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**ARTS COUNCIL
ENGLAND**



**UK COMMUNITY
FOUNDATIONS**
GIVING FOR LOCAL GOOD



gcf Gloucestershire
Community Foundation

Guidelines: Arts Council England Let's Create Jubilee Fund

About the Fund

The Let's Create Jubilee Fund will support voluntary and community groups to develop creative and cultural activities as part of the Queen's Platinum Jubilee celebrations in June 2022.

The fund has been created by Arts Council England (ACE) with funds from the National Lottery.

The fund is open to voluntary and community organisations with charitable aims and working towards a common goal which does not have to be based solely around arts and culture. This could include youth groups, parent/carer groups and volunteer organisations.

Who can apply?

The Fund is open to voluntary and community organisations* with charitable aims and working towards a common goal which does not have to be based solely around arts and culture.

Eligible applicants will also:

- Be based in Gloucestershire
- Have a UK bank account in the exact name they're applying in
- Have a project leader who is at least 18 years old
- Been established for at least 12 months

This fund will not offer funding to the following organisations:

- Non-constituted community or voluntary groups
- Statutory organisations
- Organisations that have been established less than 12 months
- Organisations that do not have a proven track record of service delivery
- Limited companies, sole traders or partnerships without charitable aims

**An 'organisation' is defined by the Arts Council as "a group of people working towards a common goal with a governing document that covers the type of project being applied for – for example a charity, a limited company or an unincorporated group.*

We can accept applications for funding from organisations working as a consortium, partnership, network or group.

For non-constituted consortiums or groups, one organisation must act as the lead organisation and send us the application. If the application goes on to be successful, this organisation would then be accountable for the grant.

What can you apply for?

The fund will support new creative and cultural activities developed for the Queen's Platinum Jubilee in June 2022.

Culture and creativity come in all shapes and sizes, so we do not want to be too prescriptive about what form projects could take; it's more important for you to consider how to deliver creative and cultural activity that your local communities will want to take part in and find a partner who can help you deliver it.

To be eligible, projects should engage with at least one of the artforms which ACE supports through its funding. These are:

❖ Music ❖ Theatre ❖ Dance ❖ Visual arts ❖ Literature ❖ Combined arts - including festivals and carnivals ❖ Museum and library activities.

Projects must also be of benefit to people and/or communities in Gloucestershire.

What can the grant be used for?

Eligible costs include:

- Costs of organising your events and people needed to manage the project
- artist fees (both creating and delivering the event); there is guidance available on the fair pay of artists here
- Volunteer expenses
- Materials or equipment needed for the event or activity*
- Food and non-alcoholic drinks
- Marketing costs and promotion of the event
- Overheads relating specifically to the project (such as insurance)
- costs of making your event accessible to all, such as BSL interpreters, translation services, additional signage

** if costs for equipment make up a significant proportion of the grant, please explain how this equipment will benefit you in the long term*

The grant cannot cover:

- Activities that have already taken place, or to order or purchase goods or services before a decision has been made on the application
- Activity that does not culminate in June 2022
- Costs of routine activity that regularly takes place and is not adapted or enhanced to do something special as part of the Queen's Platinum Jubilee
- Contributions to appeals
- Activity promoting political or religious beliefs
- Alcohol or medication
- Activity which should be provided by statutory services
- The mitigation of losses and/or debt mitigation

How much can you apply for?

Applicants can apply for grants from £750 to £10,000.

Applicants are encouraged to partner with an artist, creative or cultural organisation that has been in receipt of ACE funding within the last 4 years to help deliver their project.

Grant applications for more than £5,000 should involve this sort of partnership.

You can find out more about ACE supported [artists](#) or [organisations](#) in your local area on the Arts Council website.

How to apply

You will need to complete an application form. You can apply online on the Community Foundation's website at www.gloucestershirecf.org.uk.

As well as the completed application form you will also need to provide the following:

- A copy of your organisation's governing document/constitution/set of rules that set out the purpose of your organisation and how it is managed.
- Evidence of a bank account in the name of the organisation. The bank account must have at least two signatories.
- A copy of your organisation's most recent accounts
- A copy of your organisation's safeguarding policy if you work directly with children or vulnerable adults.

If you have been funded by GCF since January 2021 you do not need to submit supporting documents with your application unless these have been updated.

We are trying to reduce barriers for making applications. If you find application forms challenging and would prefer to complete the application via telephone, please contact Sarah Sharma, the Grants Manager on 07444124390 for an introductory conversation and to book a time for a more in-depth call.

Timeline

The application portal will open on Tuesday 4th January 2022.

All applicants will have a funding decision by Friday 1st April 2022.

The project can begin from 1st April so that preparation can take place such as rehearsals etc.

Public-facing activity should take place in June near the Queen's Platinum Jubilee Weekend. The project end date can be in August to include any evaluation and final payments.

What happens if you are successful?

If you receive a grant, you will need to:

- Accept and run your project in line with the terms and conditions
- Keep clear records of project management and finances (including all invoices) and make these available to ACE upon request
- Provide information after your project is completed, if contacted by UK Community Foundation or ACE. This information may include:
 - How the money was spent
 - Activity and beneficiaries
 - Impact and legacy (e.g., new relationships or projects resulting from the activity)
- Respond to ACE and UKCF if asked to take part in any marketing activity. This could include: providing some photos and image permission forms, a quote and availability to do media interviews.
- Complete a simple evaluation form. You may also be invited to attend a 2-hour focus group so ACE can find out more about the impact of the project. This would either be in person or online.

Need more information?

If you need more information please contact:

Name: Sarah Sharma, Grants Manager

Phone: 07444124390

Email: grantsmanager@gloucestershirecf.org.uk

Registered Charity Number: 900239

How we collect and hold your data

The personal information collected via the application form is collected to solicit and process applications for grants from GCF. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPR). By completing an application form, you are giving consent for the information to be collected and for GCF to communicate with you/your organisation. We hold all personal information on our secure Customer Relationship Management database; grant related information is disclosed to grant panel members and to donors. We publish lists of grants awarded, and we use data in our publicity, but we anonymise details of any individual grantees. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this. Please refer to our Privacy Policy at <https://www.gloucestershirecf.org.uk/privacy-policy>