



Arts Council England

How we work with Creative People and Places programmes

2022 to 2025

Creative People and Places National Portfolio



Easy read booklet

Who we are and what we do



We are **Arts Council England**. We help artists and arts organisations be creative and make art and culture.



Artists and arts organisations can ask for money from us to help them with projects and activities.



If we give you money

- you need to follow our rules
- we give you help and support.

This is called our **Relationship Framework**.



In this booklet we tell you about our Relationship Framework, what you need to do for us and what we will do for you.

More about us



We wrote a plan for the next 10 years called **Let's Create** to help artists and organisations do creative work. Click this link to read it

[Let's Create](#)



We also wrote our **Delivery Plan** to tell you about the **actions** we want to take. Actions are the things we will do. Click this link to read it

[Our Delivery Plan](#)



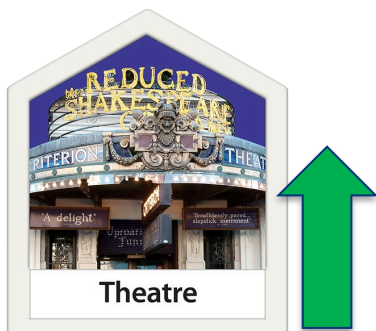
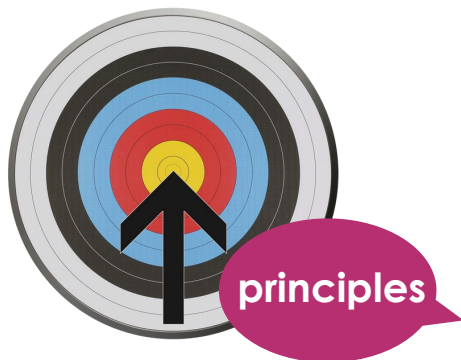
These 2 plans tell you about our Outcomes and Principles.

Outcomes are what we want our plan to do. **Principles** are what we believe in. We think about our principles before we give money to people or organisations.



Please read these 2 plans before you read the rest of this booklet.

Who we give money to



From 2023 to 2026 we will give most of our money to

1. National Portfolio Organisations

We call them NPOs for short. These organisations want to help with our Outcomes.

2. Investment Principles Support Organisations

We call them ISPOs for short. These organisations want to help others follow our Principles.

and from 2022 to 2025 to

3. Creative People and Places Programmes

We call them CPP programmes for short and there are 39 of them. These programmes want to increase arts and culture in places where there isn't much at the moment.

This booklet is for our CPP programmes. You can find a list of them on [our website](#).

If you work for an NPO or ISPO see our other booklets for NPOs or ISPOs instead.

More about our CPP programmes



Our CPP programmes test new and different ways to get people involved in art and culture.



They share information about the ways that work and the ways that don't so we can get more people involved.



To decide if the CPP programmes have worked we will check

1. Whether more people are involved in the arts in places where there isn't much at the moment.
2. Whether there is excellent art and culture and whether there are excellent ways for communities to get involved.
3. How people got involved and learn from the ways that worked well.



Why we need a Relationship Framework



The money we give to artists and arts organisations is from the **Government** and the **National Lottery**.



The **Government** is in charge of running the country.

The **National Lottery** gives money to charities and other groups.



Because our money is from the government and the **National Lottery** we need to make sure it is

✓ managed well

✓ spent in a good way

✓ given to organisations that are run the right way.



Our Relationship Framework helps us do this.

Our funding agreement



In December 2021 we gave CPP programmes an **initial offer**. This showed the money we wanted to give you. But we needed to do some checks before we gave it to you.

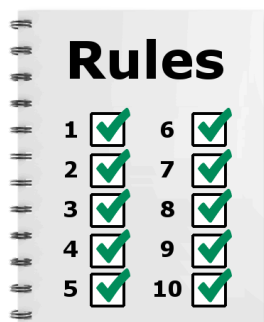


We did these checks between January and March 2022.

If we are happy with the results, we will sign a **funding agreement** with you.



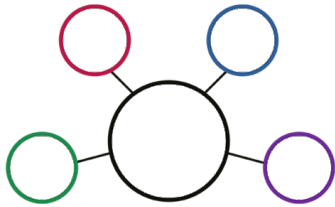
A **funding agreement** says how much money we will give you and how we want you to spend it.



It also tells you our **standard terms and conditions**. These are our rules that you need to understand and follow.



The funding agreement is between us and the **lead organisation** in your **consortium**.



A **consortium** is a group of separate organisations that agree to work together. Your consortium is your CPP programme.



The **lead organisation** is the organisation in your CPP programme that you have chosen to work closely with us.



All organisations in your CPP programme need to work with the lead organisation and let us know about any problems.



Your CPP programme will choose a special group of people called your **Delivery Team** to run your activities.

Your Relationship Manager



We will choose an Arts Council **Relationship Manager** for you.

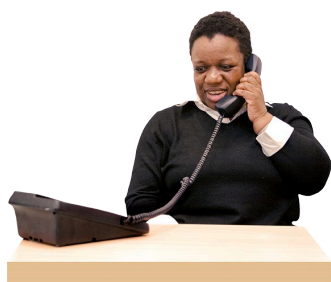
The person in charge of your CPP programme needs to stay in touch with your Relationship Manager and meet them every 3 months.



Your Relationship Manager might also listen to some of your meetings.



They can't give you advice, but they can tell you about other organisations who might give you advice, help and support.



If you want to change any important staff in your organisation you need to tell your Relationship Manager.

What your consortium needs to do



Your CPP programme needs to be in charge of the funding agreement and regularly check you will meet your **targets**. You need to send us reports about this.



Your **targets** are what you aim to do with the money we give you and are written in your funding agreement.



Your CPP programme needs to include at least 1 arts organisation and 1 community or **grassroots organisation**. These can't be the same organisation.



A **grassroots organisation** is made up of people from the local area.

Your CPP programme also needs to



- meet with the people in charge of the lead organisation at least 4 times a year to check how well you are doing with your targets



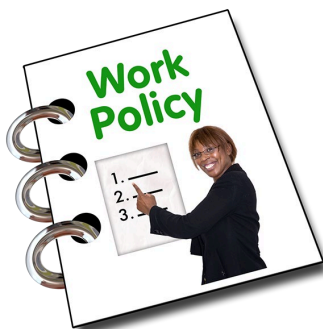
- be **independent** of the people in charge of the lead organisation. This means they are not part of your organisation



- meet with us and talk to us, away from the people in charge of the lead organisation if we ask



- make sure they they follow the **law** and their own **policies**.



Laws are government rules that protect people and make sure everyone is treated in a good and fair way.

Policies are a set of rules for your organisation.

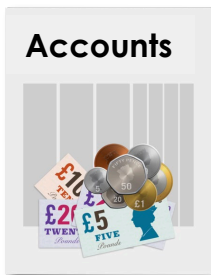
The reports you need to send us every 3 months



Every August, November, February and May you need to send us:



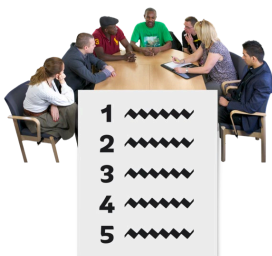
1. Information about the activities you did in the last 3 months. Find the template for this [on our website](#).



2. Your **accounts** for the last 3 months. These show your money and organisations situation. Find the template for this [on our website](#).



3. Your **cashflow forecast**. This is a plan that shows the money you will get and spend in the future. Find the template for this [on our website](#).



4. **Minutes** of your last CPP programme meeting. **Minutes** show what you talked about.

The reports you need to send us every year

Every May you need to send us:



1. Reports to show how you check your information is correct and that your activities are good quality. Find the template for this [on our website](#).



2. Your **Annual Progress Report** that tells us about your activities over the last year. Find the template for this [on our website](#).



3. Your plan for the next year, including your activities and **budget**. Your **budget** shows the money you need to complete your plan. Find the template for this [on our website](#).



4. An **evaluation report** from an independent person to show how well you did last year. The report might not be for the whole year yet.



5. Documents to show you've checked if your consortium members are still the right ones, and to show they agree to stay in your consortium for the next year.

The reports you need to send us at the end of your CPP programme



We give your last bit of money at the end of your CPP programme.



To get this you need to send us:

1. A **Final Evaluation report**. This needs to be independent. It shows how well your whole CPP programme has done.



2. A report to show all the money you have earned and spent when you had funding from us.

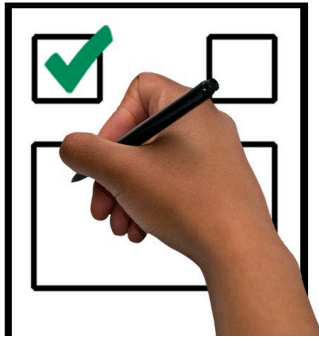


A **certified accountant** needs to check this and say it's right. A **certified accountant** is someone who has passed accounting exams and is allowed to check company accounts.

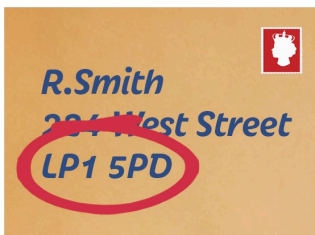
The reports you need to send us about your audience



You need to send us information about your audience. An **audience** is the group of people who come to see or hear your arts and culture or do your activities.

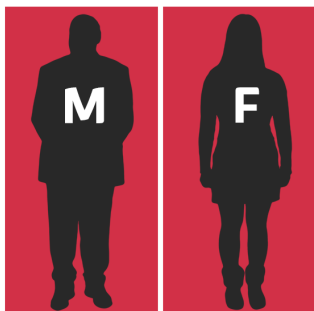


You need to ask your audience to fill in a survey to collect the information we need. A **survey** asks people questions. Find a template for this [on our website](#).



You need to tell us

- how many people are in your audience
- their **postcodes**, which shows the areas they live in
- how old they are
- how many are male and female
- how many are disabled
- about their background, for example what country their family is from and the language they speak.



Risk



When we give you money we need to think about your **level of risk**. Your **level of risk** is the chance that your activity or organisation won't do well, and you won't meet your targets.



We will think about your level of risk in normal times, and in difficult times like during COVID-19.



Your activity

For example, we will check

- you do your activity as agreed
- for risks that might stop you meeting your targets.

Our principles

For example, we will check

- you complete each of your tasks as agreed
- whether you will complete your most important tasks on time.



Management

For example, we will check



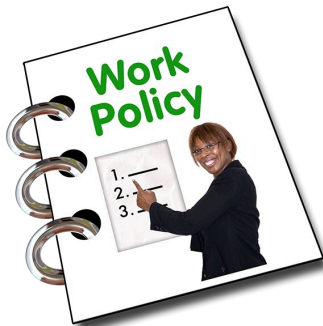
- you have 1 arts organisation and 1 community or grassroots organisation in your CPP programme.



- you have an up-to-date plan for your activities and that you do tasks on time



- Your team do their jobs in a good way and that the people in charge check their work



- you have good policies and you follow them. This includes policies that make sure children are kept safe and people from different backgrounds are treated in a fair and equal way



- your CPP programme is independent from the people in charge of the lead organisation



- you train your staff and help them get new skills



- you have the information you need to make good decisions



- you think about your level of risk and try to make it lower.



Money

For example, we will check

- you think about the level of risk to your money



- whether the money you think you will get from your activity is right



- whether the CPP programme has enough control over the decisions the lead organisation makes about the money spent



- your reports to us about your money are right



- you try to get money from other places and use your money well.



Reputation

Your **reputation** is what people think about you. There is a risk to your reputation or our reputation if something you do leads to bad news.

For example, we will check

- if other people might think there is **fraud** at your organisation.

Fraud is when someone steals money or tries to use it in the wrong way.





- if **conflicts of interest** are managed in the right way.

This is when someone might make the wrong decision because it helps them.



- if there is bad information about your organisation in the news or on **social media**.

Social media means online apps for sharing information and ideas, like Twitter and Facebook



- if you follow your policies that make sure children are kept safe and that people from different backgrounds are treated in a fair and equal way



- if our reputation might be affected in a bad way by the way you work



- if you talk about risks to your reputation at your CPP programme meetings.

How we decide your level of risk



We check every 3 months if your level of risk is

- **major**, which means high
- **moderate**, which means medium
- **minor**, which means low.



If your risk is **major** we tell you straight away and we might make changes to your funding agreement. You need to change and make your risk lower if you want money from us.



If your risk is **moderate** we might meet with you more often. We might ask for more information and reports to check our money is used in the right way.



If your risk is **minor** we will meet with you once every year and you will carry on sending your reports as normal. Most CPP programmes will have a minor level of risk.

Why you need to follow the rules of your funding agreement



It's important to follow the rules in your funding agreement. If there are problems we will talk to you so we understand your problems.



If you don't follow the rules in your funding agreement or if we think your organisation is a major risk we might



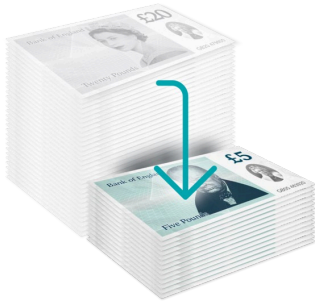
- ask you to write an **action plan** to show what changes you will make, including changes to your important staff



- ask you to send us reports more often



- have a meeting with your CPP programme and lead organisation to see what you can do better



- give you less money. Sometimes this might only be for a short time



- not give you any more money or wait until you complete some agreed tasks before we give you more money.



- ask for our money back.



We will tell you before we do any of these things.

Other rules you need to follow

You need to



- follow the law to **prevent** fraud and **terrorism**

Prevent means you don't let it happen. **Terrorism** is an attack to scare people or the government, and force them to do something.



- treat everyone that works for you in a fair and equal way and keep them safe



- have good policies to prevent people being forced to do a job they don't want to do



- give us any information we ask for if we are worried there might be a problem with your activity or organisation.



We will check information for other groups and from you to make sure you are following our terms and conditions.

Money each year and after 2025



We can only give you the money we agree each year if the Government and the National Lottery give us the money they say they will.



If you want more money from us after 2025 you need to apply again. We will tell you how to do this as soon as we can.



If you apply for money from us again in 2025 we will use information about your activity this time to help us decide.



We will check if you follow the funding agreement and if you meet your targets. We will also think about the amount of support you need from us.

What to do if you have any questions



Find out about the help and access support we offer in our [Access support information sheet](#).



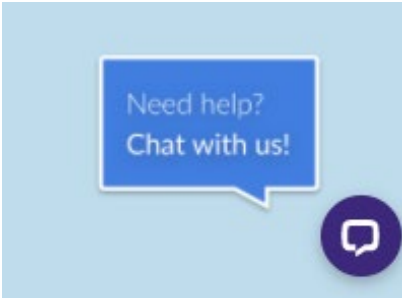
Send an email to this address enquiries@artscouncil.org.uk



Call this telephone number **0161 934 4317**

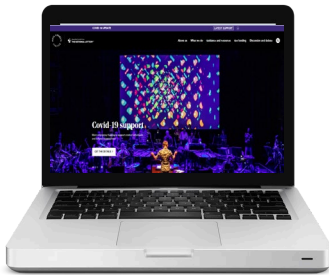


Write to us at this address
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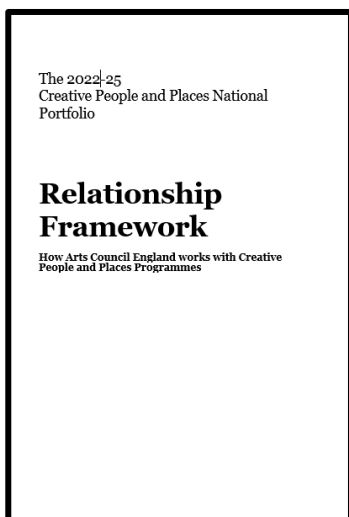
Chat with us online

www.artscouncil.org.uk



Find out more on our website

www.artscouncil.org.uk



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www.a2i.co.uk (reference 35099a)

The full version of this document is called

“The 2022-25 Creative People and Places National Portfolio Relationship Framework How Arts Council England works with Creative People and Places Programmes ”