

# FAQ: ACE Let's Create Jubilee Fund



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**ARTS COUNCIL  
ENGLAND**

**The London  
Community  
Foundation**

<p>We're a voluntary community group organisation and have a constitution and bank account. Can we apply for jubilee grant?</p>	<p>It sounds like you might be eligible, although we'd recommend checking against the eligibility criteria in the Fund Guidance, page 8 <a href="#">here</a>. You will also need you to upload all documentation listed on page 10.</p>
<p>Can you confirm the closing date for the application?</p>	<p>The deadline is 5pm on Monday 28<sup>th</sup> Feb 2022. We'd recommend submitting the online application prior to the deadline in case you experience any technical issues.</p>
<p>Where can we find all the fund details?</p>	<p>All the information is on the webpage <a href="#">here</a>. We'd recommend carefully reading through the Fund Guidance, which is a button on the right-hand side. There's also a top tips blog <a href="#">here</a>.</p>
<p>Our beneficiaries will be London based but is it possible to use an author who lives in another part of the country but delivers work in London regularly?</p>	<p>That is fine as long as the sessions are delivered in London and benefit London beneficiaries.</p>
<p>Will voluntary organisations that meet the criteria of working with a local artist not in receipt of ACE funding in the last 4 years, not be prioritised over an artist that has been ACE funded in last 4 years?</p>	<p>As per the funding guidelines, those partnering with an ACE funded artists or organisation would be prioritised if we have a large number of applications. However, any art-based partnerships are recognised as beneficial and are the second priority for this fund.</p>
<p>I run an organisation opening next month and would like to apply for the funding available but have only recently registered as a CIC. Can I apply?</p>	<p>Yes, if you are registered at the point of application, as you will be required to put your registered company number on the application. We would also recommend checking that your organisation meets the fund eligibility criteria which can be found <a href="#">here on page 8</a>. You will need upload all the required documentation (Fund Guidance, page 10).</p>
<p>We are working with multiple organisations across several London boroughs to run a Jubilee project. We are the main link but operate as an arts focused group, there is another organisation who is a community organisation without</p>	<p>As we will be prioritising community and voluntary groups with charitable aims which do not have to based solely around arts and culture, we would recommend the community group act as a lead organisation and include the other partners in the bid. Please make sure that they meet the eligibility criteria that can be found <a href="#">here on page 8</a>.</p>

<p>an arts focus. Who should be the lead applicant?</p>	
<p>The main applicant is based in an East End Community Foundation (EECF) borough (Tower Hamlets) but the project is taking place across several East, West and South, London boroughs. Do we submit our application to LCF or EECF?</p>	<p>In that case, please submit your application to LCF as you will be delivering work across multiple boroughs outside of EECF's geographic remit. It is fine to also deliver work inside the East End boroughs as it is a pan-London project.</p>
<p>Can the public facing event be at any time in June or does it have to be on the celebration weekend of 3 June?</p>	<p>Public facing activities can take place anytime throughout the whole of June, as long as it's about celebrating the Queen's Jubilee.</p>
<p>Does activity have to take place in June, or would you consider projects that take place a month later?</p>	<p>The activities must be taking place in June, as part of the Queen's Jubilee celebrations. There is not any flexibility around this unfortunately.</p>
<p>If a local community organisation works in partnership with an ACE funded arts organisation to develop a creative showcase project for the Queen's Jubilee, is it eligible for the final showcase event to run on the weekend of 2nd July, if all the preparation work, promotion and rehearsals take place in May and June?</p>	<p>Unfortunately, we don't have any flexibility on the timelines. The public facing activities must take place in June 2022. The preparation, promotion and rehearsals must take place in April and/or May. Monitoring and evaluation of the project can take place in July.</p>
<p>Are you happy to receive applications from schools and if so, would they need to be via the parent PTA group (which is a registered charity)?</p>	<p>Unfortunately, schools are not eligible to apply to the fund, but it sounds like your PTA could apply instead. Please make sure it meets the full eligibility criteria that can be found <a href="#">here on page 8</a>. The documentation required is on page 10.</p>
<p>Where would we find these documents to be able to include in the application?</p> <ul style="list-style-type: none"> <li>• ACE Application Form Monitoring Information</li> <li>• If applicable, a copy of your partnership agreement that covers all of LCF's eligibility criteria (see Fund Guidance page 4 on partnerships)</li> </ul>	<p><i>ACE Application Form Monitoring Information</i> – A decision was made to capture this information at the end of the grant during the online grant monitoring process. Therefore, if you have submitted the application, there is nothing more for you to do at this stage.</p> <p><i>If applicable, a copy of your partnership agreement that covers all of LCF's eligibility criteria (see Fund Guidance page 4 on partnerships)</i> – this will be an internal document you will need to create (on a word document to PDF) should it be necessary (you are forming a partnership where you and your partner organisations are equal project design and delivery partners, rather than having the applicant</p>

	organisation the lead organisation – more on this on page 4 of the <a href="#">fund guidance here</a> ).
Does the application need to come from the community group, or could we prepare and submit the application noting who the partner is and providing evidence of their involvement? I ask because I know how stretched some of our community partners are and that they might struggle to find time to lead on the funding application.	We recommend the application to be made by the community group, as these applications will be prioritised. However, you have raised a good point about capacity. Its fine for someone to write the application on behalf of the community organisation with their express permission (such as a bid writer or partner like yourself) as long as the community organisation submits it as the applicant, although they can also include your contact details as supporting the application. Please ensure that as you will be writing it, the project details have been confirmed by the community group.
Where can I access the application questions?	If you start the application via the online system <a href="#">here</a> . You can see the questions, edit, save, and then come back to the application and continue working on it. The link to your application will be emailed to you after you register. This can then be accessed by multiple people.
I can't upload my documents	Please send your documents to <a href="mailto:applications@londoncf.org.uk">applications@londoncf.org.uk</a> and we will upload those on your behalf.
Is it possible to have a word document version to help with accessibility?	Email <a href="mailto:applications@londoncf.org.uk">applications@londoncf.org.uk</a> and this can be sent directly to you.
Are we eligible to apply as we are registered as Co-operative and Community Benefit Societies?	For more information about cooperative or community benefit societies see <a href="#">here</a> .  Organisations with a cooperative legal structure are not eligible for LCF funding and therefore should not apply to the fund. However, if your organisation is a Community Benefit Society and you also meet all the other eligibility criteria, you can apply to the fund.  Please do check your organisation meets the full eligibility criteria, available on page 8 of the Fund Guidance <a href="#">here</a> . You will also be required to upload the documents on page 10.
I have a question about the lead applicants - some of our arts organisations are charities and CIC's and are working in a very grassroots way – so would they be able to apply directly to the fund or through a non-arts organisation/community partner?	We'd encourage the lead applicant organisation to be a voluntary or community organisation with charitable aims that are not solely based around arts and culture. As these groups will be prioritised during the shortlisting stage and we are expecting a high volume of applications to this fund.  The lead applicant is highly recommended to partner with an artist or cultural organisation (ACE funded will be prioritised in the first instance).  If the arts group has not received ACE funding and wants to apply directly, this is not to say that they could not be successful. But the

	<p>collaboration element of this fund is a priority, so, if possible, we would highly recommend they go through a partner.</p> <p>Please do also check the eligibility criteria that the lead organisation will need to meet. This is available on page 8 of the Fund Guidance <a href="#">here</a>. Further, each applicant will need to upload the documents listed on page 10.</p>
<p><b>We want to host workshops that will run in London but also outside of London. Is this possible? Our head office and all our working staff are based in London.</b></p>	<p>If you are applying to The London Community Foundation for funding for this project, the workshops, and beneficiaries we fund would need to be London-based. These could be face to face or online sessions.</p> <p>You could still host online/in-person sessions in other parts of the UK, however you'd have to be clear that the grant budget was restricted to London based activities and the people benefiting must live in London. So, if you had alternative income to deliver outside of London activities, then please make that clear in the application.</p>
<p><b>What boroughs are covered by LCF?</b></p>	<p>You can find a full list of London boroughs <a href="#">here</a>. If you are delivering your project to communities in Hackney, Newham, Tower Hamlets, and/or the City of London, please apply to the <a href="#">East End Community Foundation</a>. If your work includes one or more of these boroughs alongside other boroughs not in EECF's areas, apply to LCF.</p>
<p><b>Can individual artists apply?</b></p>	<p>The fund is open to community and voluntary groups that meet the eligibility criteria that can be found <a href="#">here on page 8</a>. Please check that your organisation meets these areas and is able to supply the documents on page 10.</p> <p>We do not fund individuals but would advise any artist / cultural expert to partner with a local eligible group to help deliver a project to celebrate the jubilee.</p>
<p><b>We're talking to some of our community partners about a potential application to the Let's Create Jubilee Fund, and want to clarify whether we are eligible to apply directly, in that partnership? Or whether the community organisation has to be the lead applicant with us as a partner? For various reasons including capacity and experience, they would prefer if we made the application directly.</b></p>	<p>Your organisation may be eligible to apply (unless you are an ACE funded National Portfolio Organisation). However, applications made by community groups will be prioritised. You have raised a good point about capacity. Its fine for someone to write the application on behalf of the community organisation with their express permission (such as a bid writer or partner like yourself) as long as the community organisation submits it as the applicant, although they can also include your contact details as supporting the application. Please ensure that as you will be writing it, the project details have been confirmed by the community group.</p> <p>As a community or voluntary group submitting with an ACE funded partner, the application would meet the first priority under 'partnerships'. Each group can submit one application, although if capacity allows, groups can be the partner for multiple applications.</p> <p>We would recommend each group checks they are eligible that can be found <a href="#">here on page 8</a>. Also that they are able to supply the documents on page 10.</p>

<p>We are a museum but not ACE funded, so could we act as a community group, and connect with a local ACE-funded artist to work with as part of our jubilee activities, supporting that relationship?</p>	<p>Yes, you could apply but please check that your organisation is eligible <a href="#">here on page 8</a>. Also that you are able to supply the documents on page 10.</p> <p>Partnering with an ACE funded artist or organisation would help strengthen your application.</p>
<p>The information on UKCF's website is slightly different to LCF's, which one is correct if I am applying to LCF?</p>	<p>Please make sure you refer to The London Community Foundation's fund information and criteria for ACE's Let's Create Jubilee Fund <a href="#">here</a>. As this is slightly different from the UKCF website as each Community Foundation has slightly adapted the fund based on our geographic areas.</p>
<p>As a recently ACE funded arts organisation with a significant community and volunteer component to its activities, can we apply for the funding in our own right? Or would we need to partner with another ACE funded artist, or a community group acting as the main applicant?</p>	<p>While your organisation may be eligible to apply (unless you are an ACE funded National Portfolio Organisation). Applications made by a community or voluntary group with charitable aims which do not have to be based solely around arts and culture will be prioritised.</p> <p>We would recommend making sure lead applicant (whether that be yourself or a community/voluntary group) checks they are eligible that can be found <a href="#">here on page 8</a>. Also that they are able to supply the documents on page 10.</p>
<p>Although we are not a professional art organisation, we do provide drama and music sessions for our children and are planning a music event in honour of the Queen's jubilee. We want to run a music project, exploring different forms of music and host an event upon completion of the project in honour of the jubilee. Please advise if this is something you would be interested in.</p>	<p>Please check your organisation is eligible <a href="#">here on page 8</a>. Also that you are able to supply the documents on page 10.</p> <p>We would recommend partnering with an ACE funded artist or cultural individual or organisation where possible (see page 3 of <a href="#">Fund Guidance</a>), as these applications will be prioritised. For example, you may want to commission an ACE funded dance teacher to help during the rehearsals. There is information on the type of partnership on page 4 <a href="#">here</a>.</p> <p>The public facing activities must take place in June 2022. The preparation, promotion and rehearsals must take place in April and/or May. Monitoring and evaluation of the project can take place in July.</p>
<p>Please can you provide contact details for ACE funded artist or organisations?</p>	<p>Unfortunately, we are not able to supply contact details. Our recommendation would be to find a name on the ACE list (<a href="#">artists</a> and <a href="#">organisations</a>), and search on the internet the name of the person or organisation, and usually there will be some contact details available.</p>
<p>Can we apply for funding and work with artist that was not directly funded by the ACE but have worked on projects funded by ACE?</p>	<p>Please refer to the priorities order available on the fund webpage <a href="#">here</a>. You can see a link to the ACE funded artists and organisations to see if their name is on there.</p> <p>If the artist is not a direct recipient of ACE funding, they would come under the second priority. Although I would recommend explaining in the application that they have worked on ACE funded projects.</p>

<p>Can we use the grant to support overheads and evaluation cost?</p>	<p>Yes, please include a proportionate contribution to overheads which can include time spent monitoring and evaluating your project.</p>
<p>We are an ACE National Portfolio Organisation (NPO) are we eligible to apply?</p>	<p>ACE NPOs are not eligible to apply to this fund. We'd recommend finding an eligible community or voluntary group (you may have worked with one in the past) who can be the lead applicant for the project.</p> <p>The named applicant would need to provide all the necessary documentation and would be legally responsible for the grant management.</p>
<p>Can you clarify if an organisation would be able to apply to the let's Create Jubilee Fund, if it had already applied to the Platinum Jubilee Fund (via the National Lottery)?</p>	<p>Yes, you could have funding from both programmes, but costs cannot be duplicated across the two grants, and ACE would expect their funding to support creative and cultural activity.</p>
<p>Are religious organisations eligible to apply?</p>	<p>Yes, they can apply, but activities promoting political or religious beliefs cannot be covered by this fund.</p>
<p>Can applicants use staff time (which is funded by ACE Creative People and Places) to work on the Jubilee project? Or whether they would need to hire someone external to run the event? Given that applicants can't use other ACE funding towards the event.</p>	<p>Yes, staff time and other contributions from ACE-funded orgs / projects can be used as in-kind contributions - they should not be applied for as costs.</p> <p>Arts Council regularly funded organisations (National Portfolio Organisations (NPO), Music Education Hubs (MEH), Creative People and Places (CPP) can support the delivery of a project, or be a project partner, where the proposed activity does not duplicate activities funded in their ACE funding agreement.</p> <p>CPPs are technically eligible to apply as the lead organisation because they are set up a network/partnership. In line with the intentions of this fund, ACE would expect any activity applied for to be a proposal for new activity – not existing activity already being delivered by the CPP – and would note that the priority of this fund is to support and empower organisations not currently funded by ACE to develop and deliver creative and cultural activity. ACE would therefore advise prioritisation of applications that clearly demonstrate that the local community and voluntary organisation the CPP is partnering with has power and agency within the project.</p>
<p>What tips do you have on applying?</p>	<p>Read all the information provided prior to applying. Make sure you are eligible to apply. We have produced a detailed <a href="#">Fund Guidance</a>, <a href="#">interview blog post</a>, and there are guidance notes on the online application form.</p> <p>Ask another person to read your application prior to submitting. Double check budgets add up. Attach all the documents listed on page 10 of the Fund Guidance.</p>



	If you still have questions, please email the Grants and Impact team on <a href="mailto:applications@londoncf.org.uk">applications@londoncf.org.uk</a>
The partner I want to work with received Arts Council Funding in 2020/21 through the Arts Council culture recovery fund but this fund is not named in the drop box section in the application form - how do I declare this?	Select Yes to the question asking whether the partner has received ACE funding, and then for the next question which asks what type of funding this was, I would leave blank. This question is not compulsory.
The project beneficiaries will be living outside of London, should we be applying to LCF?	Not if your beneficiaries live outside of London i.e. the people benefiting from the grant fall out of our geographic area, London (see <a href="#">here</a> ). Please find your local Community Foundation (where the beneficiaries live) by searching <a href="#">here</a> . And apply to them directly.
Is it ok for organisations to apply that have received ACE funding previously, but aren't an NPO?	Yes, eligible applicants can have previously received ACE funding, as long as they are not a current NPO, and also meet the rest of the eligibility criteria.
Are tickets allowed to be sold for events being funded by the Jubilee fund?	Applicants can charge for events or issue tickets. However, the project should not be budgeted to make a profit/surplus and so any income should be spent on the project. ACE would also expect for the budget to be clear in terms of how the income would be spent on the project, and the application to show how economic accessibility had been considered in the pricing of the event.
Is it acceptable if an applicant holds their final event in the final week of May, which is very close to the Jubilee weekend?	Projects can begin in April but must culminate in June. Therefore, an event in May could be acceptable, but only if there was appropriate culmination of the project at some point in June with further community engagement/workshops etc.
If an organisation has several branches, which covers several community foundations, can they apply for a grant from more than one foundation?	In principle this would be fine, if the projects applying for are separate and directly benefit the communities in each different area.
Is there any other funding available from LCF?	Please visit the Available Grants page on our website at <a href="https://londoncf.org.uk/apply/available-grants">https://londoncf.org.uk/apply/available-grants</a> to see a list of all of the funds that are currently open for applications. Please also sign up to our newsletter to get updates about when this fund is open. Please also keep an eye on <a href="#">Twitter</a> at @London_cf and on <a href="#">LinkedIn</a> at The London Community Foundation.
I can't find the answer to my question here.	Please contact the Grants and Impact Team on <a href="mailto:applications@londoncf.org.uk">applications@londoncf.org.uk</a>