

Culture, Heritage and Events Fund (CHEF) Round 13

Guidance for applicants

This page contains the guidance for applying for funding from Round 13 of the Culture, Heritage and Events Fund. Please ensure you read this carefully before submitting your application.

1. Introduction

The Culture, Heritage and Events Fund is funded by Renfrewshire Council as part of the Future Paisley programme. Future Paisley is a cultural regeneration partnership programme which uses the power of the arts, heritage and culture to impact social and economic change. Future Paisley draws on the rich heritage, cultural strengths and creative potential of Paisley and wider Renfrewshire to shape the area's future.

The Fund is administered in partnership between Renfrewshire Council and One Ren. It is a fund for artists, organisations and communities to support projects and events throughout Renfrewshire.

2. Fund purpose and objectives

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

The purpose of the Fund is to raise cultural ambition and stimulate new cultural, heritage and events activity, aiming to create long-lasting cultural, economic and social transformation in Renfrewshire.

The objectives of the Fund are to:

1. Increase the number of people taking part in creative activity in Renfrewshire
2. Increase opportunities for young people to develop their creative ambition
3. Stimulate the local economy
4. Realise the potential contribution creativity can make to education, social inclusion and quality of life
5. Strengthen and broaden the network of people developing cultural and creative projects in Renfrewshire
6. Increase the number of people visiting Renfrewshire
7. Raise the profile of Renfrewshire throughout the UK.

To maximise the impact of the Fund in Round 13, we will prioritise applications for support that, in addition to the Fund's established criteria, meet one or more of the following three key development areas:

- Clear opportunities for a young person or young people to develop their cultural and creative skills.
- Cultural and creative activities that promote cultural diversity and bring communities together.
- Projects that reach and impact those with protected characteristics.

As part of our commitment to increasing the cultural diversity of activity supported by the Fund, a proportion of the Fund in Round 13 will be ringfenced for applications from individuals, groups and organisations representing Black and ethnic minority communities and New Scots.

3. Activity supported by the Fund

The Fund supports projects that develop practice and encourage engagement and participation in cultural and heritage activities and events in Paisley and Renfrewshire. Activity supported includes:

- The production of new artistic work
- Research and development for professional artists and creative organisations
- Workshops
- Performances
- Festivals and events
- Exhibitions
- Tours
- Other opportunities for residents and visitors to Renfrewshire to engage with the arts, heritage and culture.

Funded projects support artistic development, partnerships and collaborations, engage and involve our local community, generate footfall in our town centres, attract tourism and showcase the area's assets and the talent of its people.

The Fund cannot support:

- Activities that are not related to culture, heritage and events
- Activities that do not meet any of the Fund's objectives
- Activities that do not benefit or engage people in Renfrewshire
- Activities that have started before 1st December 2023 – the Fund cannot support activity retrospectively
- Purchase of capital equipment unless linked to a new programme of activities demonstrating benefit to the public.

4. Who can apply?

The Fund is open to organisations and individuals based or working in Renfrewshire, who wish to create or develop cultural or heritage activities. The following organisations and individuals are eligible to apply:

- Independent artists, designers, makers and producers
- Artists collectives, cultural organisations and networks
- Voluntary or community organisations
- Schools, colleges and universities
- Businesses including social enterprises and creative industries.

We cannot award grants to applicants who are indebted to Renfrewshire Council. Please contact us if this is likely to be an issue for you, on email: chef-enquiries@renfrewshire.gov.uk or telephone: 0141 618 7076.

Overdue conditions on previous grants: If you are currently in receipt of a Future Paisley cultural grant from a previous funding round, you cannot make an application for a new grant award if you have not yet met the conditions of your existing grant within its agreed timeframe. This includes meeting the timeframe of the conditions in your current payment schedule, including reporting requirements and project delivery being on track towards completion. Future Paisley grant programmes include:

- Culture, Heritage and Events Fund (Rounds 1-12)
- Cultural Organisations Development Fund (Rounds 1-3)
- Renfrewshire’s Cultural Recovery and Renewal Fund.

To discuss this, please email chef-enquiries@renfrewshire.gov.uk.

5. Duration of grant awards

Funded activity may last up to 16 months in duration. The earliest start date for proposed activity is 1st December 2023. Activity starting before this date is not eligible to be funded. All funded activity must be concluded no later than 31st March 2025.

6. How much can be applied for?

Applicants may apply for grants of up to £20,000. The average grant award in previous funding rounds was £8,621.

Any applicants intending to apply for a large grant of over £10,000 should contact us to discuss their application on email: chef-enquiries@renfrewshire.gov.uk.

Applicants should bear in mind that funding is limited and the Fund may not be able to support all eligible applications. 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. Key dates

- Launch: 22nd June 2023
- Pre-application information sessions: July and August (see below)
- Application deadline: Monday 28th August 2023 at midnight
- Applicants informed of decisions: 8th November 2023
- Earliest start date for activity supported by the Fund: 1st December 2023
- Latest completion date for activity supported by the Fund: 31st March 2025

8. Information sessions

The OneRen team will be running a series of information sessions about the Fund for prospective applicants on the following dates. Please book your place by following the link to your preferred session below:

| Date | Venue | Prospective applicants | Link to book a place |
|--|---|----------------------------|---|
| Monday 17 th July 1.00-2.00pm | Wellness Suite, The Lagoon Leisure Centre, Paisley PA1 1NB | All prospective applicants | https://www.eventbrite.co.uk/e/culture-heritage-and-events-fund-2023-in-person-information-session-tickets-657631562707?aff=oddtcreator |
| Tuesday 18 th July 10.00-11.00am | Online on Microsoft Teams | All prospective applicants | https://www.eventbrite.co.uk/e/culture-heritage-and-events-fund-2023-online-information-sessions-tickets-623477025567?aff=oddtcreator |

| | | | |
|---|------------------------------|-------------------------------|---|
| Wednesday 2 nd August 10-11am | Online on Microsoft Teams | All prospective applicants | https://www.eventbrite.co.uk/e/culture-heritage-and-events-fund-2023-online-information-sessions-tickets-623477025567?aff=oddtcreator |
|---|------------------------------|-------------------------------|---|

Pre-application support for applicants representing Black and Ethnic Minority Communities and New Scots

As part of our commitment to increasing the cultural diversity of activity supported by the Fund, we are providing one-to-one pre-application support for applicants representing Black and ethnic minority communities and New Scots. Please email chef-enquiries@renfrewshire.gov.uk or telephone Mia Clarke, Grants Officer, on tel: 07483 380 926 for further details.

9. The application form

An online application form, titled 'Culture, Heritage and Events Fund Application (CHEF)', is used to apply for this funding. To access the online application form, please use this link: https://myaccount.renfrewshire.gov.uk/service/Culture_Heritage_and_Events_Fund_Application_CHEF

Please get in touch if you need the form in a different format, on email chef-enquiries@renfrewshire.gov.uk or telephone 0141 618 7076.

To submit an online application, you will need to register for **MyAccount**, Renfrewshire Council's customer account portal. This will allow you to save your application as you go and allow you to return to complete and submit your application later.

To create a MyAccount please visit <https://signin.mygovscot.org/home/?sp=register/RFWSP>.

You can create a Renfrewshire Council MyAccount if you are based in Renfrewshire or elsewhere in Scotland. If you already have a Renfrewshire Council MyAccount, you do not need to re-register.

Please note that it is only possible to create a MyAccount for individual citizens, not organisations. However, the only data we will see will be the information you submit in your application. For organisations, this will include the details of the organisation and not the individual MyAccount holder.

The online application should take between 30-60 minutes to complete.

The guidance below sets out the information you will need for each section of your application. Please note that you will be able to cut and paste text from a Word document into the online form, which we would advise if you wished to first draft your application.

About This Form

The drop-down menu will tell you which documents you will need to upload, based on whether you are applying as:

- An established organisation
- A new organisation
- An individual

These documents are also listed in the Application Checklist in Section 11 of this guidance (below). **Please have these documents ready before you begin your application.** You will be asked to upload them in the Document Upload section towards the end of the form (see below).

Privacy Notice

Please confirm you have read and agree to the Privacy Notice provided.

Grant

Please read the Culture, Heritage and Events Fund guidance, then click Next to open begin application form.

Details

In this section, you should tell us whether you are making an application as an individual or as an organisation.

Individual applicants should provide us with their contact details.

Organisations should provide us with their contact details; legal status; details of when the organisation was established; aims of their organisation; how many employees, volunteers and members their organisation has; main activity areas; and the geographical areas that their organisation covers.

All applicants will be asked whether their activity involves children, young people and/or vulnerable adults. If it does, they will be asked:

- whether all workers and volunteers involved in the project hold the appropriate level of disclosure/criminal records checks, and
- to outline the safeguarding plans and procedures in place for the activity.

If your proposed activity involves children, young people and vulnerable adults, you should ensure that all workers and volunteers hold the appropriate level of disclosure/criminal records checks. For sources of information on safeguarding, please see Appendix B below.

Project Proposal

This section is an opportunity to tell us about the activity you would like funding for.

Please provide the proposed start and end date for the activity, referring to section 5 of this guidance. Explain the purpose of the project and how the need was identified and developed. Please tell us what you propose to do and how you will do it.

Please outline the anticipated outcomes. By outcomes we mean the changes you anticipate happening as a result of your project. Your application would be strengthened by identifying outcomes that connect to the purpose and objectives of the Fund.

You should tell us how you will monitor and evaluate progress towards these outcomes. Successful applicants will also be required to collect monitoring and evaluation data over the course of their grant, and will be provided with templates for data collection.

Please provide us with information on the names and roles of people involved in delivering your project. You should include details of whether they will be paid or unpaid, and whether their status is tentative, confirmed or not yet contacted.

Please provide us with details of:

- How many participants will take part in your activity?
- How many audience members will take part in your activity?
- The location of activity: addresses of the places where your activity will take place, and whether these are provisional or confirmed.
- Which artforms / cultural specialisms your project will involve.

Funding / Project Costs

Please tell us the total project costs and how much you wish to apply for.

Please provide a breakdown of the total costs and funding of the project, including all expenditure. Please ensure your budget balances.

Where the total project cost is greater than the amount you are applying for, please provide details of the source of income for items of expenditure, and the timeframe for securing other funding.

Successful applicants will be required to collect data on support in kind over the duration of their project.

Please also tell us about any funding received in the last 3 years from Renfrewshire Council. This may include the Culture, Heritage and Events Fund (CHEF), the Cultural Organisations Development Fund (CODF) and/or Renfrewshire's Cultural Recovery and Renewal Fund (RCRRF), amongst other funding programmes. RCRRF includes the following three grant programmes:

- Artist Development Grants (ADG)
- Town Centre and Neighbourhoods Creative Installations (TCNCI)
- Cultural Organisations Support Grants (COS)

If you currently hold a Culture, Heritage and Events Fund grant please tell us in this part of the form.

If you are currently in receipt of a Future Paisley cultural grant from a previous funding round, you cannot make an application for a new grant award if you have not yet met the conditions of your existing grant within its agreed timeframe. Please see section 4 of this guidance (above) for more information.

Bank Details (Organisations only)

Organisations will be asked to add their bank details. This includes the names of all the bank signatories and their position in the organisation. Organisations must also include the organisation's current bank balance and any significant items of expenditure set against the balance.

If you are applying as an individual, you will not be asked for information about your bank details.

Project Objectives

Please tell us how your proposed activity will contribute to the Fund's purpose to raise cultural ambition and stimulate new culture, heritage and events activity, aiming to create

long-lasting cultural, economic and social transformation in Renfrewshire. Please use no more than 500 words.

Please tell us how your proposed activity will contribute to one or more of the Fund's seven key objectives. You must choose at least one objective, though it is not necessary to meet all seven objectives for your application to be eligible. Please use no more than 500 words for each objective.

Key Development Areas

Please tell us if your proposed activity involves any of the following three key development areas, and if so how:

- Clear opportunities for a young person or young people to develop their cultural and creative skills.
- Cultural and creative activities that promote cultural diversity and bring communities together.
- Projects that reach and impact those with protected characteristics.

Equality, Diversity and Inclusion

Please tell us whether your proposed activity is directed at, or particularly relevant to, any of the following groups:

- Children and young people
- Disabled people or people experiencing long-term ill health
- Faith communities
- Lesbians, gay men, transgender and/or bisexual people
- Older people
- People from minority ethnic communities
- People living in poverty

Please describe the measures you are taking to ensure your project is inclusive and accessible. If your project is related to any specific protected characteristics or groups, please tell us how.

Please tell us whether your application is from an individual, group or organisation that represents Black and Ethnic Minority communities or New Scots. This is because a proportion of the Fund is ringfenced to increase the cultural diversity of activity we support.

Further Information

Use this section to tell us anything you feel is not covered elsewhere in your application, that is important to your proposed activity. This section is not essential.

Document Upload

Please upload evidence to support your application. This includes the documents listed in the Application Checklist in Section 11 of this guidance below.

Organisations can add URL links for some documents if required, such as their Constitution or Memorandum and Articles of Association, rather than uploading documents (see Checklist below).

Declaration

Please complete the declaration and click Submit to submit your application.

Reference Number and PDF of your Application

You will be provided with a reference number for your application. Please make a note of it and use it in any correspondence with us about your application.

You will be emailed a PDF of your application. Please keep this for your records. Successful applicants will be required to refer back to their original application data as part of our monitoring and evaluation reporting processes.

10. Equalities monitoring

In order to monitor the types of applications we receive, in relation to protected characteristics in the 2010 Equality Act, we need to collect information from applicants to the Fund, through an Equalities Monitoring Form. The form includes questions on protected characteristics, including the applicant's age, disability, ethnicity, gender and sexual orientation.

Please complete the form provided here on our website:

<https://www.renfrewshire.gov.uk/CHEF>

This information is confidential and not personally attributable. It will be stored anonymously and separately to your application. This information will be used for monitoring purposes only. It does not relate to our assessment of your application.

11. Application checklist

Please use the checklist below as a guide to ensure you have attached the following documents when submitting your application:

| Established organisations should provide: | |
|--|--|
| An activity plan and schedule for your proposed project | |
| 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. | |
| Where applicable, a copy of the organisation's safeguarding or child protection policies. | |
| A copy of the organisation's equalities policy or clear evidence of commitment to equalities and diversity. | |
| A completed equalities monitoring form, using the template provided. | |
| Optional: any other relevant information to support your application, such as examples of previous work or letters of support or evidence of income from other sources or CVs of artists/key staff involved in your project. | |

| New organisations should provide: | |
|--|--|
| An activity plan and schedule for your proposed project | |
| A recent bank statement, less than 3 months old | |
| Estimates of income and expenditure for the first 12 months of operation | |
| A signed, dated copy of your Constitution or Memorandum and Articles of Association. You may provide a link to OSCR/Companies House submitted file. | |
| Where applicable, a copy of the organisation's safeguarding or child protection policies. | |
| A copy of the organisation's equalities policy or clear evidence of commitment to equalities and diversity. | |
| A completed equalities monitoring form, using the template provided. | |
| Optional: any other relevant information to support your application, such as examples of previous work or letters of support or evidence of income from other sources or CVs of artists/key staff involved in your project. | |

| Individual applicants should provide: | |
|--|--|
| An activity plan and schedule for your proposed project | |
| A photocopy of your ID document: either a passport, birth certificate or driving licence (please note: this data is to verify the applicant's ID only and will not be retained by the Council beyond our eligibility checks) | |
| A completed equalities monitoring form, using the template provided | |
| Optional: any other relevant information to support your application, such as examples of previous work or letters of support or evidence of income from other sources or CVs of artists/key staff involved in your project. | |

12. Assessment criteria

Applications will be scored according to three criteria:

1. The proposed activity's fit with the purpose and objectives of the Fund
2. Effective management
3. Financial viability

13. Contact for enquiries

If you have a query about the Fund please contact:

Enquiries email: chef-enquiries@renfrewshire.gov.uk
Telephone: 0141 618 7076

Appendix A: what do we mean by 'culture, heritage and events'

For the purpose of the Fund, by 'culture, heritage and events' we mean any of the following areas:

- Archaeology
- Architecture
- Archives
- Broadcasting and media
- Crafts
- Creative industries
- Dance
- Design
- Digital and new media arts
- Events and festivals
- Fashion and textiles
- Historical collections and artefacts
- Historic environment, including buildings and monuments
- Intangible cultural heritage such as living traditions like songs and stories
- Literature and creative writing
- Music
- Performance, theatre and drama
- Visual Arts
- Other (please state)

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

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:
<https://www.renfrewshire.gov.uk/article/2450/Adult-protection>

Guidance on types of disclosure and criminal records checks can be found at:
<https://www.mygov.scot/disclosure-types>

Frequently Asked Questions

I currently hold a Culture, Heritage and Events Fund grant for a project that is yet to be completed. Am I eligible to apply in Round 13?

Yes, as long as you are up to date with submitting the information required to meet your grant conditions and on track with delivering the project to the timeframe agreed with your One Ren officer. This includes meeting the timeframe of the conditions in your current payment schedule. If you have any queries about a previous grant, please email chef-enquiries@renfrewshire.gov.uk.

Will there be a further round of the Fund in the future?

There is no guarantee that there will be further funding rounds in the coming year. Applicants should apply to Round 13 of the Fund for projects that will be delivered at any time between 1st December 2023 and 31st March 2025.

How likely is my application to be successful?

We anticipate demand for funds being extremely high and we may not be able to fund all eligible applications. In Rounds 1-13 we were able to fund less than 50% of applications.

Does my application require other sources of income (cash or support in kind) in addition to the Fund?

Applicants are not required to include other sources of income in their application budgets and the Fund will support up to 100% of activity expenditure. This is so that the Fund can support projects during the pandemic recovery phase, at a time when identifying other sources of income may be particularly challenging. However, applications that include other sources of income or support in kind that would extend the impact of the Fund's investment are welcome. Any partnership contribution, whether support in kind or in cash, would also demonstrate support and therefore strengthen an application.

Can I access a copy of the application form in a different format?

Please contact chef-enquiries@renfrewshire.gov.uk or telephone 0141 618 7076 if you need to access the application form or guidance in a different format due to accessibility reasons.