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**ARTS COUNCIL
ENGLAND**

Arts Council England Let's Create Jubilee Fund Fund guidelines 2022

Fund guidelines

About Let's Create Jubilee Fund

Arts Council England (ACE) is the national development agency for creativity and culture. Their strategic vision, [Let's Create](#), sets out that by 2030 England will be a country in which the creativity of each of us is valued and given the chance to flourish and where everyone of us has access to a remarkable range of high-quality cultural experiences. They invest public money from Government and The National Lottery to help support the sector and to deliver this vision.

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 ACE with funds from the National Lottery.

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

The London Community Foundation (LCF) will be awarding £621,041 to organisations working in one or more London boroughs. If your organisation works in Hackney, Newham, Tower Hamlets, and/or the City of London, please apply to the [East End Community Foundation](#).

For more information on the Fund, including top tips for applying, please read our latest blog with the Fund Lead, Grant Programmes Manager Harriette, by clicking [here](#).

Fund Criteria

Grants of between £3,000 - £10,000 are available to organisations working in any of the 32 [London boroughs](#) excluding: Hackney, Newham, Tower Hamlets, and/or the City of London (as these will be funded through [East End Community Foundation](#)).

Projects must involve creative and cultural activities as part of the Queen's Platinum Jubilee celebrations in June 2022.

'Culture' means many things to many people and is often used to refer to food, religion, and other forms of heritage. For this fund we use it to mean all those areas of activity associated with the artforms and organisations in which ACE invests in:

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

'Creativity' describes the process through which people apply their knowledge, skill, and intuition to imagine, conceive, express, or make something that wasn't there before. While creativity is present in all areas of life, we use it specifically to refer to the process of making, producing, or participating in 'culture'.

We do not want to be too prescriptive about what form the projects could take – it's more important for applicants to consider how to deliver creative and cultural activity that their local communities will want to take part in and find a partner who can help them build it.

As a minimum projects must:

- Focus on **creative and cultural activity** (as defined above)
- Engage with **at least one of the artforms** that ACE supports (as listed above)
- Be **high-quality** and **inclusive** in their approach
- Public facing activity takes place in **June 2022** (with planning, rehearsals and development taking place in April and May, and monitoring and evaluation in July 2022)

Organisations delivering projects with the following will be prioritised:

- Project partnerships*:
 1. First priority is for groups that 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**. You can find out more about [ACE supported artists](#) or [organisations](#) in your local area on our website.
 2. If that is not possible, **groups that have partnered with an artist, creative or cultural organisation** that has not been in receipt of ACE funding, would be the next to be prioritised.
 3. Finally, groups who have **not partnered with an artist or arts group**, would then be considered for funding.

- Groups with an **income of under £1m** in their most recent financial year
- Applicants with a **budget that covers all the costs involved** as we want to ensure the full cost of the project is covered including direct overheads, preparation, and monitoring costs (see more in the eligible costs section below)
- Reaching people in areas that are considered **the most deprived in London** (more on this [here](#)).

*Partnerships

For the ACE Queen's Jubilee Fund one of the requirements is that, where possible, applicants work in partnership with an artist, art practitioner or art organisation. A partnership for the purposes of this fund could take many different forms: it could be an individual artist providing art sessions for the applicant's service users; an art practitioner facilitating a session at an event; or a full partnership between an art organisation and a community organisation who work together to design and deliver the project. Whatever kind of partnership it is, the community organisation will be the applicant and will sign the grant agreement with LCF. They will be responsible for ensuring that any partners or sub-contractors have appropriate insurance, accreditation and are paid fairly.

In any cases where the partnership is more in depth (meaning the art organisation plays a key role in designing and delivering the entire project/programme and receives funding for project management and direct overhead costs as well as activities) the applicant will need to provide assurance that their partner also meets all of LCF's eligibility criteria. This can be done by sharing a copy of the partnership agreement that covers all of LCF's eligibility criteria.

What can the grant be used for?

Eligible costs include:

- costs of organising your events and people needed to manage the project (this can include costs from 1st April until end 31st July 2022)
- artist fees (both creating and delivering the event); there is guidance available on the fair pay of artists [here](#). We actively encourage applications to pay staff the [Real Living Wage](#) which is £11.05 per hour in London*
- 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 a contribution to utility bills, insurance, DBS checks and staff costs – CEO, bookkeeper - indirectly supporting the project)
- costs of making your event accessible to all, such as BSL interpreters, translation services, additional signage

* Please note we are now a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that LCF will actively encourage and support applications from organisations willing to pay staff the Real Living Wage which is £11.05 per hour in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the project's staff costs. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage.

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

Underspend

- An underspend in this case, are funds that cannot be committed or spent by an agreed date.
- Projects should have the flexibility to adapt delivery based on unforeseen circumstances affecting your original project plan, provided it is completed by the specified date and meets the requirements of the fund. However, this will first need to be agreed with a Grant Programmes Manager.
- We are more able to support you if you alert us at an early stage to any potential problems. Please get in touch with the Grants & Impact Team as soon as possible.

Online Application Guidance: Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

What is the total cost of the project?

You can ask for the full cost and do not have to provide match funding. If you are asking us to contribute towards an activity or larger project, what are the total costs of the whole project? The total cost here should not include in-kind costs, as these are calculated separately and on top of the total project cost.

How much money are you applying to us for?

Please enter an amount between £3,000 - £10,000.

Indirect Costs

Since this is a project grant, we cannot provide general core funding through this grant. However, we are committed to covering the full costs of the project, including the indirect costs related to delivery. For example, while we cannot cover the full costs of a bookkeeper, we can cover an amount that is proportional to the activity taking place. This can be demonstrated in a manner similar to the following: "Bookkeeper – 5% of annual cost to monitor project finances" or "Tablet - 5% of cost of a tablet to be used for project monitoring and evaluation." We will also cover supporting costs that are directly related to the project, such as the cost of carrying out DBS checks on volunteers recruited for the project.

All application budgets will be reviewed for appropriateness so do not have a firm minimum or maximum for overhead costs. However, typically we will expect indirect costs to be capped at 20% of the overall budget.

Budget breakdown

Here you itemise the costs that will be incurred in running your project only. The headings; staff costs, volunteer costs, etc.; are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include.

There are two cost boxes, one for the **total project cost for that type of cost** and one for the **amount you are applying to us under that cost heading**.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that would be covered by a grant from us. Please give us a full breakdown of the costs as shown in the example on the next page.

Staff Costs

Requested amount	4,260
Total amount	4,260

Breakdown

Youth worker @ £14 per hour x 3 hours per session x 40 weekly sessions = £1,680.
2 x young people helping to deliver sessions @ £10.75 per hour x 3 hours per session x 40 weekly sessions = £2,580

Volunteer Costs*

Requested amount	560
Total amount	560

Breakdown

Travel expenses for 2 volunteers estimated @ £7 per session each x 40 weekly sessions = £560.

Operations/Activity Costs

Requested amount	0
Total amount	500

Breakdown

Room hire – provided in kind by xxxx.

Office, overhead, premises costs

Requested amount	1,015
Total amount	1,015

Breakdown

20% overheads (contribution to utility bills, DBS checks and staff costs – CEO, bookkeeper - indirectly supporting the project)

Capital Costs (Equipment)

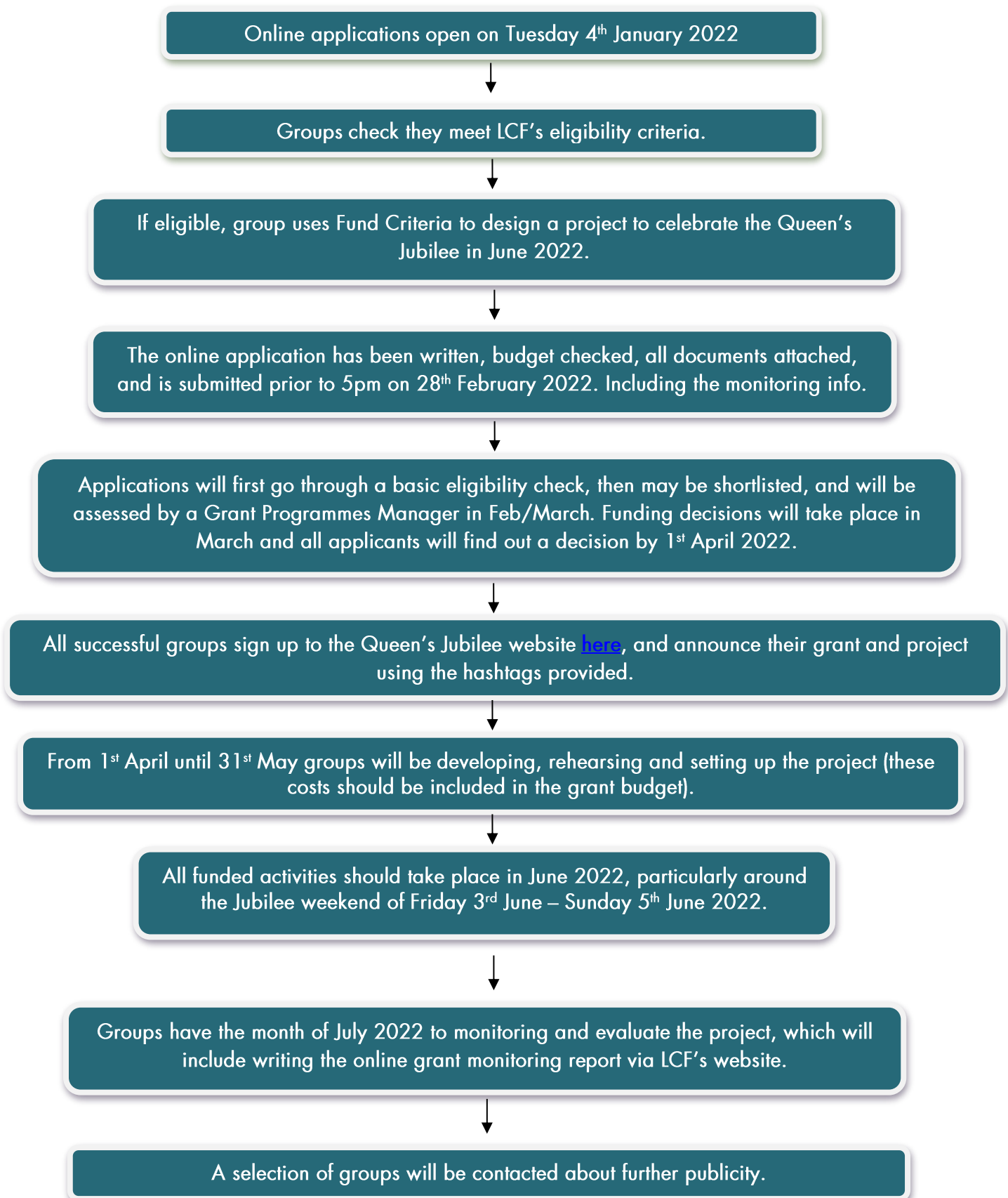
Requested amount	250
Total amount	250

Breakdown

Football nets £100, Art materials £150

***Note for Volunteer Costs** - Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

Funding Process



What's available?

£621,041 is available for grants of between £3,000 - £10,000. This will be allocated across all the boroughs listed in Fund Criteria above.

Who can apply?

- **Eligible Legal Structures** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
 - Charitable Incorporated Organisation (CIO)
 - Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
 - Trust
 - Unincorporated Association
 - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however this is not essential.

Applicants must have:

- **Governance:** You must have at least three unrelated members legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a board of Trustees (eg charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Bank account:** You must have a bank account in the same name as the organisation applying with a minimum of two unrelated signatories.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Previous LCF funding:** All conditions from any previous LCF grants must be completed and you must have no current outstanding monitoring from previous grants with LCF at the time of application.
- **Registration:** If the income for charitable purposes is more than £5k at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5k, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

What can't be funded?

- The following types of organisation are not eligible:
 - Companies limited by Shares (including CIC limited by shares).
 - Statutory organisations, such as local authorities.
 - NHS bodies.
 - Co-operative Societies.
 - ACE funded National Portfolio Organisations*

- The grant funds cannot be used for:
 - activities that promote religious or political views,
 - purely commercial ventures (for profit),
 - activities that have already taken place, or to order or purchase goods or services before a decision has been made on the application,
 - individual sponsorship or redistribution of a grant to individuals or other organisations,
 - activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific),
 - 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 which should be provided by statutory services,
 - the mitigation of losses and/or debt mitigation.
- There must be no [personal benefit](#) attached to the grant.
- The organisation must not have two years of late submissions to the Charity Commission/Companies House within the last two completed financial years.
- The organisation must not have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

*Please note that [ACE funded National Portfolio Organisations \(NPO\)](#) are not eligible to apply for this fund. If your organisation is an ACE funded NPO, we recommend you partner with a voluntary or community organisation that meets the funding criteria. This partner will need to be the lead applicant. ACE funded organisations can be eligible to be lead applicant themselves as long as they are not NPOs, are community/voluntary organisations and meet the other eligibility criteria.

Closing dates for applications

5pm on Monday 28th February 2022.

Please ensure that your application form and all supporting documents are submitted by then. We are unable to consider applications which are submitted late.

What happens next

Applications which best fit the Let's Create Jubilee Fund's criteria will be shortlisted. Shortlisted applicants may be contacted by a Grant Programmes Manager from LCF for an informal chat or to request additional information to find out more about the project.

Decision making panels will be taking place throughout March 2022 and all applicants will be notified via email whether or not they were successful by **5pm on Friday 1st April 2022**. Any groups notified before this date cannot publicise the decision until after 1st April.

londoncf.org.uk

Monitoring and evaluation

We aim to make our monitoring and evaluation approach useful and light touch.

Groups in receipt of a grant will be required to complete a short form outlining

- Outcomes of their project
- Any key learning or challenges
- Any lasting partnerships
- Update on budget spend

You will be provided with the link to the online form when awarded funding and you will also be reminded when your project is close to finishing.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to more fully understand community needs, enables your group and us to learn from your project and can also help you put together information that can help to inform future plans. It will also help us to evaluate the success of this fund.

It is also recommended that organisations should collect valuable information on how people benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to future funders the value of your work. For further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

How to apply

Please note this is an online application form.

To apply for a grant, please visit the 'ACE Let's Create Jubilee Fund' page under the 'Available Grants' section of LCF's website at <https://londoncf.org.uk/apply/available-grants>

Please read the instructions carefully, tick to say you agree and have understood, enter your e-mail address, and click on the "Send e-mail and continue."

Once you have done this you will be sent an e-mail with a link to your unique online application form. You should receive the e-mail within a couple of minutes (please check your spam folder). If you do not receive an e-mail, it may be that you have not entered your e-mail correctly – please be careful and check the address before submitting.

The supporting documents you will need to provide are:

- Your signed Governing Document, i.e., your constitution or memorandum and articles
- Names and addresses of your Management Committee
- Annual Accounts from your most recent financial period, although an Income &

Expenditure (I&E) Sheet can be accepted if annual accounts are not available

- Safeguarding Policies
- If applicable, a copy of your partnership agreement that covers all of LCF's eligibility criteria (see Fund Guidance page 4 on partnerships)

If you are having problems with the form, you can send your supporting documents via e-mail to: applications@londoncf.org.uk

If you are e-mailing your documents, please state your organisation's name in the subject line along with the fund name, i.e. *Joe Blogs Foundation, The Young People's Fund application*. Where possible, please try to send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e. *1 of 2*. Please note if your e-mail is too large it will not be accepted by our e-mail system – try to keep all of your e-mails to below 2MB.

If you have received funding from LCF within the last two years, you need only submit your most recent accounts (or income & expenditure information for smaller groups), unless any of your policies have been updated during this period.

Sustainable Development Goals (SDGs)

The 17 Sustainable Development Goals (SDGs) were announced by the United Nations in 2015 and focus on People, Planet, Prosperity, Peace, and Partnership. They provide a 'blueprint to achieve a better and more sustainable future for all'.

The SDGs were designed to be achieved by the year 2030, which is widely recognised as the 2030 Agenda. We are now in the 'decade of action' and community foundations, along with the Voluntary, Charitable and Social Enterprise (VCSE) sector, will be vital players in achieving the Goals in the UK. For more information see [here](#).

As part of your application, you will be required to select a Primary SDG that best fits the project using these measurements. There is an option to select a Secondary SDG.



Some top tips for applications

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Be clear about how you propose to reach residents specified in the Fund Criteria
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Get somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information, and rectify it before submitting

Need help?

Please do not hesitate to contact LCF's Grants & Impact Team if you would like to discuss your proposal prior to making an application if you need help with completing the form or providing the supporting documents.

Email: applications@londoncf.org.uk

Prefer to talk on the phone: 020 7582 5117

Unit 1.04 Piano House
9 Brighton Terrace
London SW9 8DJ
T +44 (0)20 7582 5117
F +44 (0)20 7582 4020
E info@londoncf.org.uk