



How to Guide: The Activity Plan for applicants to the Investment Principles Support Organisations programme

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Introduction

Welcome to the How to Guide for The Activity Plan for applicants to the Investment Principles Support Organisations programme.

Each applicant will need to complete and provide three updated templates as part of their conditional offer:

- [The financial templates](#)
- [The Investment Principles Plan](#)
- [The Activity Plan for Investment Principles Support Organisations](#)

This guide will show you how to complete The Activity Plan as part of your Investment Principles Support Organisation conditional offer and will outline:

- What the Activity Plan is and who needs to complete it
- Why we are using it
- Resources available to help you
- And what you need to tell us when you're filling it in

What is The Activity Plan for Investment Principles Support Organisations and who needs to complete it?

You will need to complete the new [Activity Plan template](#) to form part of your funding agreement. It should be based on the Activity Plan submitted as part of your application taking into account the level of your funding offer and any feedback received on your application.

The Activity Plan is a template that enables you to tell us about the activities you propose to deliver to other organisations and individuals to help them in the use of our Investment Principles.

There is only one template, whether you have applied to support use of one, two, three or four of the Investment Principles. You'll be able to tell us about a total of up to ten activities, so you'll need to think about how best to present your activity. Remember this activity is only for 2023-2024.

If you have applied to become a National Portfolio Organisation you will need to complete [The Activity Plan for Outcomes](#) rather than The Activity Plan for Investment Principles Support Organisations. You can find all the resources and information you need to complete this template on our website.

Why are we using it?

We requested this information as part of your application using a template to ensure the information we received was consistent and comparable, and so we could easily, clearly and fairly assess applications. Now we have made you a conditional offer, we need an updated template that will form part of your funding agreement, so that we are clear on the activity we are funding and what you will need to report progress against.

As a reminder of our four Investment Principles, we advise you to take a look through our strategy Let's Create, where we outline and define our four Investment Principles. You can find this on our [website](#).

What information do you need when completing the template?

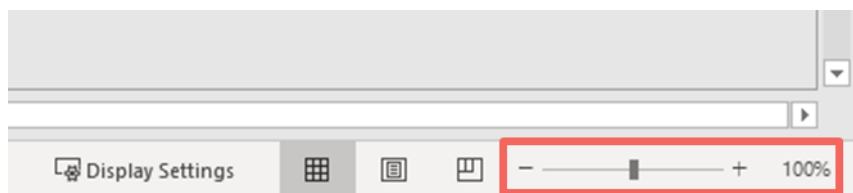
When you open this template, it will always open on the main page depicted below.

ACTIVITY PLAN (INVESTMENT PRINCIPLES SUPPORT ORGANISATIONS) - 2023/24					KEY							
Name of organisation		Project URN		These cells will turn grey once you have typed into them. Please do not edit these columns once completed - you should advise on changes in the update columns					Update on progress, and notes to explain significant variations (for example, a significant change in activity days) against planned activity			
Primary Investment Principle - select one per activity	Activity	Outputs - please include proposed timings for these, for example which quarter you expect them to happen	Targets and success measures	LOCATION DETAILS	Q1 update	Q1 notes on significant variations	Q2 update	Q2 notes on significant variations	Q3 update	Q3 notes on significant variations	Q4 update	Q4 notes on significant variations
Activity 1				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1								
Activity 2				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 2								
Activity 3				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 3								
Activity 4				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 4								
Activity 5				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 5								
Activity 6				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 6								
Activity 7				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 7								
Activity 8				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 8								

You will find a key at the top of the template. Follow the links in blue to navigate your way around the template. You can enter text in cells highlighted white and you will need to use a drop down in cells coloured beige. Please remember you will not be able to make changes to the cells in grey, yellow or those marked with a cross.

KEY	COLUMN HEADINGS	EXPLANATORY NOTES	LINKS	FREE CELL FOR TEXT ENTRY	SELECT FROM DROPDOWN	For reference only
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If you wish to alter your view of the template, you can use the zoom function to the bottom right of your screen.



In this box in the top left of the main Activity Plan, you'll need to state the name of the organisation accepting the conditional offer. In the space below, you'll need to quote your Project Unique Reference Number, which was generated when you began making your application on Grantium. This number should start with NPIP.

Name of organisation	
Project URN	NPIP

Investment Principles

To begin, use the drop down highlighted below to select which of our Investment Principles the Activity you are going to deliver will contribute to. This can be either:

- Inclusivity & Relevance
- Environmental Responsibility
- Dynamism
- Ambition & Quality

ACTIVITY PLAN (INVESTMENT SUPPORT ORGANISATIONS)	
Name of organisation	
Project URN	
	These cells will
	Primary Investment Principle - select one per activity
1	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> Inclusivity & Relevance Environmental Responsibility Dynamism Ambition & Quality </div>
2	

You can only select one Investment Principle per Activity entered, so only include Activities where contributions to the selected Investment Principle are clear and demonstrable.

ACTIVITY PLAN (INVESTMENT SUPPORT ORGANISATIONS)	
Name of organisation	
Project URN	
	Primary Investment Principle - select one per activity
Activity 1	Environmental Responsibility

Activity

You then have a free text box to describe your proposed Activity in the box highlighted below. The Activity should link to the Investment Principle you have selected. There is no character limit on this text box.

Please include additional investment activity if your conditional offer includes additional investment.

		on changes in		
		Primary Investment Principle - select one per activity	Activity	Output/s - please include timings for these, for example which quarter you expect
Activity 1		Environmental Responsibility		

Output/s

To the right of the Activity column is a box for your Output/s. By Output we mean what your activity will produce, such as a publication, training, or workshop. Whilst there aren't any character count limits in this template, we would advise you to be concise in your responses. You can list your Output or Outputs in the box highlighted below.

		Primary Investment Principle - select one per activity	Activity	Output/s - please include proposed timings for these, for example which quarter you expect them to happen
Activity 1		Environmental Responsibility		

Location Form

You will see that there is a separate Location Form link for each proposed Activity, and you will need to complete these for every Activity you have entered, even if the location of your Activity is the same.

advise on changes in the update columns.					
	Primary Investment Principle - select one per activity	Activity	Output/s - please include proposed timings for these, for example which quarter you expect them to happen	Targets and success measures	LOCATION DETAILS
Activity 1	Environmental Responsibility				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1
Activity 2					CLICK HERE TO ENTER LOCATION FOR ACTIVITY 2
Activity 3					CLICK HERE TO ENTER LOCATION FOR ACTIVITY 3
Activity 4					CLICK HERE TO ENTER LOCATION FOR ACTIVITY 4
Activity 5					CLICK HERE TO ENTER LOCATION FOR ACTIVITY 5

When you follow the link or tab to the Location Form, it will take you to this page:

ACTIVITY 1

[RETURN TO ACTIVITY PLAN](#)

We know you may not know the specific location details for this activity at this stage, but please do complete this section to the best of your ability as it will help us to assess the spread of the portfolio and the associated activity that has been proposed for delivery.

Total number of days proposed for this activity:

Name of the activity as based on a physical location, or has a digital output:

This activity has a national reach:

[Click here to check the local authority area of a postcode](#)

Please select the location(s) where your activity is anticipated to take place and enter the approximate number of days your activity will be carried out over. The number of days entered for each specified location will automatically update the 'Total number of activity days' box at the top of the form.

If you are unsure about the precise location(s) of your activity then complete the 'Unsure' box at the bottom of the relevant list(s).

If your activity isn't going to be delivered in a physical or digital location then check the box at the top of the form.

If your activity has a national reach then check the box at the top of the form.

LOCAL AUTHORITIES - ENGLAND by ONS region (Priority Places are shown in bold)										Location of activity	
Please enter full or half days as numbers only*											
LONDON		MIDLANDS		NORTH		SOUTH EAST		SOUTH WEST		Location of activity	Number of days
Local Authority	Number of days	Local Authority	Number of days	Local Authority	Number of days	Local Authority	Number of days	Local Authority	Number of days		
Barking and Dagenham		Andover Valley		Alfreton		Alder		Bath and North East Somerset		Northern Ireland	
Barnet		Ashfield		Barnsley		Alton		Bournemouth, Christchurch and Poole			Scotland
Barnley		Bassetlaw		Barrow-in-Furness		Alton		Bristol, City of		Wales	
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		Unsure where set	
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Bournemouth, Christchurch and Poole		TOTAL	0
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Bristol, City of		INTERNATIONAL	
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		East Asia & Pacific	
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		Europe & Central Asia	
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		Latin America & Caribbean	
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		Middle East & North Africa	
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		North America	
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		South Asia	
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		Sub-Saharan Africa	
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		Unsure where set	
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		TOTAL	0
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		DIGITAL	
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		Broadcast (radio or TV)	<input type="checkbox"/>
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		Online	<input type="checkbox"/>
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham		Immersive/Interactive	<input type="checkbox"/>
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham		Other	<input type="checkbox"/>
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
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Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackburn with Darwen		Barnstaple		Cheltenham			
Bassetlaw		Barnstaple		Blackpool		Barnstaple		Cheltenham			
Basset											

If your Activity is not location-specific

If the Activity you have entered is **not** location-specific – for example, it is a product or physical resource – and it **does not** have a digital output, then you can Select ‘Yes’ at the top of the form as highlighted below.

ACTIVITY 1
RETURN TO ACTIVITY PLAN

Total number of days proposed for this activity	0
The activity is not based in a physical location, or has a digital output	Yes
This activity has a national reach	

Digital Activity

If your Activity will be delivered and published digitally, please use the tick boxes to the right of the location form.

Location of activity		Number of days
REST OF UK	Northern Ireland	
	Scotland	
	Wales	
	Unsure where yet	
TOTAL		0
INTERNATIONAL	East Asia & Pacific	
	Europe & Central Asia	
	Latin America & Caribbean	
	Middle East & North Africa	
	North America	
	South Asia	
	Sub-Saharan Africa	
	Unsure where yet	
TOTAL		0
DIGITAL	Broadcast (radio or TV)	
	Online	
	Immersive/interactive	
	Other	

In the Digital tick box, you can tell us what type of digital products you will be creating as part of your activity. A ‘Broadcast’ might include TV or Radio broadcast, an ‘Online’ product might be a video on YouTube, use of streaming platforms, seminars using Zoom, podcasts, or web-based publication/performance. Immersive/Interactive activity might be AR, VR, XR or Gaming.

DIGITAL	Broadcast (radio or TV)	
	Online	
	Immersive/interactive	
	Other	

We'd like you to tell us which local authorities you anticipate your proposed activity will take place in. We'd also like you to calculate how many days of activity you are planning to hold in each local authority and enter that figure in the 'Number of days' column shown below. For more guidance on calculating the number of days for different types of Activity, read the [guidance](#) found at the end of this guide.

LONDON		MIDLANDS		NORTH		SOUTH EAST		SOUTH WEST	
Local Authority	Number of days	Local Authority	Number of days	Local Authority	Number of days	Local Authority	Number of days	Local Authority	Number of days
Barking and Dagenham		Amber Valley		Alderdale		Alder		Bath and North East Somerset	
Barnet		Ashfield		Barnsley		Arun		Bournemouth, Christchurch and Poole	
Bexley		Bassetlaw		Barrow-in-Furness		Ashford		Bristol, City of	
Brent		Birmingham		Blackburn with Darwen		Babergh		Cheltenham	
Bromley		Blaby		Blackpool		Basildon		Cornwall	
Camden		Bolsover		Bolton		Basinstoke and Deane		Cotswold	
City of London		Boston		Bradford		Bedford		Dorset	
Croydon		Bromsgrove		Burnley		Blacknell Forest		East Devon	
Ealing		Broxtowe		Bury		Blairstree		Essex	
Enfield		Canoeek Chase		Calderdale		Beckford		Forest of Dean	
Greenwich		Charnwood		Carlisle		Bentwood		Gloucester	
Hackney		Chesterfield		Cheshire East		Bighton and Hove		Isles of Scilly	
Hammersmith and Fulham		Covenry		Cheshire West and Chester		Broadland		Mendip	
Haringey		Derby		Chorley		Bosbourne		Mid Devon	
Harrow		Derbyshire Dales		Copeland		Buckinghamshire		Mid Devon	
Havering		Dudley		County Durham		Cambridge		North Devon	
Hillingdon		East Lindsey		Craven		Canterbury		North Somerset	
Hounslow		East Staffordshire		Darlington		Castle Point		Plymouth	
Ipswich		Erewash		Doncaster		Central Bedfordshire		Sedgemoor	
Kingston and Chelsea		Leeds		East Riding of Yorkshire		Chelmsford		Somerset West and Taunton	
Kingston upon Thames		Leicester		Eden		Cherwell		South Gloucestershire	
Lambeth		Leicestershire, County of		Fulde		Chichester		South Hams	
Lewisham		High Peak		Gateshead		Colchester		South Somerset	
Merton		Highder and Bostroth		Halton		Crawley		Stroud	
Newham		Leicester		Hambleton		Dartford		Swindon	
Redbridge		Lichfield		Harrowgate		Dover		Tewkesbury	
Richmond upon Thames		Lincoln		Hartlepool		Eastbourne		Torbay	
Southwark		Malden Hills		Harsburn		East Cambridgeshire		Torridge	
Sutton		Manfield		Isle of Man		East Hamphshire		West Devon	
Tower Hamlets		Melton		Kingston upon Hull, City of		East Hertfordshire		Wiltshire	
Waltham Forest		Newark and Sherwood		Kirklees		East Suffolk		Unsure where yet	
Wandsworth		Newcastle-under-Lyme		Knowsley		East Sussex		TOTAL	0
Westminster		North East Derbyshire		Lancaster		Eastleigh			
Unsure where yet		North Kesteven		Leeds		Epping Forest			
TOTAL	0	North Northamptonshire		Liverpool		Epsom and Ewell			
		North Warwickshire		Manchester		Fareham			
		North West Leicestershire		Middlesbrough		Feoland			
		Nottingham		Newcastle upon Tyne					

If you know the postcode of your location but not the Local Authority in which it sits, there is a link to the gov.uk website top right corner of the form, where you can search a postcode to find out which Local Authority it belongs to.

ACTIVITY 1
RETURN TO ACTIVITY PLAN

Total number of days proposed for this activity	0
The activity is not based in a physical location, or has a digital output	Yes
This activity has a national reach	

[Click here to check the local authority area of a postcode](#)

Where you know the region your activity will take place in but not the specific Local Authority, you can provide the number of days in the box shown below, next to 'Unsure where yet'. You will find this box at the bottom of each region.

Kensington and Chelsea	
Kingston upon Thames	
Lambeth	
Lewisham	
Merton	
Newham	
Redbridge	
Richmond upon Thames	
Southwark	
Sutton	
Tower Hamlets	
Waltham Forest	
Wandsworth	
Westminster	
Unsure where yet	
TOTAL	0

Activity with National Reach

By National Reach, we are referring to Activity that takes place in **every** Local Authority across England. (ie the whole of England, rather than in a number of specific Local Authorities). If your Activity meets this definition then select 'Yes' at the top of the form that says, 'This activity has national reach'. You should not select 'Yes' if your Activity takes place in specific Local Authorities or has disproportionately more coverage in on or more Local Authorities.

Total number of days proposed for this activity	0
The activity is not based in a physical location, or has a digital output	
This activity has a national reach	Yes

Example

Q: I am a company that is planning to deliver activity that will have national coverage in at least forty different Local Authorities across England, some of which are Priority Places. Should I tick the box that says this activity has a national reach?

A: No. You should provide the number of days you expect to deliver in each of the forty Local Authorities where Activity is being planned.

Activity outside of England

If any part of your activity is happening outside of England, use the boxes provided to the right of the form, to outline the number of days of planned activity in the Rest of the UK or Internationally.

Location of activity		Number of days
REST OF UK	Northern Ireland	
	Scotland	
	Wales	
	Unsure where yet	
	TOTAL	0
INTERNATIONAL	East Asia & Pacific	
	Europe & Central Asia	
	Latin America & Caribbean	
	Middle East & North Africa	
	North America	
	South Asia	
	Sub-Saharan Africa	
	Unsure where yet	
TOTAL	0	
DIGITAL	Broadcast (radio or TV)	
	Online	
	Immersive/interactive	
	Other	

Number of days

Remember that, where possible, the figures included in the 'Number of days' column should correspond to the Outputs, Targets and Success Measures that you provided on the main activity form.

If you would like to indicate that your activity will take place for half a day, you can reference it using decimals, as shown below.

Somerset West and Taunton	
South Gloucestershire	
South Hams	
South Somerset	
Stroud	3
Swindon	
Teignbridge	0.5
Tewkesbury	
Torbay	0.5
Torridge	
West Devon	0.5
Wiltshire	
Unsure where yet	
TOTAL	9.5

Once you have added the estimated number of days for each of your selected locations, the total number of days proposed for your activity will appear in this box at the top of the location form.

Total number of days proposed for this activity	10
The activity is not based in a physical location, or has a digital output	
This activity has a national reach	

The total number of days proposed in each region, in the Rest of the UK and Internationally can be found at the bottom of each column.

Location of activity		Number of days
REST OF UK	Northern Ireland	3
	Scotland	6
	Wales	
	Unsure where yet	2
	TOTAL	11
INTERNATIONAL	East Asia & Pacific	
	Europe & Central Asia	4
	Latin America & Caribbean	
	Middle East & North Africa	
	North America	1
	South Asia	
	Sub-Saharan Africa	
	Unsure where yet	
TOTAL	5	
DIGITAL	Broadcast (radio or TV)	
	Online	
	Immersive/interactive	
	Other	

Return to Activity Plan

When you have provided the location information for your activity, click 'Return to Activity Plan' or navigate using the tabs at the bottom of the window. Then you can move on to repeat the process to add your next activity if you have one.



Update on progress

To the right of location details there is a section for quarterly updates on progress.

We require quarterly progress reports against the targets and success measures set out in your Arts Council funding agreement (annual agreed Activity and Investment Principles Plans) which, where applicable, should identify any areas of activity where insufficient progress is being made and include appropriate plans and actions that have been approved by your board to help mitigate risks and/or increase progress and performance. We strongly encourage you to use the Arts Council Activity (Investment Principles) and Investment Principles Plans templates for updates and reporting to your board.

In the Activity Plan, there is a box for an update on progress that has been made per activity. There is a separate box for notes on significant variations against planned activity (for example, a significant change in activity days).

Update on progress, and notes to explain significant variations (for example, a significant change in activity days) against planned activity								
LOCATION DETAILS	Q1 update	Q1 notes on significant variations	Q2 update	Q2 notes on significant variations	Q3 update	Q3 notes on significant variations	Q4 update	Q4 notes on significant variations
CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1								
CLICK HERE TO ENTER LOCATION FOR ACTIVITY 2								
CLICK HERE TO ENTER LOCATION FOR ACTIVITY 3								
CLICK HERE TO ENTER LOCATION FOR ACTIVITY 4								
CLICK								

Uploading the template to Grantium

Once you have completed the template, you will need to upload it as an attachment as part of your conditional offer on our online system Grantium.

To upload your completed template, click on the blue link titled 'Activity Plan', as shown below.

Submit updated plans for funding agreement negotiation

Please use the hooks below to upload your updated Activity and Investment Principles Plans and a completed Financial Template (annual budget and cash flow) for the period April 2023 – March 2024.

The deadline to provide this information and submit the conditional offer notification step is **20 January 2023**. Please see the funding agreement negotiation letter on the attachments screen of this workflow for further information.

Please note that the maximum file size you can upload is 10MB.

Document Type	Required?	Description	Date attached	Download
1. Activity Plan	Yes	Activity plan	12/10/2022	
2. Investment Principles plan	Yes	IP plan	12/10/2022	
3. Financial document	Yes	Financials	12/10/2022	
4. Draft Partnership Agreement (consortiums only)	No	--	No attachment	

This e.Form has been submitted

After following the link, you should be taken to the page shown below. Here you'll be able to attach your completed template to Grantium. Once you have uploaded the file, click 'Save & Back to List' to return to the previous page and continue with your conditional offer.

Attachment Details

* Document Description:

File Name: Activity Plan.xlsx

Document Type: Activity plan 2023/24 (Investment Principles support)

Maximum Size: 10 MB

Allowable Formats: jpg, zip, xls, xlsx, jpeg, pdf, doc, docx, pptx, ppt

Instructions:

For further guidance on how to use Grantium, see the [Grantium guidance](#) on our website.

Calculating the number of delivery days for your proposed activity

The updated Activity Plan that you will be asked to complete to form part of your funding agreement requires you to determine both the location(s) you expect your activities to be delivered in and the number of days of delivery you expect this activity to produce.

The examples and definitions provided in the table below are there to act as guideline for applicants completing the location elements of the template. The list of example activities is not exhaustive, and applicants can propose to deliver a wide range of activity types designed to support the use of our Investment Principles. Some of these may not be location-specific.

For the purposes of the Location Form, we are looking for location information to be entered for activities that are designed to support individuals or organisations embed our Investment Principles. For these activities, you will be asked to enter the estimated number of delivery days these activities will produce – you can use the definitions and example in the table below to help you calculate this figure.

Applicants should use their own judgement when completing this part of the template and we will only use this information as a metric for understanding the potential reach and engagement of your proposed activity, and how the best possible value of our investment can be achieved.

Activity type	Definition	Calculating the number of delivery days
Live event / conference etc	<p>An event with a live audience. These may be delivered in a single venue or across multiple locations</p> <p>The activity may take place over a single day or over a number of days.</p>	<p>Each event day should be classed as one day of activity (ie if there are 2 or 3 iterations of the same event in one day, then these should be grouped as a single day of activity). If for instance an event is repeated three times on separate days then you should show this as 3 days in the Location Form</p>

<p>An exhibition</p>	<p>An exhibition (eg an exhibition in a museum) that is accessed by a live audience.</p> <p>Exhibitions may take place in a single location or visit multiple venues/locations, either simultaneously or consecutively.</p>	<p>Exhibitions are usually classed as one day of activity for every day the exhibition or event is open to audiences (ie if it is open for 14 days then it should be classed as 14 days of activity).</p>
<p>Digital experience, stream or broadcast</p>	<p>A creative event or asset that is designed to be distributed and/or experienced through digital platforms or hardware (eg headsets or personal devices). This may include events and conferences that are streamed live or broadcast as a recording of a live event.</p> <p>Typically, these activities will not be location-specific (ie if they can be experienced widely online, on personal devices or via broadcast).</p> <p>However, there may be occasions where digital activities are more location specific (ie site specific immersive experiences and exhibitions, digital tours and online participatory work with specific communities)</p>	<p>If your activity meets the description for a digital experience, stream or broadcast then please tick the relevant box/es in the digital section of the location form.</p> <p>If your activity is also location specific, then please ensure you tick the relevant digital activity box/es and provide the number of presentation days in each location.</p>

<p>Participatory sessions/training workshops</p>	<p>These activities will usually focus on engaging individuals and communities for a specific purpose related to the relevant Investment Principles</p>	<p>Sessions will often be variable in nature, but as a general rule, each participatory session can be expressed as half a day of activity (eg 20 workshops would be classed as ten days' activity).</p>
<p>Development activity</p>	<p>You should only include development activity that results in an output that is public facing eg a publication</p>	<p>If your development activity is product-based with a defined purpose or output (eg publishing research), then for the purpose of the location form you should select the 'none of the activity is based in a physical location, or has a digital output' box. If your development activity results in some form of public presentation or event, then you should treat it as an event as outlined above.</p>