

# 2012 London Cultural Skills Fund

Prospectus 2008 - 2010



## Contents

What is the 2012 London Cultural Skills Fund? .....	3
What can be funded? .....	4
What can't be funded? .....	5
Who can apply? .....	6
How do I apply? .....	7
How do we decide whether to fund your project? .....	11
What's the funding application timetable? .....	13
What if my application is successful? .....	14
What if my application is unsuccessful? .....	16
And finally - Do's and Don'ts! .....	17
Appendix 1: LDA Output Definitions .....	18
Appendix 2: Project Costs Explained .....	22
Appendix 3: Due Diligence Requirements .....	25
Appendix 4: Freedom of Information Act .....	26
Appendix 5: Frequently Asked Questions .....	28

## **What is the 2012 London Cultural Skills Fund?**

This fund is designed to support the advancement of cultural and creative skills so that more people in London can have the chance to learn and develop through the arts during the Cultural Olympiad.

The Cultural Olympiad is the period of 4 years between official Handover from the Beijing games to the beginning of London 2012 games. During this time there will be a series of cultural events and activities taking place that everyone will be invited to take part in and enjoy. The 2012 London Cultural Skills Fund has been developed to help those, especially small organisations and community groups, who want to contribute to the range of cultural activities taking place during this period, with the aim of ensuring that many more people can benefit from and gain skills in the arts and creative sectors. More information about the emerging plans for the Cultural Olympiad can be found on the website of the London Organising Committee at [www.london2012.com/get-involved/cultural-olympiad](http://www.london2012.com/get-involved/cultural-olympiad). While we expect projects applying to this fund to reflect the values of the Cultural Olympiad, confirmed recognition or branding is not a requirement.

We want to support strong community-based skills, training and employment support projects, so we're keen to receive applications from local third sector organisations particularly minority-led organisations. We'd especially like to see arts and community organisations really stretching themselves to do things they've never done before. An example of this could be working with a new group of people from a different cultural or age group; tackling the development of a new area of skills.

We are seeking projects that will work with groups who are not usually involved in arts or cultural projects to explore the different cultures that exist in London. The 2012 London Cultural Skills Fund has been created so that organisations who want to contribute to the excitement surrounding London's cultural sector can have the chance to bring their creative projects to life during the first 2 years of the Cultural Olympiad.

This scheme is being funded by the London Development Agency (LDA) and administered in partnership with Arts Council England. All queries relating to this fund should in the first instance be directed to the Cultural Skills Fund grants officer who is based at Arts Council England, London.

Email: [2012LondonCulturalSkillsFund@artscouncil.org.uk](mailto:2012LondonCulturalSkillsFund@artscouncil.org.uk)

## What can be funded?

We are looking to support projects and community activities that meet the aims of the 2012 London Cultural Skills Fund. The aims are to fund:

- Projects which provide specific skills training (which does not need to be accredited) to enable beneficiaries to meet identified<sup>1</sup> skills shortages in the creative and cultural industries; and/or
- Initiatives supporting beneficiaries transition to cultural and creative employment and career development for emerging cultural practitioners through showcasing and exhibition opportunities; and/or
- Activities which encourage active learning and participation in arts and cultural events, which are taking place across the capital in the run up to the Olympic and Paralympic Games; and/or
- Projects that increase the reach of services either geographically or in order to improve access in the target groups.

We particularly want to fund projects working with those who may not normally engage with the arts and those projects that bring together people from a range of backgrounds. It will be important that projects meet the needs of a wide range of people (including equality groups – such as Black Asian and Minority Ethnic (BAME), women and disabled people). We also want to fund projects that involve local people in their design and implementation.

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<sup>1</sup> Applicants will be required to evidence this demand within any full application.

## What can't be funded?

- Projects requiring less than £25,000 or more than £50,000.
- Activities which will take place after 31 March 2010, although we expect a 6 month post event follow-up with beneficiaries, which may take place up to 30 September 2010.
- Direct applications from private sector organisations and the following statutory bodies, NHS trusts (inc. community health services), GP's practices, NHS health centres of clinics, schools and colleges.
- Applications are limited to one per organisation as a lead organisation per round of funding (see page 12 for details of rounds). Organisations who are partners in a bid can also submit their own bid as a lead partner or sole bidder if they wish. We will consider the capacity of organisations involved in multiple applications (whether as lead or partner) as part of our standard assessment process.
- The running costs of your organisation (for example, rent, gas, electricity and water bills and maintenance costs, including maintenance of equipment). Please see appendix 1 for guidance on apportionment.
- Repeat or regular events and existing activities unless there is a new or significantly enhanced cultural project involved, which meet the skills development aims and objectives of the fund.
- Items which only benefit individuals, for example, bursaries and equipment.
- Activities promoting political activities.
- Fundraising activities for your organisation.
- Projects that have already started.
- Projects that provide services or activities that should usually be paid for by other funders or on the case of skills training, should ordinarily be paid for by the beneficiary's existing employer. For example, we do not expect to fund the training of statutory professionals.
- Projects that duplicate existing services or activities, but we may consider funding the expansion of an existing service to reach a larger number and wider range of people.
- Whilst we understand that faith communities have a key role to play in delivering services to and engaging with a wide range of beneficiaries and we welcome applications from faith organisations, we will not fund activity which is designed to promote one religion in particular.

## Who can apply?

You can apply to the 2012 London Cultural Skills Fund if you can respond positively to all the following statements:

1. You are a local authority or third sector organisation<sup>2</sup>.
2. Your organisation is not-for-financial-profit<sup>3</sup>.
3. You have been operating for more than two years and have audited accounts for this period or longer.
4. Your project has the support and engagement of local communities.
5. You can monitor the progress and contribution of your project to beneficiaries, both during the activity and after 6 months.
6. Your project will promote diversity and community cohesion by providing inclusive services, and engaging people from a variety of backgrounds.
7. You require funding between £25,000 and £50,000.
8. All project beneficiaries must live in London.
9. Your proposed activity will take place before 31 March 2010 (although we expect a 6 month, post-event follow up with beneficiaries which may take place up to 30 September 2010).

**If you cannot answer positively to all of these questions, you will not be eligible to apply. We therefore recommend that you do not proceed with an application.**

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<sup>2</sup> By third sector organisation, we mean groups such as charities, credit union, self-help groups, social and community enterprises and community based co-operatives.

<sup>3</sup> An organisation that does not share out profits to members or shareholders.

## How do I apply?

The process is explained in the next section, but here are some things to consider before you apply:

**Lead organisation:** The lead organisation applying for a grant must be the same organisation that will receive and be responsible for the funding.

**Evidence:** When completing your application, please bear in mind that your application will be assessed on evidence of the following:

- **Skill development.** How the activity will provide skills training to enable beneficiaries to meet skills shortages in the creative and cultural industries.
- **Access to employment.** How the activity will support beneficiaries transition to cultural and creative employment and other services.
- **Cultural Impact.** How your project meets any of the stated aims of the fund (see page 4) and the following objectives of the Cultural Olympiad:
  - create outstanding moments of creative excellence across the full range of performing arts and creative industries; and/or
  - promote contemporary London as a major world cultural capital; and/or
  - drive tourism and inward investment and use the creative industries to boost economic regeneration; and/or
  - embrace the Olympic movement values of 'excellence, respect and friendship' and the Paralympic movement vision to 'empower, achieve, inspire'.
- **The promotion of equality and diversity.** How the activity engages with a diverse range of people. Equality and diversity issues should be integrated into all aspects of project planning and implementation, including monitoring and evaluation.
- **Social exclusion.** How the application benefits and increases participation and attendance by communities which face social or economic problems.
- **Demand/Need.** How the application demonstrates that there is both a need and demand for the type of project proposed.
- **Staff expertise** in the relevant areas. Where you not have the relevant expertise for your project you should seek to work with other organisations that do have the relevant experience.
- **Track record.** You will need to demonstrate experience of delivering similar types of projects and working with community groups.

**Outputs:** The LDA requires funded projects to count the number of people who will benefit from your activity and report these numbers as “outputs”. Definitions for these outputs, the data required to support the achievement of them and your obligations under the data protection act are set out in appendix 1.

In addition to an overall target the LDA sets minimum equalities targets for all its funded projects. The minimum targets we have set for the fund to achieve for each of the outputs of the fund are as follows:

Skills:	Employment Support:
<ul style="list-style-type: none"><li>• 55% or more BAME people</li><li>• 55% or more women</li><li>• 11% or more disabled people</li></ul>	<ul style="list-style-type: none"><li>• 53% or more BAME people</li><li>• 50% or more women</li><li>• 5% or more disabled people</li></ul>

These targets are intended to be used as a regional benchmark for the fund and will be considered in the context of identified need. Accordingly, projects may wish to demonstrate the local need and priority for addressing a particular group, and the LDA may fund a project where the beneficiaries are just one of these groups. You will also be required to complete a report on any broader audience or participant numbers, however no targets will be set.

**Management and staffing:** We expect you to have adequate structures in place to manage the project. Your organisation should have a document that says how it runs: this can be a constitution, set of rules, trust document or a memorandum and articles of association if the organisation is a company. If you are interested in some recently developed guidance on governance, the governance hub ([www.governancehub.org.uk](http://www.governancehub.org.uk)) is a resource for good practice information.

**Partnership working and sub-contracting:** Partnership working can be an effective way of achieving more and providing better value for money. Partnership working is also very important in bringing together diverse organisations, including organisations led by BAME people, women, disabled people or refugee community organisations.

Third sector organisations can, however, submit an application as a sole bidder if they wish. The fund will only support one level of sub-contracting (e.g. the lead organisation can sub-contract to a delivery partner, but that delivery partner cannot further sub-contract to another partner).

It is the lead organisation’s responsibility to put in place appropriate contract arrangements for their project partners. All lead organisations for partnerships must complete a Partnership Declaration Form when submitting a full application. In the Partnership Declaration Form all partners in a project are required to set out clearly what they are contributing and what they are getting out of a project. The lead organisation and each of the partner organisations will also be required

to declare if they are working directly with vulnerable adults that they have the relevant protection policies.

You are expected to have fair and reasonable procurement practices in place, which would apply to a) the recruitment and selection of staff and b) procurement of third party good and services.

**Policies and procedures:** It is important that you have appropriate policies and procedures to manage the project and that you explain how you will apply these to the project. Details of the evidence you will need to provide of these, if you are asked to submit a full application, are listed during the pre-qualification stage and in appendix 3.

**Costing your project:** Applicants are required to submit a detailed budget breakdown, using the framework provided in the application form. You need to be able to justify how the funding will be spent, e.g. if you would like to use the grant to fund salaries, you must ensure that you include any extra costs incurred such as National Insurance and pension contributions, it must also be clear how you worked out the level of salaries. We expect all new posts to be openly recruited; you should include any necessary costs to do this.

Applicants should use their experience of project delivery to calculate an appropriate budget. We recognise that some projects will be working with people who have lots of different needs; or may need extra support so that they can benefit from the project (e.g. disabled people; or people with learning difficulties who may require materials using Easy Read). Costs relating to items that you might provide to beneficiaries, such as travel allowances and equipment needed for training (e.g. protective clothing) can also be claimed.

If some items of expenditure (management costs, organisation overheads, reasonable project staff training) are incurred on both this project and your other activities, these costs should be appropriately apportioned. Appendix 2 will give you an idea of the type of spending for which we can and cannot pay. They are not exhaustive and when we assess your application we may want to discuss this in detail, or include or exclude some items.

You should include in your budget the costs of marketing and promoting your project, including any print material or events that are associated with delivering the project or promoting the impact the project has made, including recognising the contribution made by users. You should also include all likely costs to be incurred in the course of facilitating the external evaluation (commissioned by the LDA) and conducting self-evaluations. See section on “evaluation”.

It is important that you have procedures in place for handling and managing the project budget. This includes a proper bookkeeping system, regular financial checks and properly prepared accounts. Finally, we would expect you to comply

with the Statement of Recommended Practice (SORP) if you are a registered charity. For further information on SORP refer to the Charity Commission website at [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

**Matched funding:** We can fund all or some of your project costs, but we encourage you to get some of your funding from other sources if you can. You will need to provide evidence that you have secured this when submitting your application. This includes match funding in-kind.

**Disability access:** All projects must consider disability access when planning their project. Proposals may need to include costs for an access audit of the project, and budget flexibility to implement the findings of the audit, as well as the possibility of funding reasonable adjustments for participants. It is not intended that this fund should replace or fund an organisation's general legal duties to make their services accessible.

## How do we decide whether to fund your project?

The bid will be scored and assessed against the eligibility criteria set out in the application guidance notes. Assessments will be made on the basis of what is written in the bid and verification of any information provided. The process for assessment, appraisal and selection of projects will consist of four stages:

**1. Pre-qualification check:** All applicants must register on the CompeteFor website ([www.competefor.co.uk](http://www.competefor.co.uk)). By completing the questionnaire on the website, your organisation and project will automatically be assessed for qualification to make a full application. In addition, the process identifies background information that all organisations will be required to provide if they are invited to submit a full application, as well as introducing you to some essential monitoring processes and reports that you would need to agree to undertake, should you successfully make a full application. Only eligible organisations and projects will be invited to submit a full application.

CompeteFor will inform you if you have passed the pre qualification checks. Arts Council England will then send you the full application form for completion. This process will consist of checks against the 'Who can apply' section of this prospectus (page 6).

**2. Eligibility check:** All full applications received by Arts Council England will first be checked to ensure that all sections of the form have been correctly completed and that all the eligibility criteria have been met, all required evidence has been sent, two hard copies of the bid have been duly signed and an electronic version on CD has been enclosed. Failure to meet any of the criteria will mean that your project will not be eligible and will not progress further. The background information on your organisation will be sent to the LDA for checking (please see appendix 3 for further information on this). Organisations that do not pass our checks will be considered ineligible for funding and will be notified in writing.

**3. Scored assessment:** Arts Council England will take all full applications through a scored assessment, using a scoring framework incorporating the following criteria:

**a. Project**

- Appropriateness of project proposal;
- Fit with the aims of the fund and the objectives of the Cultural Olympiad;
- Evidence of demand/need.

**b. Project Management and Budget**

- Management arrangements and capacity, including track record of delivery organisation;

- Accuracy and appropriateness of project budget;
- Identification of risk and exit strategy.

**c. Equalities and Beneficiaries**

- Appropriateness of target beneficiaries.
- Consideration of accessibility.
- Potential for longer term impact on beneficiaries.

**d. Recruitment and Communications**

- Relevance of recruitment methods to targeted beneficiaries.
- Effectiveness of approach to project publicity.

**e. Monitoring and Evaluation**

- Implementation of monitoring requirements.

The assessors use their expertise and judgement and the evidence in your application to determine a score for each criteria. Once scored, all projects will be passed on for moderation.

**4. Moderation:** The assessment will then be subject to appraisal by the 2012 London Cultural Skills Fund Moderation Panel. This scrutiny ensures an objective appraisal of the strategic value of the package of projects recommended for approval, the value for money this represents and a reality test of the proposed activity. The panel members will comprise:

- Head of Combined Arts, Arts Council England
- Head of Resource Development, Arts Council England
- Head of Diversity, Arts Council England
- Head of Finance & Business Analysis, Arts Council England
- 2 x 2012 London Cultural Skills Fund grants officers, Arts Council England

**Competitive process:** We expect the fund to be highly competitive. Because we have a limited budget, we will have to reject a large number of good applications. You may want to consider if there are other funders who might want to fund your project. Other related funds that may be more appropriate to your activity include:

London Councils ([www.londoncouncils.gov.uk/grants](http://www.londoncouncils.gov.uk/grants))

Arts Council England Grants for the Arts ([www.artscouncil.org.uk/funding](http://www.artscouncil.org.uk/funding))

The LDA works closely with London Voluntary Service Council (LVSC), the network of networks for London's Third Sector, to ensure that organisations are able to access advice and support to develop their business. For further information go to [www.lvsc.org.uk](http://www.lvsc.org.uk)

## What's the funding application timetable<sup>4</sup>?

		Round 1	Round 2	Round 3
Total Funding Available		£200,000	£500,000	£500,000
Compete For opens for pre qualification registration	Mon/Thu	16 Oct 2008	19 Jan 2009 09.00	08 Jun 2009 09.00
Compete For closes	Fri	07 Nov 2008 17.00	13 Feb 2009 17.00	03 Jul 2009 17.00
Full application form will be made available to successful applicants <sup>5</sup>	w/c Mon	10 Nov 2008	16 Feb 2009	06 Jul 2009
Deadline for full applications for round	Fri	19 Dec 2008 17.00	27 Mar 2009 17.00	14 Aug 2009 17.00
Full applications eligibility checked and appraised				
Panel meets	Tue	27 Jan 2009	26 May 2009	13 Oct 2009
Applicants informed of decision	w/c Mon	09 Feb 2009	15 Jun 2009	02 Nov 2009
All activities to be completed by 31 March 2010				

### PLEASE NOTE!

- Applications received after the deadlines will **NOT** be considered.
- It is recommended that applicants gain timed proof of delivery.
- Posted applications should be sent by recorded delivery to Arts Council England.
- Failure to complete, sign or submit two hard copies of your application form, and enclose one electronic version on CD will invalidate your application.
- E-mailed and faxed applications will **NOT** be accepted.

**If your organisation and/or your project are not eligible then you should not proceed with an application.**

<sup>4</sup> Dates may be subject to change.

<sup>5</sup> The application pack is also available in large print, Braille, audio and on BSL DVD. Please contact Arts Council England for any of these formats as soon you have completed your Compete For registration, so we can get this to you in accordance with the timetables above.

## What if my application is successful?

**Grant agreements:** If your application is successful the information provided in the full application will be used as the basis of your grant agreement. The terms and conditions of the grant agreement are not negotiable.

Arts Council England's officers will scrutinise the project and the information provided in the full application form and formulate a grant agreement based on this information. This agreement will then be sent to you and your signed acceptance will be taken as acceptance to terms and conditions of the funding.

If during the time since your application was submitted and approved anything material changes and you are therefore unable to complete the application submitted, you should notify Arts Council England of your requirement to withdraw from the scheme. If this were to be necessary you would be eligible to apply at the next funding round.

**Monitoring:** We will expect you to monitor your project during the life of the grant using the reporting tool provided. This details what we expect you to tell us about the types of people that are using your project and we will use this information to determine whether the fund as a whole is meeting the required equalities targets. We will also ask you to send in further report on the participating audiences.

In order to achieve the fund's key objectives, projects should support those who traditionally face barriers to participation, these can include disabled people, lesbian and gay men, BAME people and faith groups, travellers and homeless people, old people, care leavers, ex-offenders and refugees.

You will also be expected to follow up with all beneficiaries 6 months after the event to discover what benefit they have gained in the longer term and record and report this on the reporting tool provided. Failure to complete this monitoring could result in the Arts Council England taking out legal action to reclaim any grant funding paid over.

**Evaluation:** All successful applicants will be required by the LDA to support a robust evaluation, commissioned by the LDA, of the effectiveness and added value of provision of the fund.

This evaluation will include collation and analysis of quantitative and qualitative information; an assessment of the delivery process; performance against its outputs and objectives; outcomes achieved by beneficiaries; and its wider impacts. Accordingly, projects will be expected to:

- Collect the required monitoring data as set out in the reporting tools provided as well as providing any evidence of satisfaction with services and activities through, for example, self-evaluation forms completed by beneficiaries.
- Provide beneficiary contact details of those that took part (ensuring that you have captured this data adequately in accordance with the Data Protection Act, see appendix 1) to the evaluators who will undertake surveys with stakeholders, for example to identify good practice and case studies.

**Publication of successful applicants:** We are required by law to tell the wider public about the grants that we make and, therefore details of all successful applicants and projects on the [LDA](#) and [Arts Council England](#) websites.

## **What if my application is unsuccessful?**

We will write to you explaining the main reasons why your application was unsuccessful and telling you who to contact if you would like more detailed feedback.

You can apply again, but we strongly recommend that you get advice and feedback from the Cultural Skills Fund grants officers at Arts Council England, London on why your application was unsuccessful before doing so. We will not be able to assess repeat applications that have not dealt with the reasons why they were not successful the first time.

Organisations wishing to issue a formal complaint must do so in accordance with the Arts Council England complaints procedure, which can be found on the [Arts Council England website](#).

## And finally - Do's and Don'ts!

- DO read all the information very carefully.
- DO only apply if your organisation is eligible and you meet the project criteria.
- DO involve local communities and your partners (if you are submitting a partnership bid) in developing your project proposal.
- DO make sure that you can demonstrate robust governance and management arrangements for your project as part of project development. If you are making a partnership bid, make sure your partners are clear about their roles with regard to governance and management of the project.
- DO answer all of the questions in the application form.
- DO make sure that you include realistic estimates of the numbers of people with whom your project will work.
- DO think about how you will work with people from diverse backgrounds. An equal opportunities policy is required from all projects.
- DO make sure you have thought through the costs of the project very carefully. If successful you will not be allowed to change the amount of money bid. If you are submitting a partnership bid, all of your partners need to prepare mini-budgets also based on full cost recovery.
- DON'T apply if your organisation is not eligible.
- DON'T inflate your estimate of the number of people with whom you think your project will work.
- DON'T miss the deadline for delivery of your bid. Late applications will not be accepted under any circumstances.
- DON'T forget to include all the relevant documents required, with the number of copies and in the formats specified. If you fail to do this, your application will automatically be ineligible.

## Appendix 1: LDA Output Definitions

### 1. Employment Support – Number of People Assisted to get a Job (Core Output 2)

**Definition:** This indicator focuses on people of working age who are resident in the region who are unemployed or economically inactive or in employment at risk who are assisted to get a job as a direct result of LDA activities.

- **Working age** is classified as 16 and over.
- **Unemployed** is classified as people who are out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next 2 weeks or out of work and have accepted a job that they are waiting to start in the next 2 weeks.
- **Economically Inactive** is defined as those who are either not looking for, or not available for work e.g. looking after the family and home, students and those who are long-term sick or disabled.
- **Employment at Risk** is defined as those in paid employment but at risk of losing their job i.e. have received a statutory redundancy notification

Assistance must be directed to assisting people towards getting a job and so will involve some form of interaction with individuals. These may be face-to-face or telephone consultations, conferences or workshops, and interactive/web based dialogue (but not including electronic or hard copy mail-shots). Forms of assistance include:

- Provision of Information, Advice and Guidance (IAG) e.g. careers guidance on working in the creative and cultural industries, mentoring, CV writing, interview training;
- Removing barriers to getting back into the labour market e.g. return to work training, work placement, providing exhibition or performance opportunities for emerging cultural practitioners;
- Advice on how to start own business.

It is legitimate to include a person assisted in getting a job even where the latter is a seasonal job or in the voluntary sector as long as it is subject to an employment agreement (which may not include payment)

#### **Measurement:**

- The output measure is the number of **people assisted** towards getting a job **not the job**. The output should be counted when an individual who meets the above criteria has received the assistance.
- Whether or not the individual got a job is the outcome measure, which will be assessed during the project evaluation.

#### **Exclusions:**

- Assistance through electronic or hard copy mail-shots.

- Assistance with skills development (e.g. training) which should be counted against Output No.6 (Skills).

#### **Data and Systems needed for verification:**

The following data should be kept for each set of **employment support** assistance claimed:

- Certification that each beneficiary was not in employment at the start of the support or was subject to a statutory redundancy notice.
- Date redundancy to take effect (if applicable)
- Name and address (inc Post Code) of beneficiary
- Details of the beneficiary's age.
- Details of the beneficiary's gender.
- Details of beneficiaries' ethnicity, in accordance with the 17 sub categories used in the 2001 census. See monitoring tool for categories.
- Disability status of beneficiary. For the purposes of this exercise, disabled people are those who self-classify as meeting the definition set out in the Disability Discrimination Act, and used in the 2001 Census (people with a long-term illness, health problem or disability which limits their daily activities or work they can do).
- Beneficiaries current employment status
- Details of assistance provided.

There should be systems in each project that aggregate data to provide, for each person demonstrating that there is no double counting. This data should be captured on the monitoring record provided, but you should also keep original signed beneficiary declaration forms on file for audit purposes.

## **2. Skills (Other) - Number of people assisted with their skills development as a result of LDA programmes (Core Output 6)**

**Definition:** This indicator focuses on the number of people who have received assistance in any other skills development as a direct result of attending an LDA funded programme to improve the regional skills base.

- **People** can be of any age and may be in employment, unemployed or economically inactive.
- **Economically active** is defined as those in paid work (employee or self-employed and those temporarily away from the job e.g. maternity/paternity leave), out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next 2 weeks, or out of work and have found a job, which is due to start in the next 2 weeks.
- **Unemployed** is defined as those out of work, want a job, have actively sought work in the last 4 weeks, and are ready to start in the next fortnight or out of work and have accepted a job that they are waiting to start in the next fortnight

- **Economically inactive** is defined as those who are either not looking for, or not available for work e.g. looking after the family and home, students and those who are long-term sick or disabled.
- **Assistance** must be a **minimum of 6 hours training (or as advised by the Agency's designated project manager)**, either contiguous or as a number of sessions for the same individual.

Assistance can be directed at emerging creative and cultural practitioners, who have some experience of work in the sector, including portfolio or irregular contractual work, or people with an interest in developing creative and cultural skills to support future employability. Forms of assistance include:

- Specialist training or skills development in creative and cultural disciplines, including coaching and rehearsals and masterclasses;
- Informal learning and participatory activities designed to develop skills;
- Voluntary placements on cultural projects and events aimed at developing skills and experience.

#### **Measurement:**

- The output measure is people.
- The output is counted when an individual has received a minimum (at least 6 hours) of the prescribed hours of skills training.
- The output supports life-long learning and so includes people of all ages or employment status.
- Do not aggregate training/courses for different learners that last less than 6 hours to create a combined output.
- Do not split training/courses that last for more than 6 hours to create 2 outputs.
- There should be no double counting between this output and output 2 (Employment Support).
- Each beneficiary on a project can only be counted under one output heading within the life of a project.

#### **Exclusions:**

- Assistance covered under Core Output 2 (Employment Support)
- Services as part of the legal, statutory responsibility of other organisations e.g. provision of statutory education to 16 years.

#### **Data and Systems needed for verification:**

The following data should be kept for all **skills** projects reporting on this indicator:

- Individual (trainee) reference number and reference number of the skills development course attended.
- Name and address (including post code) of beneficiary.
- Details of beneficiary's age.
- Details of beneficiary's gender.
- Details of beneficiary's ethnicity, in accordance with the 17 sub-categories

used in the 2001 census. See monitoring tool for categories.

- Disability status of beneficiary. For the purposes of this exercise, disabled people are those who self-classify as meeting the definition set out in the Disability Discrimination Act, and used in the 2001 Census (people with a long-term illness, health problems or disability which limits their daily activities or work they can do).
- For each activity, length per person (6 hours min), taken cumulatively or single block, start date and end date
- Details of other public funding and private sector funding.

There should be systems in each project to ensure that skills development numbers are reported correctly, namely:

- Single skills development activity that last more than 6 hours are reported only once.
- Skills development activity that last less than 6 hours are not reported.

#### **Data protection implications:**

The Data Protection Act protects the rights of people about whom you collect and process data. It is therefore important that the methodology applied conforms to accepted standards. Guidance can be found on the Information Commissioners Office website: ([www.ico.gov.uk/Home/for\\_organisations/data\\_protection\\_guide.aspx](http://www.ico.gov.uk/Home/for_organisations/data_protection_guide.aspx))

In particular for the purposes of independent evaluation, it is important that beneficiaries are aware and agree to their data being shared with the LDA and any agents employed by the LDA for the purposes of the evaluation and the guidance should be used to ensure that such personal data is collected appropriately.

When collecting data about a beneficiary's ethnicity, the LDA suggests that the following guidance is considered:

- Self-classification: an important principle is that, wherever possible, people should be asked to self-classify by completing a declaration form. Only in exceptional circumstances should projects classify beneficiaries on their behalf. When this is done, the person concerned should be notified and invited to confirm or change the classification.
- Voluntary or compulsory: clearly completion of the monitoring form by individuals is voluntary. However, this should not be overstated as it may encourage non-returns. If beneficiaries refuse to complete this form, please try other classification as a strategy first but if there is no agreement then you will need to record them as a nil response.

**Confidentiality:** in order to maintain confidentiality, returned monitoring forms should be held in a secure place e.g. a locked cupboard. If you intend to hold these records electronically they should be password protected.

## Appendix 2: Project Costs Explained

### 1. Direct revenue and capital costs

By direct revenue and capital costs we mean the costs of employees, volunteers, equipment, space or activity used only in the project.

#### **Eligible capital expenditure includes:**

- Equipment necessary for running this project only.
- Transport that is necessary for delivering this project only.

#### **Ineligible capital expenditure includes:**

- Costs incurred or spending committed, before we make you a grant.
- Any costs which someone else is paying for, whether in cash or in kind.
- Routine repairs and maintenance.
- General improvements to public areas unless they are essential to the overall project.
- Personal equipment not essential to delivering the project.
- Maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project.

### 2. Overheads

By overheads we mean the costs of employees, volunteers, equipment, space and services that support the project you want us to fund.

All applicants should conform to the principles of **Full Cost Recovery**. Full cost recovery means recovering or funding the full costs of a project or service. In addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organisation.

If you are a partnership, we will expect you to have in place robust governance and management arrangements for the partnership, so you should also factor reasonable costs in for servicing your partnership.

Adequate finance, human resources, management and IT systems are also integral components of any project or service. The full cost of any project therefore includes an element of each type of overhead cost, which should be allocated on a comprehensive, robust, and defensible basis as well as provide value for money.

Projects can access further guidance from a free online toolkit provided by Cash Online: [www.cash-online.org.uk/content/1/56/](http://www.cash-online.org.uk/content/1/56/)

If some items of expenditure (management costs, organisation overheads, reasonable project staff training) are incurred on both this project and your other activities, you should apportion the cost as appropriate.

Costs relating to items that you might provide to beneficiaries, such as travel allowances and equipment needed for training (e.g. protective clothing) can also be claimed.

Ineligible costs include wage subsidies; loan and current interest or any financial charge; staff time spent filling in the application form or any other funding applications; cost of finance leases; project staff childcare; any expenditure that does not clearly relate to the project; and any expenditure that is not supported by records that can be audited.

Audit costs should be built into projects costs and be included in budgets. Projects will only be funded on a real cost, non-formula basis. Expenditure profiles will be agreed separately with each delivery organisation as part of the contracting arrangements.

**Eligible overheads include:**

- Salaries of human resources, finance, IT and other staff supporting the project (for example, running payroll and servicing computers used by the project).
- Salaries of management staff who only supervise project staff, including any extra costs, such as pensions and National Insurance for the project.
- Recruitment of staff who will work on the project.
- Expenses of project staff and volunteers, including travel, accommodation, phone bills and stationery.
- Audit and other legal fees associated with running the project.
- Rent, heating, lighting, maintenance and insurance for office space your project requires or shares with other projects.
- Rent, heating, lighting, maintenance and insurance for office space used by staff who run your project.
- Training staff and volunteers working on the project (including equalities training).
- An access audit of the projects accessibility.
- Partnership meetings required to administer the project (if you have submitted a partnership bid).
- Monitoring and evaluation of the project.
- Marketing and publicity for the project.
- Software.
- Professional and legal fees associated with revenue expenditure on the project (e.g. fees required to pay auditing of this project).

**Ineligible overheads include:**

- Costs incurred or expenditure committed before we make you a grant.

- Any costs which someone else is paying for, whether in cash or in kind.
- Items that only benefit an individual and are not needed to deliver the project outcomes.
- Travel outside London.
- Funds to build up a reserve or surplus, whether distributable or not.
- Loan repayments.
- Contributions to general appeals.

## **Appendix 3: Due Diligence Requirements**

The following evidence must be submitted with all full applications to the fund. The information provided will be subject to checks, which may disqualify applications that we may consider to be too high risk or do not exhibit sufficient consideration of themes such as health and safety, equalities, sustainability and quality management.

### **Financial, legal and business probity:**

- A letter or paying in slip from your bank confirming your account details.
- Signed year end accounts for the last 2 years (which must not be more than nine months old at date of submission).
- Management accounts, including income and expenditure reports and cash flow reports.
- A copy of your constitution or memorandum of articles or other proof of fully-constituted management committee of board of directors (e.g. 2 recent sets of minutes of management committee or board meetings and AGM minutes).

### **Health & Safety:**

- Copy of your Health & Safety policy.
- Details of any actual or pending health and safety prosecutions, prohibitions or improvement notices received in the last five years.

### **Equal Opportunities:**

- Copy of your Equal Opportunities policy.

### **Insurances:**

- Where applicable, details of Employer's Liability cover.
- Details of Public Liability cover.
- Other relevant insurance cover.

### **Environmental Management:**

- Copy of any Environmental Management policy.

### **Previous Experience:**

- Where applicable, details of contract(s) terminated in the last three years due to under-performance

## Appendix 4: Freedom of Information Act

How we treat your application under the Freedom of Information Act

We are committed to openness and trust. This includes being clear to you about how we assess and make decisions. If you apply to us for a grant, we are happy to give you copies of the information we hold about you, including our assessment of your application.

We are also listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the freedom of Information Act 2000. However, we will not release those parts of the documents covered by one or more of the exemptions under the act. For information on the exemptions and freedom of information generally, please visit [www.foi.gov.uk](http://www.foi.gov.uk).

This appendix describes how we generally plan to treat your application documents and assessment information if someone asks to see them under the Freedom of Information Act 2000. However, it does not cover all cases as we have to consider each request for information individually, based on the situation at the time.

We think that the public has a right to know how we spend public funds and how we make our funding decisions. However, during the assessment process, we do not release any information about applications as this may interfere with the process. After we have assessed your application, we may release your application documents and information about our assessment if a member of the public asks for them. Here are details of what information we would not release.

If your application is not successful, we would not release the following:  
Your name, home address, email address, phone number, textphone and fax numbers, and any details of your ethnic background you have provided.  
Any information you said was confidential when you applied to us for funding.  
This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information before the end date for your activity (as shown in your application), we would not release the following information:

Your home address, email address, phone number, textphone and fax numbers, and any details of your ethnic background you have provided.

Any information you said was confidential on the application form. This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information after the end date for your activity (as shown in your application), we would not release the following information:

Your home address, email address, phone number, textphone and fax numbers, and any details of your ethnic background you have provided.

Under the Freedom of Information Act, if we are asked for information after the end date for your activity, we will generally release your proposal and budget together with all other information in your application documents.

## Appendix 5: Frequently Asked Questions

### 1. Are there any special criteria I need to consider before applying?

Yes, before applying please consider the following points and ask yourself whether your project fits within these guidelines.

Please refer to the sections 'what can and cant be funded', 'who can apply' as this gives guidance on specifics on eligible activity and applicant.

It is also worth reviewing 'How do I apply' to see how likely it is your activity will be funded. Competition for funds will obviously be high, so we do not anticipate being able to fund everything that meets the eligibility criteria.

### 2. How much funding is available?

The total budget for projects under the 2012 London Cultural Skills Fund is £1.2 million. Organisations can apply for up to £50,000 per project, but if you don't need that much then smaller amounts (not less than £25,000) are available – it all depends on the size of the activity.

### 3. How many applications can I submit?

Applications are limited to one per organisation as a lead organisation per round of funding (see page 12 for details of rounds). Organisations who are partners in a bid can also submit their own bid as a lead partner or sole bidder if they wish. We will consider the capacity of organisations involved in multiple applications (whether as lead or partner) as part of our standard assessment process.

### 4. If I'm successful does this mean my project is eligible to be part of the Cultural Olympiad?

No. You need to apply for the Olympic 'Inspire Mark' to be part of the Cultural Olympiad. For more information go to: [www.london2012.com/plans/culture/now-to-2012/getting-involved.php](http://www.london2012.com/plans/culture/now-to-2012/getting-involved.php)

### 5. Can I request non-financial support in organising my event?

No. We are unable to offer advice to project delivery partners, however the following organisations may offer guidance that you might find useful in putting together your project proposal.

- Streets Alive offer advice on how to organise a street event (including festivals etc.) ([www.streetsalive.net/community-events.aspx](http://www.streetsalive.net/community-events.aspx))
- Green Space provide (free) support for those wanting to hold events in parks – ([www.green-space.org.uk/parkit/resources.htm](http://www.green-space.org.uk/parkit/resources.htm))
- Voluntary Arts has specific advice on HSE & organising community events – ([www.voluntaryarts.org/uploaded/map2521.pdf](http://www.voluntaryarts.org/uploaded/map2521.pdf))
- Media Trust - [www.mediatrust.org/](http://www.mediatrust.org/)