

# Sheffield Creative Communities Programme

One-off grants are now available for Sheffield-based arts, cultural and heritage organisations to deliver creative programmes of outreach, engagement and participation in the city between March 2024 and March 2025.

This application pack provides full details of the grants programme along with information on how to apply.

**The deadline for applications is midday Tuesday 9th January 2024**

Successful applicants will be informed of decisions mid February.  
Contracts will be in place before end of March 2024.

## Access

This fund is open to all eligible organisations. If you have any access barriers to applying for this grant including accessing this document or applying for funding please contact [creativecommunities@sitegallery.org](mailto:creativecommunities@sitegallery.org) to arrange a discussion.

The scheme is being managed by Site Gallery on behalf of Sheffield City Council.

All enquiries: [creativecommunities@sitegallery.org](mailto:creativecommunities@sitegallery.org)

## **Introduction to the Fund**

### **Background:**

This Creative Communities Programme is part of Sheffield City Council's Sheffield Culture Showcase, funded by the Shared Prosperity Fund (SPF) as part of the UK government's Levelling Up agenda and is supported by the South Yorkshire Mayoral Combined Authority (SYMCA).

The Sheffield Culture Showcase is contributing to Sheffield City Council ambitions to build community capacity, improve quality of life, support health and wellbeing, and promote pride in place.

### **What is this funding for:**

This grant is intended to increase the capacity of cultural organisations to deliver ambitious, impactful, and creative programmes of participation.

Eligible organisations are invited to submit proposals for creative community engagement activity which is designed with or for specific communities and/or local areas, prioritising communities in parts of Sheffield with low levels of arts engagement and for people from lower socio-economic backgrounds.

We encourage organisations to think carefully about their existing programmes of engagement and how a project funded through this programme might increase their abilities to make a step change in the way they work or extend their reach within their community.

We anticipate successful projects will have been designed with or for a specific community or group of people, they may be based around a community, arts or heritage building, they might develop new collaborative networks, or include artistic (co)production and presentation. This description is indicative, not prescriptive, we want you to think creatively about how to collaborate with and support the needs of your communities.

Bids likely to succeed are those that demonstrate collaborative engagement with community stakeholders and participants.

Proposed activity must take place in Sheffield and be designed to maximise the benefits to local communities and/ or local sites/cultural assets. In selecting projects we will consider geographic spread across the city and it is therefore unlikely that more than one project will be funded in one local area.

Projects should:

- Be people centred with a focus on local community and arts, culture or heritage.

- Be inclusive and proactively diverse, seeking to engage new participants or collaborators.
- Demonstrate meaningful collaboration with community partners.
- Demonstrate a clear sense of what they are trying to impact or change.
- Offer value for money and be costed realistically including the cost of staff and resources to deliver activity.
- The project could take place over a short period of time or run over the full 12 month period.
- Include evaluation designed to measure the impact of your work.
- Include data collection of participants and beneficiaries, which will be shared with Sheffield City Council at the end of the project (data requirements will be provided with offer letters).

Project activity should be additional to work already funded within your organisation:

- You may propose a totally new programme of work.
- You may propose to extend or adapt existing work e.g to expand engagement, increase participation, to continue work which is due to end, or make your work more impactful.
- Your project can complement an existing programme of work or parallel capital investment in the local area.

Bids can be submitted from individual organisations, a collaboration or consortium. A single named organisation must submit the application and be the accountable body. They will be responsible for ensuring the project is well managed, that relevant insurance and necessary licences are in place and that the project budget is fully accountable.

## **Eligibility**

This grants programme is focused on supporting capacity building in the arts, culture and heritage sectors, prioritising those serving diverse communities and those organisations who **have not** joined Arts Council England National Portfolio Organisation 2023-26 portfolio.

You can apply for this fund if you are:

- An arts or cultural organisation working in areas such as music, theatre, visual art, film, dance, literature, or a heritage organisation with a public offer. This list is not exhaustive but is intended to demonstrate the breadth of eligibility.
- An organisation with a demonstrable track record of developing artistic work with and for communities and groups.
- An organisation based in Sheffield ie within Sheffield City Boundaries:  
<https://mdfs.net/Docs/Sheffield/Borders/1918.gif>
- Legally constituted as a Registered Charity, a Community Interest Company or other not-for-profit organisation with a company bank account.

To apply you must meet **ALL** the criteria identified above.

Ineligible Applications:

- Individuals cannot apply to this fund.
- We will not accept more than one proposal from any applicant.
- Funding cannot be used to buy equipment or support activities, goods or services that have already taken place, been bought or been ordered before we can make a decision on your application.

### **How much can you apply for?**

Grants can be between a minimum of £10,000 and maximum £30,000.

The total fund is £180K and we expect to invest in 10 to 15 projects.

You can request up to 100% of the costs required to deliver your project but please note, in assessing applications, we will be looking for value for money and those projects which have match funding - either cash or in-kind - may score more highly in the financial assessment.

Please note that if you are successful in securing a grant, 90% will be paid up front with a final 10% paid on completion of your project and submission of a full statement of expenditure.

## **Timescale**

Application deadline: 9 January 2024.

Awards notified: February 2024.

Project Commencement: March 2024.

Project Completion 31 March 2025.

## **Applying for funding**

### **How do I Apply?**

To apply you will need to:

- answer a simple set of questions which can be submitted as either a written document, a short audio file or a video file.
- Submit a detailed written budget outlining the costs of your project and projected income.

### **Apply now:**

**Applications must be emailed to [creativecommunities@sitegallery.org](mailto:creativecommunities@sitegallery.org) no later than midday on Tuesday 9th January 2024.**

Applications received after this will not be considered.

### **1. All applicants must provide the following in writing:**

Name of Organisation:

Address:

Website:

Name of lead contact:

Position of lead contact:

Email/phone of lead contact:

Registered Charity number (if relevant):

Company Registration number:

Your annual turnover:

Project Name:

Project description in no more than 30 words:

Where is the planned activity to take place:

**2. All applicants must answer the following questions, either in writing, or by making an audio or video recording:**

**a. Tell us about your organisation**

(no more than 300 written words or 2.5 minutes recorded audio/video)

We want to know about your history, how you are constituted and funded, your vision and goals.

You should include:

- The names of your leadership and project delivery team
- Diversity within your organisation/delivery team
- Your recent track record of delivering community arts programmes
- Recent funding or investment you have secured
- Your experience of leading or participating in collaborative projects

**b. Tell us about your project?**

(no more than 700 words or 5.5 minutes recorded audio/video)

Tell us about your planned activity.

You should include:

- What are the aims of your project
- Who are the project beneficiaries
- What is the activity to be undertaken
- Who will you collaborate with and how
- How will you recruit participants or reach audiences
- How will you communicate about your project
- What do you anticipate the access needs will be of the delivery team and/or beneficiaries
- Are you involving volunteers and how

**c. What do you expect the impact of your work to be and how have you identified the need?**

(no more than 500 words or 4 minutes recorded audio or video)

Tell us about why your project is needed and what you expect it will achieve.

You should include:

- What issues do you think your project will help address
- What will you know if your project is successful
- How will the proposed activity contribute positively to your community
- How will your project help your organisation to grow or learn?
- How you will evaluate your work
- What will happen next as a result of this work - for your organisation or community

### **3. All applicants must submit a written budget:**

You may use the [budget template](#) provided or provide information in your own format.

Please ensure expenditure is clearly broken down across all aspects of your work so that we can assess value for money.

Your expenditure might include:

- Staff costs or project workers
- Facilitator and Artist fees and expenses
- Access requirements, incl transport, translation, support workers etc
- Room hire or rental of space
- Materials or equipment required to deliver the project
- Production or presentation expenses
- Promotional, online content, marketing materials and distribution
- Research and evaluation
- Documentation
- Insurance, licences, DBS checks
- Other costs related to the proposed project

Income should include:

- Own funds and/or grant funds (specifying confirmed or projected)
- In-kind contributions

VAT:

If you are VAT registered please include in your costs VAT on any expenditure which you are unable to reclaim.

## **What happens next:**

An independent panel of cultural sector partners and Sheffield City Council will assess applications against the specifications above. We expect to notify applicants in mid February.

Successful applicants will receive an offer letter, and in order to accept the offer will need to provide the following:

- Evidence of public liability insurance
- Safeguarding Policy
- Equality Policy
- Bank account details

Funding offers will include specific details of reporting requirements for evaluation purposes.

## **Site Gallery's role**

Site Gallery is contracted by Sheffield City Council to deliver this grants programme. Site Gallery will promote the scheme and oversee the application process, distribute the funds and report on the programme. Sheffield City Council is the accountable body.

## **Do you have questions?**

We cannot comment on individual applications before they are submitted but we are happy to answer questions you have about the application requirements or for further clarification on the grant.

Please email any questions or request for a phone conversation to [creativecommunities@sitegallery.org](mailto:creativecommunities@sitegallery.org).

Frequently asked questions and answers will be updated on [www.sitegallery.org/creative-communities-programme/](http://www.sitegallery.org/creative-communities-programme/)