



Westmorland  
& Furness  
Council

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# Thrive with Arts, Heritage and Culture Fund

## Support for Local Arts, Cultural and Heritage Organisations

### Introduction and Funding criteria

#### Aims of Fund

The aim of this fund is to help empower arts, cultural and heritage organisations, through funding and support, in the delivery of projects that actively contribute to supporting a diverse cultural and heritage offer within their local community and a better quality of life across Westmorland and Furness.

These grants are aimed at existing not-for-profit arts, cultural and heritage organisations in Westmorland and Furness that play a pivotal role in creating vibrant places and communities, but may not be in a position to bid for larger grants. The Council recognises the important social and economic role they play in the community and the wider cultural and visitor economy sector within Westmorland and Furness.

The Council will offer bespoke assistance and guidance to those organisations that require support in applying for this grant funding, recognising that there may be barriers preventing some organisations from doing so.

This programme will provide grants to not-for-profit arts, cultural and heritage organisations ranging from £10,000 to £35,000.

The Westmorland and Furness Arts, Culture and Heritage Grant scheme is being funded through the UK Shared Prosperity Fund and the Rural England Prosperity Fund. Both revenue and capital grant funding is available. Capital expenditure refers to funding to acquire, build or upgrade physical assets. Revenue expenditure refers to funding of ongoing organisational expenses specifically required in the running of interventions / activities.

Please note, applicants will be required to identify how they will ensure compliance with Subsidy Control requirements.



## Eligibility Criteria for funding

1. Both applicant and project should be based within the Westmorland and Furness Area<sup>1</sup>. There should be a clear and definable benefit to the community of Westmorland and Furness.
2. Applicants must be one or both of the following:
  - a. An existing not-for-profit cultural, creative or heritage organisation based in Westmorland and Furness
  - b. A not-for-profit organisation responsible for operating local cultural, historic and heritage sites in Westmorland and Furness.
3. The primary activity of the application should fall into the category of Arts, Culture and Heritage.
4. Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been spent as outlined in the grant award letter.
5. Applicants must demonstrate that they can deliver their proposal and achieve the agreed outputs and outcomes within the required timeframe. Outputs must be achieved by 31st March 2025 and Outcomes by 31st March 2026.<sup>2</sup>
6. This grant is available to organisations and not individuals. A copy of constitution, terms of reference or proof of formalised structure should be submitted with your application form.
7. Applicants are required to have a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
8. It is unlikely that the Arts, Culture and Heritage Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications which do not meet the stated criteria.
9. If your project is a capital project and is based in a building or on land that is leased from someone else, you need to demonstrate that you have a reasonable amount of time left on your lease. If you are applying for building work to be carried out on a leased property, you should demonstrate that the length of your lease enables your organisation to get value for money from the project. We would expect to see a lease of 5 years or more.
10. Projects which require a total amount of resource in excess of the maximum that can be provided by this fund are still eligible to apply, however applicants will be required to give evidence that match funding will be in place in order to complete the project within the time frame (outputs must be achieved by 31st March 2025 and outcomes by 31st March 2026).
11. The target beneficiaries of this funding scheme are not-for-profit organisations. We reserve the right to prioritise these groups when allocating funding and withholding funding from business groups who are a capable of applying for support unaided or with a track record of previously successful large scale funding applications. **Organisations that have Arts Council England National Portfolio Status are not eligible to apply.**

<sup>1</sup> This is the local authority to which you pay business rates

<sup>2</sup> Outputs are the tasks or activities your project will undertake and Outcomes are the results of these tasks or activities.

## Successful applications will demonstrate the following:

1. The proposal will be outlined clearly and fully so that the assessment panel can understand what you want to do in sufficient detail to be able to make a decision.
2. Set out how you will monitor and measure outputs and outcomes.
3. Set out why you propose to deliver your project in the location / venue chosen and to the audience you have identified. This will clearly shows how your project will generate participation and engagement over and above your day to day activity.
4. Your application will contain a detailed breakdown of all costs associated with your application for funding.
5. Set out named individuals who will be responsible for the delivery of the grant.
6. You will illustrate how your project will have an impact beyond the timeframe of the funding and that it will deliver longer-term benefits to the citizens of Westmorland and Furness.
7. You will outline a clearly thought out plan that shows how money will be spent and gives assurance that the project outputs and outcomes will be delivered within the required timeframe. The Council does not have the facility to fund projects that will deliver outputs and outcomes beyond these deadlines.

## What we will not fund:

1. Projects that we consider undeliverable within the timescales required by this fund.
2. Projects that do not aim to deliver any of the outputs or outcomes required by this Fund.
3. The Fund will not support 'business as usual' including routine maintenance activities.

Specific funding criteria for legacy district areas

### **If you are an applicant based in the area that formerly came under the remit of Barrow Borough Council, the following additional criteria will apply:**

- Your project must demonstrate how it will improve an arts, culture or heritage asset **or** deliver an event or participatory programme that falls under the category of arts, culture or heritage.

Your project should meet at least one of the following criteria. Applicants with realistic and evidenced plans will attract the highest scores in this area.

- Increased visitor numbers.
- Improved visitor / participant engagement numbers.

### **Applicants based in the area that formerly came under the remit of Eden District Council or South Lakeland District Council**

The following additional criteria will apply if you are applying for capital funding:

- Your project must demonstrate how it will develop, extend, restore or refurbish a culture or heritage asset.

Your project should meet at least one of the following criteria. Applicants with realistic and evidenced plans will attract the highest scores in this area:

- Increased accessibility through making areas (interior or exterior) accessible to individuals using wheelchairs or step free;
- Increased visitor numbers;
- Creation of a permanent job or jobs.

The following additional criteria will apply if you are applying for revenue funding:

- Deliver an event or participatory programme that falls under the category of arts, culture or heritage.

Your project should meet at least one of the following criteria. Applicants with realistic and evidenced plans will attract the highest scores in this area:

- Increased visitor numbers;
- Improved visitor / participant engagement numbers.

Please note that UKSPF and REPF funding requires Westmorland and Furness Council to deliver specific outputs and outcomes through this funding scheme and so scoring for these applications will take into account the number and quality of outputs and outcomes your application indicates that you can deliver.

### All Applicants - What you will need in addition to your application form

- Copies of two written quotes/estimates for all items of expenditure between £100 and £2,500 and three written quotes for items over £2500<sup>3</sup>. The written quotes and estimates must display the relevant company names and addresses and be less than six months old;
- A copy of a recent Bank Statement for all accounts held in the name of your group;
- A copy of your most recent Annual Accounts or Audited Accounts;
- A copy of Constitution, terms of reference or proof of formalised structure;
- Your Equal Opportunities Policy or Statement (where not explicit in Constitution);
- A copy of your last Annual Report and/or AGM minutes;
- Your Child Protection Policy, where appropriate;
- Your Safeguarding Vulnerable Adults Policy or Statement, where appropriate;
- Evidence of building compliance as requested by the Council e.g. fire risk assessment etc. where appropriate;
- Public / employee liability or professional indemnity insurance where appropriate;
- Public subsidy control (separate form).

**Incomplete applications or applications that do not include all of the above documentation cannot be considered for funding.**

<sup>3</sup> In some cases where an item of capital expenditure is specialised and can only be obtained through a limited number of suppliers, it may not be possible to obtain the required number of quotes. In this case it is acceptable to submit fewer quotes so long as an explanatory note is added to the application form. Similarly if applicants for revenue grants want to appoint specific creatives for their project, they are allowed to submit a single quotation so long as they can provide evidence that the fee charged by the individual is reasonable. This evidence could be in the form of guidance from industry bodies such as Arts Council England, Musician's Union, or Equity etc.

## How your application is dealt with

1. Upon receipt of an expression of interest by 22nd April 2024, we will make an initial assessment to check that your organisation and your proposal is eligible for funding against the criteria of the scheme. We aim to acknowledge receipt of expressions of interest within 10 working days of receiving the application.
2. If your organisation and project are eligible to apply for funding from this scheme we will issue you with a full application form for you to complete in draft form and invite you to a grant surgery where we can discuss your proposal in detail and offer support and guidance in developing the idea. The surgeries will be run by officers from Westmorland and Furness Council with support from freelancers on the Cumbria Arts and Culture Network Staff Team.
3. Once a final version of your application form has been submitted, it will be considered by a panel of officers and sector experts who will make one of three recommendations. These are to fund unconditionally, to recommend funding if specified conditions are met or not to fund. If a recommendation is made to fund with conditions, the applicant will be given a period in which to address conditions and resubmit their application before a final decision is made.
4. Once your application has been considered and a decision has been made we will inform you by letter and if you have been successful we will arrange for the funds to be released.
5. Applicants will be notified by letter within two weeks of the decision. If your application is not being recommended for funding, you will receive feedback on the reasons for the decision.

## Application Timeline

2nd April 2024	Thrive with Arts, Culture and Heritage Fund launched
22nd April 2024	Deadline for Expressions of Interest
1st May 2024	Eligible applicants are notified and Full Application Forms issued
15th May 2024	Applicants submit a draft application form
w/c 20th May 2024	Applicants attend an application surgery session
10th June 2024	Full application deadline

## Payment of funding

Funding approved for payment can now be paid directly into a group or organisation bank account via the Bank Automated Credit System (BACS).

Once authorised the council's Financial Services department will arrange for funding to be paid directly into the group or organisation bank account as detailed in the application form.

## Promotion of our Funding Support

We require that groups and organisations recognise Westmorland and Furness Council, the UK Shared Prosperity Fund, Rural England Prosperity Fund and acknowledge the support of the UK Government funding support by highlighting this on all promotional materials in relation to the project or initiative e.g. acknowledgement in any press releases issued by the group, posters, flyers, website, etc.

## Requirements of Funding Recipients

- You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
- Grants awarded must be spent only on the purpose which was stated within the final version of your application. If for any reason your circumstances change and you wish to vary the way in which you spend your grant you are required to contact us and request written permission to do so.
- You are required to provide access to all necessary documentation to support your application for funding.
- Your organisation or group should promote equality of opportunity and eliminate all forms of discrimination. Your commitment to this should be clearly identified in a written policy or statement that takes into account current legislation and good practice.
- Your group or organisation must ensure that its project or event operates within the requirements of all legislation.
- In the event of your organisation ceasing to operate or failing to undertake or complete the activity for which the grant was offered, Westmorland and Furness Council reserves the right to withhold payment, reduce its award or seek recovery.
- Your offer letter will set out the terms of the grant including a monitoring schedule in which we will set out when monitoring will take place and the evidence we will ask for to show that outputs and outcomes have been met. Organisations or groups who do not fulfil their obligations with regard to the terms of the grant may be required to return their funding.



Please direct any queries and send completed Expression of Interest forms to the Arts and Culture Officer at [artsandculture@westmorlandandfurness.gov.uk](mailto:artsandculture@westmorlandandfurness.gov.uk)

Please note that the deadline for Expression of Interest forms is the 22nd April 2024