 6 of the supplementary details form;
- the timeframe for statutory consent applications and approval in the activity plan in section 4 of the supplementary details form;
- the cost of any statutory consent applications in the budget in the main application form.

4. What activity cannot be supported by the grant programme

The grant programme cannot support:

- Cultural events and gatherings;
- Activities that do not meet any of the grant programme's objectives;
- Activities that do not benefit or engage people in Renfrewshire;
- Activities that start before the funding round decision date – the grant programme cannot support activity retrospectively;
- Purchase of capital equipment unless linked to a new programme of activities demonstrating benefit to the public.

5. Who can apply

The grant programme is open to applicants from across the United Kingdom. The following organisations and individuals are eligible to apply:

- Independent artists, designers and makers;
- Artists collectives;
- Cultural organisations and networks;
- Voluntary or community organisations.

6. How much can be applied for?

Applications will be considered for awards up to the maximum of £5,000.

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

Applicants should bear in mind that funding is limited, and the grant programme may not be able to support all applications that meet the assessment criteria. Applicants should demonstrate how their proposed activity represents good value for public money and are encouraged to seek income from other sources and support in kind where possible.

7. Application deadlines and timescales

There will be one funding round for the Town Centre and Neighbourhood Creative Installations grant programme. Please submit your application by the deadline listed below. Key dates are:

Grant programme open for applications	Friday 23 rd Oct 2020
Deadline for applications	Sunday 22 nd November at midnight

Applicants will be informed of the outcome of their application in January 2021.

We would anticipate projects being delivered between February and summer 2021.

8. How to apply

Please read the guidance for applicants carefully before submitting your application.

Application forms can be downloaded from the grant programme's webpage:
<http://www.renfrewshire.gov.uk/TCNCreativeInstallations>

Only electronic applications are being accepted for this grant programme.

All applicants should download and complete the following forms:

- **Main application form** (titled: Voluntary and Community Organisations Grant Application Form)
- **Supplementary details form** (titled: Town Centre & Neighbourhood Creative Installations)

Applicants should complete both application forms with reference to the assessment criteria listed in Appendix A of this guidance.

Applicants are also required to submit **further evidence** with their applications.

All applicants should provide:

- Examples of two pieces of work from similar projects.

Applications from **organisations** and groups should also include:

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

- A bank statement less than three months old.
- A copy of the organisation's most recent Annual Accounts or Income and Expenditure Statement – or a link to the OSCR/Companies House submitted file. These should be less than 15 months old, dated and signed as approved;
- A signed and dated copy of the organisation's Constitution of Memorandum and Articles of Association – or a link to the OSCR/Companies House submitted file.

Applications from **individuals** should also include:

- A photocopy of their ID document: either a passport, birth certificate or driving licence;
- Proof of address, such as a utility bill.

Individual applicants should disregard the request in Section 3 – Supporting Paperwork of the main application form (titled: 'Voluntary and Community Organisations Grant Application Form') to provide a copy of your most recent Annual Accounts or Income and Expenditure Statement and a copy of the organisation's Constitution of Memorandum and Articles of Association. This applies to organisations only.

Optional: All applicants may also submit further information in support of their application, such as:

- An artist's statement showing the lead artist or group's objectives, and detailing their practice and experience;
- CVs of artists and/or key staff involved;
- Letters of support from partners;
- Evidence of income from other sources and/or support in kind.

Application checklist

Please use the application checklist (in section 11 of this guidance) when submitting your application to ensure that your application is not incomplete.

Submissions

Applications should be submitted by the deadline listed above by email to: tcnc@renfrewshire.gov.uk

Acknowledgement of receipt of application

Applicants will receive an email to acknowledge receipt of their application.

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

9. How we will assess your application and make our decision

Decisions will be based on the information provided by applicants in their applications.

Applications will be assessed by an assessment team comprising Renfrewshire Leisure Cultural Services and Renfrewshire Council staff. They will be reviewed by a panel which includes Councillors and another representative of the Future Paisley Partnership Board.

Applications will be scored against four criteria:

1. The proposed activity's fit with the purpose and objectives of the grant programme.
2. Effective management.
3. Project feasibility.
4. Evidence of artistic ambition and a strong track record of artistic quality.

The assessment team will consider how strongly applications meet each of the criteria, based on the scoring system below:

- **Outstanding – 4** – the application meets the criteria and shows outstanding qualities
- **Strong – 3** – the application meets the criteria and shows strong qualities
- **Sufficient – 2** – the application meets the criteria adequately
- **Limited – 1** – the application partially meets the criteria
- **Insufficient – 0** – the application does not meet the criteria.

The team will refer to assessment prompts (provided in in Appendix A) in making their assessments and recommendations.

To ensure a range of activity is funded across Renfrewshire, two balancing factors will be taken into consideration in reaching a decision:

1. Geographical spread of installations across towns, villages and neighbourhoods in Renfrewshire;
2. Overall co-ordination of installations as a series over the time period February to summer 2021.

Due to budgetary constraints it may not be possible for all applications that meet the criteria to be funded.

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

10. Grant conditions and payment schedules

All grants awarded are subject to Renfrewshire Council's Conditions of Grant.

Payment of grants: Once agreed, grant payments will normally be made in two instalments, subject to satisfactory compliance procedures and meeting payment conditions. The standard payment schedule is 80% of the grant paid in the first instalment and a final instalment of 20% of the grant contingent on receipt of an Activity Report Form.

Awarded grants will be paid to the applicant detailed in the main application form. Grants awards are not transferrable to other organisations or entities.

11. Application check list

Organisations should provide:	
A completed Renfrewshire Council Voluntary and Community Organisations Grants Application Form.	
A completed Supplementary Details Form.	
A recent bank statement, less than 3 months old.	
A copy of your most recent Annual Accounts or Income and Expenditure Statement. These should be less than 15 months old, dated and signed as approved. You may provide a link to OSCR/Companies House submitted file.	
A signed, dated copy of your Constitution or Memorandum and Articles of Association. You may provide a link to OSCR/Companies House submitted file.	
Examples of two pieces of work from similar projects.	
Optional: any other relevant information to support your application, as referenced in section 3 of your main application form (titled Voluntary and Community Organisations Grant Application Form).	

Individual applicants should provide:	
A completed Renfrewshire Council Voluntary and Community Organisations Grants Application Form.	
A completed Supplementary Details Form.	
A photocopy of your ID document: either a passport, birth certificate or driving licence.	
Proof of address, such as a utility bill.	
Examples of two pieces of work from similar projects.	
Optional: any other relevant information to support your application, as referenced in section 3 of your main application form (titled Voluntary and Community Organisations Grant Application Form).	

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants



12. Contact for enquiries

If you have enquiries about the grant programme in general or about completing your application, please email Heather Paton, Cultural Development Officer at Renfrewshire Leisure: heather.paton@renfrewshire.gov.uk

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

Appendix A: Assessment criteria and prompts for assessors

In scoring applications against the three criteria using the scoring system outlined above, assessors will consider the following prompts:

Criteria	Assessment prompts
<p>Criterion 1: The proposed activity's fit with the purpose and objectives of the grant programme</p>	<p>The purpose of the grant programme is to encourage people to return to town centres and enjoy their local neighbourhoods across Renfrewshire by creatively animating defined sites, stimulating the local economy and improving quality of life.</p> <p>The objectives of the grant programme are to:</p> <ol style="list-style-type: none"> 1. Enhance the experience of people using local businesses in Renfrewshire's towns and villages, adding value to civic and outdoor spaces that can be enjoyed during lockdown restrictions. 2. Increase footfall in Renfrewshire's town, village and neighbourhood centres, supporting the local economy 3. Showcase the area's assets, heritage and sense of community. 4. Realise the potential contribution culture and creativity can make to health and wellbeing, social inclusion and quality of life in Renfrewshire. <p>Applicants do not need to meet all of the grant programme's objectives. It is preferable for applications to meet fewer objectives well.</p> <p>Assessors will consider:</p> <ul style="list-style-type: none"> • To what extent does the proposed project fit with the grant programme's purpose? • Does the proposed activity convincingly meet 1 or more of the grant programme's objectives? Which one(s) and to what extent? • Has the impact of the proposal been clearly articulated and what are the expected outcomes, in relation to the grant programme's objectives? • Who will benefit from the proposed activity and how? • What are the intended outcomes for participants? Are these appropriate for the context? • Are engagement plans appropriate?

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants



<p>Criterion 2: Effective management</p>	<p>Assessors will consider:</p> <ul style="list-style-type: none"> • Is the project realistic and well-planned? • How well does the application show the applicant's ability to manage activity successfully? • Is there evidence of a clear structure for project management? Who is responsible for the delivery of the project? Does the project team have the relevant expertise and experience? Are there clear roles and responsibilities? • If relevant, are any partnerships in place and if so, what is the nature of the partnerships? Are they genuine, beneficial and collaborative? Is there evidence of commitment from partners to the project (such as letters of support, a financial contribution or support in kind)? • How effectively has the applicant identified and considered any risks? • Has the applicant identified the installation site in the application? If so, has the applicant provided evidence that the landowner has been approached and supports the project? • Has the applicant considered any statutory consents needed to deliver the activity? If relevant, have any statutory consent application fees been included in the budget? Has applying for statutory consents been included in the activity plan (see supplementary details form)? • Has the applicant considered health and safety in planning the activity, including restrictions related to Covid-19? • For installations of longer duration, has maintenance been considered and are sufficient maintenance plans in place? • What is the applicant's approach to reaching audiences through the commission? Are marketing plans appropriate? • Have access and inclusion been considered? • Are evaluation plans effective? Will the applicant be evaluating how the commission will affect communities, neighbourhoods and town centres?
---	--

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

<p>Criterion 3: Project feasibility</p>	<p>Assessors will consider:</p> <ul style="list-style-type: none"> • Is all the required financial information included in the application? • Do the income and expenditure balance? • Is the budget appropriate and realistic for the activity proposed? Does this include costs for the full realisation of the installation and the cost of applying for any statutory consents? • For installations of longer duration, has the cost of any required any maintenance been included in the budget? • Are all items of expenditure proposed in the application accounted for in the budget? • Are fees or wages appropriate to the context? (eg Are they industry/union-standard rates? Are they appropriate for the experience and expertise of those involved?) • How appropriate are the financial controls in place? • If any other income is included in the budget, is it confirmed? If not, do potential income sources seem realistic? • Is the amount of money the applicant is asking for suitable for the scale and type of activity? Does it represent good value for public money?
--	--

<p>Criterion 4: Evidence of artistic ambition and a strong track record of artistic quality</p>	<ul style="list-style-type: none"> • To what extent does the proposed activity demonstrate a strong artistic ambition? • Are the artistic aims for the proposed installation clearly expressed and likely to be achieved? • Do the artists involved have a strong track record of delivering high quality artistic work relevant to the proposed context? • How likely is the proposed installation to provide participants and audiences with a high quality artistic experience?
--	--

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

Appendix B: Information on Renfrewshire Council Permissions and Permits

Statutory permissions and permits may be required in a range of circumstances, such as installations and their construction or removal occupying a road; closing a road; placing a skip on a road; placing wires, beams or cables over a road; and placing, painting or fixing a sign, notice or picture. Some permit applications require a fee while others are free of charge.

For further information on permissions and permits required for any proposals involving roads and footpaths, please see:

<http://www.renfrewshire.gov.uk/permissionsandpermits>

Appendix C: Sources of information on safeguarding, equality and diversity

Information, help and guidance on coronavirus (Covid-19) in Renfrewshire

<http://renfrewshire.gov.uk/coronavirus>

Equality and Human Rights Commission: www.equalityhumanrights.com

Renfrewshire Council's webpages on caring for and protecting children and young people:

www.renfrewshire.gov.uk/article/2136/Caring-for-and-protecting-children-and-young-people

Renfrewshire Council's webpages on adult protection:

<http://www.renfrewshire.gov.uk/adultprotection>

Appendix D: Other sources of information

Scottish Government – Covid-19: Scotland's Route Map

<https://www.gov.scot/collections/coronavirus-covid-19-scotlands-route-map/>

TH/CARS2: Paisley Townscape Heritage and Conservation Area Regeneration Scheme

<http://www.renfrewshire.gov.uk/THCars2>

Town Centre Capital Fund

<http://www.renfrewshire.gov.uk/article/9126/MEDIA-RELEASE-Renfrewshire-town-centres-to-benefit-from-1.46m-cash-boost>

Renfrewshire's Cultural Recovery & Renewal Fund Town Centre & Neighbourhood Creative Installations Guidance for Applicants

Renfrewshire Council Events toolkit. Please note that although the Town Centre & Neighbourhood Creative Installations grant programme does not support events, many aspects of the Events toolkit are relevant

http://www.renfrewshire.gov.uk/media/9947/Events-Toolkit/pdf/Events_Toolkit.pdf?m=1560952531480

Appendix E: Some inspirational examples

Many creative installations have captured our imaginations during this unprecedented time, and this fund will encourage and enable our creative communities to be part of this.

Some recent examples include:

- Galway 2020 European City of Culture: 'Make a Joyful Noise' and 'Hope it Rains' by Soineann no Doineann <https://www.facebook.com/galway2020>
- 'Take a Seat' in the windows of the currently closed Lyceum Theatre <https://www.facebook.com/TakeASeatFreelancers>
- 'Picture Window' <https://www.facebook.com/picturewindowproject/>