

## Youth Performance Partnerships Fund Guidance for applicants

The table below is an outline summary of key information. Please see [Section three](#) for full eligibility criteria.

<b>Summary of key information</b>	
<b>What is the focus of the fund?</b>	<p>We are inviting Local Cultural Education Partnerships to apply for £1million to design and deliver a programme of engagement over three academic years. This will provide a programme of extra curricular activity in school and community settings.</p> <p>The overall aim of the programme is to provide new opportunities for more children and young people, aged 8-18, particularly from areas of <a href="#">low cultural engagement</a> and <a href="#">high levels of deprivation</a> to take part in high quality performance and performance making.</p> <p>For the purposes of this programme, ‘performance and performance making’ means work primarily around theatre making and performance. However, projects can involve work involving other artforms as part of theatre performance (music and dance, for example). This programme will support children and young people to develop skills both on and off stage, including set, costume, lighting and sound design as well as writing, directing and performance.</p>

	<p>For this programme we have a particular interest in applications that demonstrate:</p> <ul style="list-style-type: none"> <li>• Partnerships that support work with children and young people from areas of disadvantage, particularly with schools where there is a higher than average % of pupils eligible for Free School meals</li> <li>• An opportunity for children, young people and schools to take an active role in co-designing activities</li> <li>• A proven track record of producing theatre</li> <li>• Experience commissioning and/or programming new writing</li> <li>• Partnerships with local organisations and schools with performance spaces</li> </ul>
<b>Who can apply?</b>	A lead organisation on behalf of a Local Cultural Education Partnership, that has a formal partnership agreement in place. NPOs and NPO consortium partners are eligible to act as the lead organisation.
<b>When is the deadline for Expressions of Interest?</b>	12pm (midday), 22 November 2018
<b>When is the deadline for full applications?</b>	12pm (midday), 17 January 2019
<b>How much can be applied for per application?</b>	£1 million over three academic years
<b>When must the activity take place?</b>	Projects must start no earlier than 1 April 2019. Projects must end no later than 3 August 2022.

	<p>The engagement activity with children and young people must happen across three academic years: 2019/20, 2020/21, and 2021/22.</p> <p>The overall project period should include planning and evaluation time.</p>
<b>Minimum match funding from other sources</b>	10% of total project budget as cash match
<b>Other key eligibility points</b>	<ul style="list-style-type: none"> <li>• Activity with a reach of 2,000 children and young people over the course of the programme</li> <li>• Activity must be free for participants (activity may involve schools paying a fee for some activities where appropriate)</li> </ul>
<b>When will we make our decision?</b>	We will aim to notify applicants of our decision no later than 8 March 2019.

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## **Section one – introduction**

### **Welcome**

Thank you for your interest in the Youth Performance Partnerships Fund. This funding opportunity is open to organisations that are members of a Local Cultural Education partnership.

This guidance gives you information on how to apply.

### **About Arts Council England**

Arts Council England is the national development body for arts and culture across England, working to enrich people's lives. We support a range of activities across the arts, museums and libraries – from theatre to visual art, reading to dance, music to literature, and crafts to collections. Great art and culture inspires us, brings us together and teaches us about ourselves and the world around us. In short, it makes life better. Between 2018 and 2022, we will invest £1.45 billion of public money from government and an estimated £860 million from the National Lottery to help create these experiences for as many people as possible across the country. [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

### **About Arts Council England's funds 2018-22**

Our funds help us to meet the goals set out in our strategy, [\*Great art and culture for everyone\*](#). Our goals, for reference, are:

**Goal 1:** Excellence is thriving and celebrated in the arts, museums and libraries

**Goal 2:** Everyone has the opportunity to experience and be inspired by the arts, museums and libraries

**Goal 3:** The arts, museums and libraries are resilient and environmentally sustainable

**Goal 4:** The leadership and workforce in the arts, museums and libraries are diverse and appropriately skilled

**Goal 5:** Every child and young person has the opportunity to experience the richness of the arts, museums and libraries

**All of these goals are important, but the Youth Performance Partnerships Fund will prioritise applications that respond to Goal 2 and 5.**

## **Section two – purpose of Youth Performance Partnerships Fund**

### **Aims and outcomes**

The overall aim of the Youth Performance Partnerships programme delivered with the Department for Digital, Culture, Media and Sport, is to provide new opportunities for more children and young people, aged 8-18, particularly from areas of low cultural engagement and high levels of deprivation to take part in high quality performance and performance making.

Through this programme we aim to award a grant to one Local Cultural Education Partnership in each of our Arts Council [areas](#). Each of the five programmes we fund will reach over 2,000 children and young people over three academic years. Activities will be delivered both in school and community settings. Responding to the local needs and priorities of children and young people, projects may connect across different sectors – for example health, education, youth, social services, criminal justice.

Local Cultural Education Partnerships are a collection of arts and cultural organisations, educational institutions and local authorities that come together to drive a joined-up arts and cultural offer locally, to share resources and bring about a more coherent and visible delivery of cultural education. We believe these are ideally placed to design and deliver high quality engagement programmes, drawing on their existing and new partnerships.

For the purposes of this programme, ‘performance and performance making’ means work primarily around theatre making and performance. However, projects can involve work involving other artforms as part of theatre performance (music and dance, for example). This programme will support children and young people to develop skills both on and off stage, including set, costume, lighting and sound design as well as writing, directing and performance. These programmes of engagement have significant potential to deliver on a number of different outcomes including building children and young people’s skills and experiences, increasing knowledge about career paths within the sector, nurturing talent and supporting increased self-esteem and wellbeing.

The key aims of the fund are:

- More children and young people, aged 8-18, particularly from areas of low cultural engagement and high levels of deprivation, to take part in high quality performance and performance making

- Children and young people will develop a range of important skills and abilities and will be supported to continue developing through clear progression routes
- Teachers will develop skills and confidence in the teaching of performing arts and therefore deliver a legacy within the school beyond the programme
- Cultural organisations will better understand how to meet the needs of schools and pupils
- Families will take pride in their children's achievements and value the activity
- Schools, children, young people and families will better understand the full range of career opportunities within performing arts and wider creative industries including producing, directing, design, back stage and technical roles etc

Each grant recipient will be required to participate in the national evaluation of the programme and set out plans to monitor and evaluate the impact of their programme.

### **How much funding is available?**

The total budget available for this fund is £5 million. We intend to make five grants of £1 million each to support activity over three academic years.

### **Geographical focus of the fund**

We aim to award a grant to one Local Cultural Education Partnership in each of our Arts Council [areas](#).



### Section three – eligibility

Please read the eligibility requirements for the fund carefully. If you do not meet all of these requirements we will be unable to consider your application for funding.

<p><b>Who can apply?</b></p>	<ul style="list-style-type: none"> <li>• A lead organisation on behalf of a Local Cultural Education Partnership, that has a formal partnership agreement in place</li> <li>• NPOs and NPO consortium partners are eligible to act as the lead organisation on behalf of a Local Cultural Education Partnership</li> <li>• Lead organisation must be a formally constituted legal entity.</li> </ul>
<p><b>Who cannot apply?</b></p>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Organisations who are not part of a Local Cultural Education Partnership</li> <li>• A lead organisations that is not a a formally constituted legal entity</li> <li>• Members of Local Cultural Education Partnerships where there is no formal partnership agreement in place</li> </ul>
<p><b>What activity can be supported?</b></p>	<ul style="list-style-type: none"> <li>• A programme of activity over three academic years</li> <li>• A programme for children and young people, aged 8-18, that delivers a range of activity within performance and performance making</li> <li>• A programme that is offered free to participating children and young people (programme may involve schools paying a fee for some activities where appropriate)</li> <li>• Costs associated with evaluations can be supported</li> <li>• Costs associated with planning can be supported</li> <li>• Costs associated with the completion of a Needs Analysis can be supported</li> <li>• Project-specific equipment purchases where this will have a wider benefit for the community in the long term (we cannot</li> </ul>

	<p>support equipment purchase where the only beneficiary will be a single school)</p> <ul style="list-style-type: none"> <li>• We can support commissioning of new work as part of a wider engagement project</li> <li>• Any additional project overheads can be supported</li> </ul> <p><b>For more information on what successful applicants will be expected to deliver see <a href="#">Section four</a> – what you will be expected to deliver.</b></p>
<b>What activity cannot be funded?</b>	<ul style="list-style-type: none"> <li>• Activities that are not related to the arts, specifically performance and performance making</li> <li>• Activities that do not benefit or engage children and young people in England</li> <li>• Activities (including buying goods or services) that have started, been bought, ordered or contracted before we make a decision about your application. This is because we cannot fund activity retrospectively</li> <li>• Costs that are already paid for by other income including your own funds or any other funding</li> <li>• Work in schools which would ordinarily be undertaken as part of the curriculum</li> </ul>
<b>How much can be applied for per application?</b>	A total of £1 million
<b>How much match funding from sources other than ACE is required?</b>	<ul style="list-style-type: none"> <li>• 10% of the total cost of the activity to come from sources other than the Arts Council</li> <li>• This must be cash match</li> </ul>
<b>Delivery timetable</b>	<ul style="list-style-type: none"> <li>• Activities must start no earlier than 1 April 2019</li> <li>• Activities must end no later than 3 August 2022</li> </ul>

	<p>The engagement activity with children and young people must happen across three academic years: 2019/20, 2020/21, and 2021/22.</p> <p>The overall project period should include planning and evaluation time.</p>
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### **Consortia and partnership agreements**

The lead organisation that makes an expression of interest and any full application to us must be a formally constituted legal entity. It must be part of an established Local Cultural Education Partnership and the Local Cultural Education Partnership must have a formal partnership agreement in place that governs the relationship between all the partners. The lead organisation will be the accountable body for the grant.

If we decide to fund your project we will enter into a legally binding grant agreement with the lead organisation. This organisation must accept our terms and conditions of grant and will be solely accountable to us for all monitoring information, how all the money is spent and for the full and successful delivery of the project.

One of our standard terms and conditions of grant is that the organisation we enter into a grant agreement with cannot subcontract any of the project to other organisations without our prior agreement in writing.

There is further guidance about [Partnership agreements](#) on our website.

## **Section four – what you will be expected to deliver**

We welcome applications that will make a contribution to achieving the aims and outcomes outlined in [Section two](#) above.

To help us make the assessment your proposal should include/demonstrate:

- Activity that reaches 2,000 children and young people, aged 8-18, over three academic years
- A wide programme of engagement in performance and performance making rather than just participation in a single performance
- Opportunities for children and young people to take part in all aspects of performance including set, costume, lighting and sound design as well as writing, directing and performance
- Plans to ensure your programme of activity is inclusive of your communities' needs and as reflective of the local demographics as possible. If successful you will be asked to submit an equality action plan for approval as a condition of your first payment
- Plans to draw on your existing arts and cultural partnerships. This could include references to activity across the amateur/voluntary, subsidised and commercial sectors and activity which involves libraries and museums
- Plans to develop complementary new partnerships across the arts and cultural sector, and other relevant sectors including health, education, youth, social services, criminal justice (depending on the needs of the communities served by the activity)
- Details of proposed activity that you believe will help the wider cultural sector to gain new insight into approaches to working with children and young people
- How you will ensure you work with children and young people from areas of low cultural engagement and high levels of deprivation
- Activity that allows children, young people and schools to take an active role in co-designing activities
- Activity that is offered free to participating children and young people
- Plans to commission and showcase new work
- Plans to include Continuing Professional Development opportunities for teachers
- Plans for a robust evaluation framework
- Your plans for project legacy
- That you are able to start delivery as soon as possible in the 2019/20 academic year

- A commitment to exploring new methods of engagement as well as using existing methods and frameworks such as Artsmark and Arts Award

**Experience needed to deliver:**

- Experience of delivering engagement of programmes with built in progression routes
- A thorough understanding of the demographics and cultural education landscape through an up to date needs analysis (please note that, if successful, you will be required to submit a needs analysis at the point of first payment)
- Ability to reach target numbers – 2,000 young people over three years
- Ability to reach children and young people from areas of low cultural engagement and high levels of deprivation
- Demonstrable track record of working with artists and cultural practitioners who deliver high quality engagement work with children and young people

**Our considerations around diversity:**

We encourage applicants to:

- Support increased data collection for this age range
- Engage children and young people from lower socio-economic backgrounds and protected characteristics
- Include artists, writers and practitioners with protected characteristics

## **Section five – how to apply**

### **Expression of Interest stage**

If you believe you have a proposal that meets all of the [eligibility criteria](#) and the criteria described within the '[Meeting the Brief](#)' section, please tell us about it by completing the online Expression of Interest form which will give you the opportunity to describe your outline proposal in no more than 2,500 characters including spaces. **Expressions of Interest must be submitted by 12pm (midday), 22 November 2018.**

**The eligible lead partner of the Local Cultural Education Partnership must make the Expression of Interest.**

### **What to include in your Expression of Interest:**

Within your Expression of Interest you should tell us:

- Your Local Cultural Education Partnership's expertise in delivering against the aims and the outcomes of the fund
- The established partnerships that your Local Cultural Education Partnership has in place with arts organisations, museums and libraries and other partners
- About work you have done to understand the needs within areas of low engagement and high deprivation in your community

Please note that the online Expression of Interest form (EOI) is now available for completion, but to access the EOI you need to have a validated applicant profile on [Grantium](#), our online application system. If you have not used Grantium before, you will need to create a user account and applicant profile and you cannot start your eligibility questionnaire or EOI until we have validated it. This validation process can take up to ten working days. **For a step by step guide to creating a user account and applicant profile, and advice and guidance about using Grantium please see the pages on our website [here](#).**

We will aim to inform you by email whether we think that your proposal could make a significant contribution to [the Aims and Outcomes of this fund](#) **by 3 December 2018**. If you are invited to make a full application you will have **6 weeks** in which to develop your full application and the mandatory supporting documents required, as detailed in this guidance document.

## **Making an application**

### **When to apply**

The full online application form will open on **Thursday 6 December 2018** to applicants that have been invited to apply on the basis of their Expression of Interest.

Applications must be submitted by **12pm (midday) on Thursday 17 January 2019**. Applications submitted after this time will not be considered.

### **Application process**

#### **1. Read this guidance carefully and contact us**

This guidance gives you information on how to apply and answers some common questions. If you have any further questions you can contact our Customer Services team at [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

#### **2. Prepare and submit your proposal**

You must apply through [Grantium](#).

The Grantium guidance for applicants [available on our website](#) should provide you with all the information that you need about how to access the system and complete your online application.

## **Proposal**

The proposal can be a maximum of 60,000 characters, divided into three sections: 'Meeting the Brief' (20,000 characters), 'Management of the activity' (20,000 characters) and 'Financial viability' (20,000 characters). You do not need to use the full character count if you do not feel it is necessary. Use the criteria/prompts in [section six of this guidance](#) to help you structure your proposal.

## **Attachments**

***You must upload the following mandatory attachments on the 'Attachments' screen:***

- Signed formal partnership agreement for the Local Cultural Education Partnerships
- List of confirmed and expected project partners
- A detailed budget, demonstrating cash match, for the activity showing proposed income and expenditure (as an Excel sheet or similar)
- A cashflow for the project activity
- A work plan for the proposed project, including milestones and key review dates
- The previous financial year's financial statements for the lead organisation, prepared to the relevant legal standard for that organisation's size and status (non-National Portfolio Organisations only<sup>1</sup>)
- The latest management accounts for the lead organisation (non-National Portfolio Organisations only<sup>2</sup>)

***You may also upload the following optional attachments:***

- Up to three other relevant attachments. These must each be a maximum of five pages in length.

Allowable formats: jpg, xls, xlsx, jpeg, pdf, doc, docx, pptx, and ppt.

The combined limit on file size for all the attachments taken together is **10 megabytes**.

We will use the information you give us in your application form and in any attachments (and any other information we hold about you if you are a National Portfolio Organisation) to decide whether we will offer you a grant. If your application does not contain the information we need in the format we ask for it to be in, we might not be able to consider your application. After you have read this guidance, if you have any further questions please contact us.

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<sup>1</sup> NPO consortium partners must attach their previous financial year's financial statements

<sup>2</sup> NPO consortium partners must attach their latest management accounts



## **Assistance with your application**

We are committed to being open and accessible, and want to make the Youth Performance Partnerships Fund application process accessible to everyone.

If you experience any barriers within the application process or require help to make an application, our enquiries team can be contacted by:

- Telephone on: 0161 934 4317
- Email: [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

## **After you submit your application**

We will conduct an eligibility check within ten working days of the deadline for applications. If your application is not eligible, this means that we cannot process it any further and it will not be considered for funding. If your application is not eligible we will write to you to let you know, and will explain our decision.

## **Section six – how we will make our decision**

We will aim to notify applicants of our decision no later than 8 March 2019.

We will check your application to ensure that you have provided all the information we have requested.

We will make our decision based on the information you provide in your application, any further information that we request and, where relevant, data and information from the Charity Commission and Companies House websites relating to your constitution and audited accounts from the past two years. We may also use any other information we currently hold on your organisation.

Each criterion ('Meeting the brief', 'Governance and management of the activity', and 'Financial viability') will be assessed using a five-point word scoring:

- **Not met**  
*The application does not meet the criteria*
- **Potential**  
*The application does not meet the criteria but shows potential to do so*
- **Met**  
*The application meets the criteria*
- **Met (strong)**  
*The application meets the criteria and shows strong qualities*
- **Met (outstanding)**  
*The application meets the criteria and shows outstanding qualities*

On the basis of these ratings we will recommend whether an application is suitable for funding. Applications that do not achieve at least 'met' under all three criteria will not be recommended for funding.

We will assess each application against the following criteria, using the assessment prompts below:

<p><b>Criteria</b></p> <p><b>Meeting the brief</b> Word count: up to 3,000 words</p> <ul style="list-style-type: none"> <li>• Clear and convincing plans to deliver on the fund’s <a href="#">aims and outcomes</a> and all the elements of <a href="#">what you will be expected to deliver</a>, as described in this brief</li> <li>• Appropriate <a href="#">experience to deliver</a> the activity as described</li> <li>• Appropriate partners with clear roles and responsibilities</li> <li>• Strong fit for <a href="#">our considerations for diversity</a></li> <li>• Robust plans for resourcing the activity effectively</li> <li>• Activity that builds on and does not duplicate activity funded by other Arts Council grants</li> </ul>
<p><b>Management of the activity</b> Word count: up to 3,000 words</p> <ul style="list-style-type: none"> <li>• Feasibility of workplan</li> <li>• Demonstration of skill and capacity to deliver the proposed programme</li> <li>• Strong strategic fit with the applicant’s other activity</li> <li>• Appropriate governance arrangements in place and/or planned, including how partners are engaged</li> </ul>
<p><b>Financial viability</b> Word count: up to 3,000 words</p> <ul style="list-style-type: none"> <li>• Financial viability of the applicant and of the project</li> <li>• Demonstration of appropriateness of proposed budget</li> <li>• Evidence of organisational buy-in by applicant and project partners, as cash investment and/or in-kind support</li> <li>• Clear case for any proposed capital expenditure</li> </ul>

In assessing the application we will also consider these balancing criteria:

1. Geographical location and the type of local area which will benefit, with a focus on achieving a spread across urban and rural areas of varying types. For this, we will use [ONS Area Classifications](#).
2. Equality and diversity e.g. the diversity of those delivering the proposed activity, the proposed reach of the activity in terms of participants, and the extent to which the proposed activity can promote equality of opportunity.

These balancing criteria will be used in addition to the main criteria to ensure a good spread of funded projects according to each balancing criterion, and to differentiate between a number of proposals that are considered fundable.

### **Decision making**

Once we have scored your application and a recommendation has been made whether to fund it, we will make our decision. To do this we will consider how strongly your activity scored against our criteria, any balancing criteria we have outlined above, and will also consider your activity alongside other applications to the fund.

### **Terms and Conditions**

If your application goes on to be successful, all grantholders must agree to our [Terms and conditions](#).

### **Making a complaint**

As an organisation, we will always listen to and respond to any concerns that you may have. If you would like to make a complaint about either the service you have received from Arts Council England or the way we have handled your application, we have a process that you can use.

Please note that Arts Council England does not have an appeals process and for this reason, we are unable to accept complaints that relate solely to the decision we have made rather than how we have made it.

For more information, please visit the 'Complaints' section of our website, under 'Contact us' ([www.artscouncil.org.uk/contact](http://www.artscouncil.org.uk/contact)). Additionally, you can email [complaints@artscouncil.org.uk](mailto:complaints@artscouncil.org.uk) or call our Customer Services team on 0161 934 4317 for more information.

## **Section seven – Freedom of Information Act**

The Arts Council is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions.

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.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at [www.ico.gov.uk](http://www.ico.gov.uk) for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

## **Section eight – Data Protection**

The Arts Council is committed to using any personal information (or personal data) we collect on a lawful, fair and transparent basis, respecting your legal rights as an individual in accordance with the EU General Data Protection Regulation (2016/679), the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (Data Protection Law).

As part of us meeting this requirement, we have published our General Privacy Notice for you to refer to [here](#). This tells you more about the personal data the Arts Council collects; the different purposes that we use it for and on what legal basis; who we may share that personal data with; how long we keep it; and your legal rights, including your right to contact us and receive information regarding the personal data about you that we may hold from time to time.

For further information about our obligations and your rights under Data Protection Law, as well as how to report a concern if you believe that your personal data is being collected or used illegally, please also see the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk)

### **Contact us**

Arts Council England  
The Hive  
49 Lever Street  
Manchester  
M1 1FN

**Website:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

**Phone:** 0161 934 4317

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)