



How to Guide: The Activity Plan for Outcomes for applicants to the National Portfolio Organisation programme

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Introduction

Welcome to the How to Guide for the Activity Plan for Outcomes for applicants to the National Portfolio Organisation programme.

Each applicant will need to complete three updated templates to form part of their funding agreement:

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

This guide will show you how to complete the Activity Plan as part of your National Portfolio Organisation application 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 Outcomes 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 for you to use to tell us how your organisation's proposed activity for the 2023-2024 funding year will contribute to our Let's Create Outcomes and their associated Elements.

There is only one Activity Plan template to complete, whether you have applied to deliver against one, two or three of the Outcomes. 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 an Investment Principles Support Organisation you will need to complete [the Activity Plan for Investment Principles Support Organisations](#) rather than the Activity Plan for Outcomes. 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 three Outcomes, we advise you to take a look through our strategy *Let's Create*, where we outline and define our three Outcomes. You can find this on our [website](#).

What information do you need when completing the template?

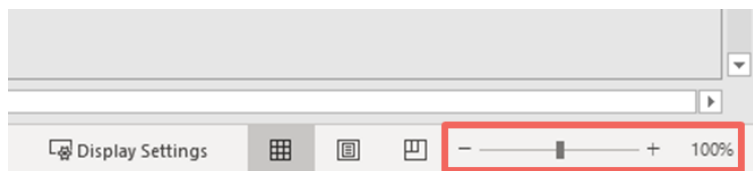
When you open this template, it will always open on the main page depicted below.

| ACTIVITY PLAN (OUTCOMES) - 2020/24 | | | | | | | | | | |
|--|---------|----------|------------------------------|--|-----------|-----------|-----------|-----------|-----------|-----------|
| Name of organisation: | | | | | | | | | | |
| Please enter all text into white and blue shaded cells. Please do not enter text into yellow shaded cells or cells with a cross in the top right corner. | | | | | | | | | | |
| Update on progress, and notes to explain significant variations (the example, a significant change in activity level) against planned activity | | | | | | | | | | |
| Previous OUTCOMES: added into per activity | Element | Activity | Targets and success measures | LOCATION OF ELEMENT | Q1 update | Q2 update | Q3 update | Q4 update | Q5 update | Q6 update |
| Activity 1 | | | | CLICK HERE TO LOCATE THE LOCATION FOR ACTIVITY 1 | | | | | | |
| Activity 2 | | | | CLICK HERE TO LOCATE THE LOCATION FOR ACTIVITY 2 | | | | | | |
| Activity 3 | | | | CLICK HERE TO LOCATE THE LOCATION FOR ACTIVITY 3 | | | | | | |
| Activity 4 | | | | CLICK HERE TO LOCATE THE LOCATION FOR ACTIVITY 4 | | | | | | |
| Activity 5 | | | | CLICK HERE TO LOCATE THE LOCATION FOR ACTIVITY 5 | | | | | | |

| OUTCOME | ELEMENTS |
|------------------------------------|--|
| 1. Create People | 1.1. Create people who are able to work in the creative industry 1.2. Create people who are able to work in the creative industry 1.3. Create people who are able to work in the creative industry 1.4. Create people who are able to work in the creative industry 1.5. Create people who are able to work in the creative industry |
| 2. Cultural Communities | 2.1. Create people who are able to work in the creative industry 2.2. Create people who are able to work in the creative industry 2.3. Create people who are able to work in the creative industry 2.4. Create people who are able to work in the creative industry 2.5. Create people who are able to work in the creative industry |
| 3. A Creative and Cultural Climate | 3.1. Create people who are able to work in the creative industry 3.2. Create people who are able to work in the creative industry 3.3. Create people who are able to work in the creative industry 3.4. Create people who are able to work in the creative industry 3.5. Create people who are able to work in the creative industry |

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.

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 to become an NPO.

| | |
|-----------------------------|--|
| Name of organisation | |
|-----------------------------|--|

Outcomes

To begin, use the drop down highlighted below to select which primary Outcome the activity you are going to deliver will contribute to. This can be either:

- Creative People
- Cultural Communities or
- A Creative and Cultural Country

| | Primary OUTCOMES - select one per activity. | Element | Activity | Output/s - please include proposed timings for these, for example which quarter you expect them to happen |
|-------------------|---|---------|----------|---|
| Activity 1 | Creative People | A | | |
| | | B | | |
| | | C | | |
| | | D | | |
| | | E | | |
| | | F | | |
| | | G | | |
| | | H | | |
| | | I | | |
| | | J | | |
| | | K | | |
| | | L | | |
| | | M | | |
| | | N | | |
| | | O | | |
| | | P | | |
| | | Q | | |
| | | R | | |

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

Elements

Once you have selected the primary Outcome, you must indicate which associated Elements of the selected Outcome your Activity will fulfil by selecting 'Yes' or 'No' from the dropdown menu beside each Element. You can select multiple elements, but you should ensure you only select those that relate to the primary Outcome you chose for that Activity. You must select at least one Element.

| Primary OUTCOMES - select one per activity. | | Element | |
|---|-----------------|---------|-----|
| Activity 1 | Creative People | A | Yes |
| | | B | No |
| | | C | Yes |
| | | D | Yes |
| | | E | No |
| | | F | No |
| | | G | Yes |
| | | H | |
| | | I | Yes |
| | | J | No |
| | | K | |

On the right of the template, you will see the list of all of the Elements. We have provided a screenshot of the Outcome and Element descriptors below.

| OUTCOME | ELEMENTS |
|--|--|
| Creative People Everyone can develop and express creativity throughout their life | A - Supporting people at all stages of their lives to design, develop and increase their participation in high quality creative activities |
| | B - Promoting creative opportunities in the local community to people at all stages of their lives |
| | C - Promoting high quality early years activities that reaches families from a wider range of backgrounds |
| | D - Widening and improving opportunities for children and young people to take part in creative activities inside schools |
| | E - Widening and improving opportunities for children and young people to take part in creative activities outside schools |
| | F - Improving teaching for creativity in schools |
| | G - Supporting children and young people to develop their creative skills and potential |
| | H - Developing and improving pathways towards careers in the creative industries |
| Cultural Communities Villages, towns and cities thrive through a collaborative approach to culture | I - Improving access to a full range of cultural opportunities wherever people live |
| | J - Working with communities to better understand and respond to their needs and interests, resulting in increased cultural engagement and the wide range of social benefits it brings. |
| | K - Working collaboratively through place-based partnerships to support and involve communities in high quality culture, improve creative and cultural education for children and young people, improve health and wellbeing through creative and cultural activity, build skills and capacity in the cultural sector and grow its economic impact |
| A Creative and Cultural Country England's cultural sector is innovative, collaborative and international | L - Connecting people and places, including diaspora communities and nationally and internationally |
| | M - Supporting new types of creative practice, new forms of cultural content and new ways of reaching new and existing audiences and participants |
| | N - Collaborating with other cultural organisations and/or with the commercial creative industries and/or with further and higher education that focuses on innovation, research and development and training, especially in relation to the use of new technologies |
| | O - Strengthening the international connections of cultural organisations and creative practitioners, including co-production and touring |
| | P - Bringing world-class culture to audiences in England |
| | Q - Giving more opportunities to people to start a professional career in the creative industries, especially those who are currently under-represented |
| | R - Ensuring people have opportunities to sustain their careers and fulfil their potential in the creative industries, especially those who are currently under-represented |

Activity

You'll then have a free text box to describe your proposed Activity in the box highlighted below. The Activity should link to the Outcome and Elements you have selected.

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

| Primary OUTCOMES - select one per activity. | | Element | 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 | Creative People | A | Yes | | | |
| | | B | No | | | |
| | | C | Yes | | | |
| | | D | Yes | | | |
| | | E | No | | | |
| | | F | No | | | |
| | | G | Yes | | | |
| | | H | Yes | | | |
| | | I | | | | |
| | | J | | | | |
| | | K | | | | |
| | | L | | | | |
| | | M | | | | |
| | | N | | | | |
| | | O | | | | |
| | | P | | | | |
| | | Q | | | | |
| | | R | | | | |

Output/s

To the right of the Activity text box is a box for your Output/s. By Outputs we mean what your Activity will produce, such as a performance, publication, exhibition, 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 OUTCOMES - select one per activity. | | Element | | 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 | Creative People | A | Yes | | | | CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1 |
| | | B | No | | | | |
| | | C | Yes | | | | |
| | | D | Yes | | | | |
| | | E | No | | | | |
| | | F | No | | | | |
| | | G | Yes | | | | |
| | | H | Yes | | | | |
| | | I | | | | | |
| | | J | | | | | |
| | | K | | | | | |
| | | L | | | | | |
| | | M | | | | | |
| | | N | | | | | |
| | | O | | | | | |
| | | P | | | | | |
| | | Q | | | | | |
| | | R | | | | | |

Proposed Targets and Success Measures

For each Activity, we then ask you to write your Targets and Success Measures. A target might use figures or percentages to quantify your aim - who might benefit, how many people etc. A success measure might be the change you aim to achieve and how you might measure it.

| Primary OUTCOMES - select one per activity. | | Element | | 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 | Creative People | A | Yes | | | | CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1 |
| | | B | No | | | | |
| | | C | Yes | | | | |
| | | D | Yes | | | | |
| | | E | No | | | | |
| | | F | No | | | | |
| | | G | Yes | | | | |
| | | H | Yes | | | | |
| | | I | | | | | |
| | | J | | | | | |
| | | K | | | | | |
| | | L | | | | | |
| | | M | | | | | |
| | | N | | | | | |
| | | O | | | | | |
| | | P | | | | | |
| | | Q | | | | | |
| | | R | | | | | |

We then need you to provide location details for each Activity you detail in this template. By clicking the link, as shown below, you will be taken to the Location Form.

| Primary OUTCOMES - select one per activity. | | Element | 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 | Creative People | A | Yes | | | CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1 |
| | | B | No | | | |
| | | C | Yes | | | |
| | | D | Yes | | | |
| | | E | No | | | |
| | | F | No | | | |
| | | G | Yes | | | |
| | | H | Yes | | | |
| | | I | | | | |
| | | J | | | | |
| | | K | | | | |
| | | L | | | | |
| | | M | | | | |
| | | N | | | | |
| | | O | | | | |
| | | P | | | | |
| | | Q | | | | |
| R | | | | | | |

You can also navigate to the Location Forms using the tabs that are visible at the bottom of the spreadsheet window.

| | | | | | | | | | | |
|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Activity Plan | Activity 1 | Activity 2 | Activity 3 | Activity 4 | Activity 5 | Activity 6 | Activity 7 | Activity 8 | Activity 9 | Activity 10 |
|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|

Provide as much detail as you can about the location/s of your Activities.

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 tick the box 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 | <input checked="" type="checkbox"/> Yes |
| This activity has a national reach | <input type="checkbox"/> |

Digital Activity

If your Activity will be delivered and published digitally, please use the 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 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 | |

| LONDON | | MIDLANDS | | NORTH | | SOUTH EAST | |
|------------------------|----------------|---------------------------|----------------|-----------------------------|----------------|-----------------------|----------------|
| 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 | | Allderdale | | Adur | |
| Barnet | | Ashfield | | Barnsley | | Arun | |
| Bexley | | Bassetlaw | | Barrow-in-Furness | | Ashford | |
| Brent | | Birmingham | | Blackburn with Darwen | | Babergh | |
| Bromley | | Blaby | | Blackpool | | Basildon | |
| Camden | | Bolsover | | Bolton | | Basingstoke and Deane | |
| City of London | | Boston | | Bradford | | Bedford | |
| Croydon | | Bromsgrove | | Burnley | | Bracknell Forest | |
| Ealing | | Broxthowe | | Bury | | Braintree | |
| Enfield | | Cannock Chase | | Calderdale | | Breckland | |
| Greenwich | | Charmwood | | Carlisle | | Brentwood | |
| Hackney | | Chesterfield | | Cheshire East | | Brighton and Hove | |
| Hammersmith and Fulham | | Coventry | | Cheshire West and Chester | | Broadland | |
| Haringey | | Derby | | Chorley | | Broxbourne | |
| Harrow | | Derbyshire Dales | | Copeland | | Buckinghamshire | |
| Havering | | Dudley | | County Durham | | Cambridge | |
| Hillingdon | | East Lindsey | | Craven | | Canterbury | |
| Hounslow | | East Staffordshire | | Darlington | | Castle Point | |
| Islington | | Erewash | | Doncaster | | Central Bedfordshire | |
| Kensington and Chelsea | | Gedling | | East Riding of Yorkshire | | Chelmsford | |
| Kingston upon Thames | | Harborough | | Eden | | Cherwell | |
| Lambeth | | Herefordshire, County of | | Fylde | | Chichester | |
| Lewisham | | High Peak | | Gateshead | | Colchester | |
| Merton | | Hinckley and Bosworth | | Halton | | Crawley | |
| Newham | | Leicester | | Hambleton | | Dacorum | |
| Redbridge | | Lichfield | | Harrogate | | Dartford | |
| Richmond upon Thames | | Lincoln | | Hartlepool | | Dover | |
| Southwark | | Malvern Hills | | Hyndburn | | East Cambridgeshire | |
| Sutton | | Mansfield | | Isle of Man | | East Hampshire | |
| Tower Hamlets | | Melton | | Kingston upon Hull, City of | | East Hertfordshire | |
| Waltham Forest | | Newark and Sherwood | | Kirklees | | East Suffolk | |
| Wandsworth | | Newcastle-under-Lyme | | Knowsley | | Eastbourne | |
| Westminster | | North East Derbyshire | | Lancaster | | Eastleigh | |
| Unsure where yet | | North Kesteven | | Leeds | | Elmbridge | |
| TOTAL | 0 | North Northamptonshire | | Liverpool | | Epping Forest | |
| | | North Warwickshire | | Manchester | | Epsom and Ewell | |
| | | North West Leicestershire | | Middlesbrough | | Fareham | |
| | | Nottingham | | Newcastle upon Tyne | | Fenland | |
| | | Nuneaton and Bedworth | | North East Lincolnshire | | Folkestone and Hythe | |
| | | Oadby and Wigston | | North Lincolnshire | | Gosport | |
| | | Redditch | | North Tyneside | | Gravesham | |
| | | Rugby | | Northumberland | | Great Yarmouth | |
| | | Rushcliffe | | Oldham | | Guildford | |
| | | Rutland | | Pendle | | Harlow | |
| | | Sandwell | | Preston | | Hart | |
| | | Shropshire | | Redcar and Cleveland | | Hastings | |
| | | Solihull | | Ribble Valley | | Havant | |
| | | South Derbyshire | | Richmondshire | | | |

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 | | Allderdale | | Adur | | 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 | | Basingstoke and Deane | | Cotswold | |
| City of London | | Boston | | Bradford | | Bedford | | Dorset | |
| Croydon | | Bromsgrove | | Burnley | | Bracknell Forest | | East Devon | |
| Ealing | | Broxthowe | | Bury | | Braintree | | Exeter | |
| Enfield | | Cannock Chase | | Calderdale | | Breckland | | Forest of Dean | |
| Greenwich | | Charmwood | | Carlisle | | Brentwood | | Gloucester | |
| Hackney | | Chesterfield | | Cheshire East | | Brighton and Hove | | Gloucestershire | |
| Hammersmith and Fulham | | Coventry | | Cheshire West and Chester | | Broadland | | Iales of Scilly | |
| Haringey | | Derby | | Chorley | | Broxbourne | | Mendip | |
| 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 | |
| Islington | | Erewash | | Doncaster | | Central Bedfordshire | | Sedgemoor | |
| Kensington and Chelsea | | Gedling | | East Riding of Yorkshire | | Chelmsford | | Somerset West and Taunton | |
| Kingston upon Thames | | Harborough | | Eden | | Cherwell | | South Gloucestershire | |
| Lambeth | | Herefordshire, County of | | Fylde | | Chichester | | South Hams | |
| Lewisham | | High Peak | | Gateshead | | Colchester | | South Somerset | |
| Merton | | Hinckley and Bosworth | | Halton | | Colchester | | Stroud | |
| Newham | | Leicester | | Hambleton | | Crawley | | Swindon | |
| Redbridge | | Lichfield | | Harrogate | | Dacorum | | Teignbridge | |
| Richmond upon Thames | | Lincoln | | Hartlepool | | Dartford | | TeWKesbury | |
| Southwark | | Malvern Hills | | Hyndburn | | Dover | | Torbay | |
| Sutton | | Mansfield | | Isle of Man | | East Cambridgeshire | | Torridge | |
| Tower Hamlets | | Melton | | Kingston upon Hull, City of | | East Hampshire | | West Devon | |
| Waltham Forest | | Newark and Sherwood | | Kirklees | | East Hertfordshire | | Wiltshire | |
| Wandsworth | | Newcastle-under-Lyme | | Knowsley | | East Suffolk | | Unsure where yet | |
| Westminster | | North East Derbyshire | | Lancaster | | Eastbourne | | TOTAL | 0 |
| Unsure where yet | | North Kesteven | | Lancaster | | Eastleigh | | | |
| TOTAL | 0 | North Northamptonshire | | Leeds | | Elmbridge | | | |
| | | North Warwickshire | | Liverpool | | Epping Forest | | | |
| | | North West Leicestershire | | Manchester | | Epsom and Ewell | | | |
| | | Nottingham | | Middlesbrough | | Fareham | | | |
| | | Nuneaton and Bedworth | | Newcastle upon Tyne | | Fenland | | | |
| | | Oadby and Wigston | | North East Lincolnshire | | Folkestone and Hythe | | | |
| | | Redditch | | North Lincolnshire | | Gosport | | | |
| | | Rugby | | North Tyneside | | Gravesham | | | |
| | | Rushcliffe | | Northumberland | | Great Yarmouth | | | |
| | | Rutland | | Oldham | | Guildford | | | |
| | | Sandwell | | Pendle | | Harlow | | | |
| | | Shropshire | | Preston | | Hart | | | |
| | | Solihull | | Redcar and Cleveland | | Hastings | | | |
| | | South Derbyshire | | Ribble Valley | | Havant | | | |
| | | | | Richmondshire | | Hertsmere | | | |

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.

| | |
|----------------------|----------|
| 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 one 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 touring 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.

| | |
|----------------------|-----------|
| Richmond upon Thames | |
| Southwark | 4 |
| Sutton | |
| Tower Hamlets | 5.5 |
| Waltham Forest | |
| Wandsworth | |
| Westminster | 0.5 |
| Unsure where yet | |
| TOTAL | 10 |

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 use the tabs at the bottom of the window to navigate back to the Activity Plan. 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 (Outcomes) and Investment Principles Plans templates for updates and reporting to your board.

In the Activity Plan, there are boxes available for quarterly updates 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 HERE TO ENTER LOCATION | | | | | | | | |

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 template', 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 Partnerships 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 template

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 that may contribute to the delivery of the Let’s Create Outcomes. 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 considered to be ‘public-facing’. 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 activity, and how the best possible value of our investment can be achieved.

| Activity type | Definition | Calculating the number of delivery days |
|--------------------------------|--|---|
| Live show / performance | <p>A creative show or performance (eg a show in a theatre) with a live audience. These may be delivered in a single venue or across multiple locations (i.e. a tour).</p> <p>The activity may take place over a single day or over a number of days.</p> | <p>Shows and performances should be classed as one day of performance activity (ie if there are 2 or 3 performances in one day, then this should be counted as a single day of performance activity). If for instance there are 24 performance days, then you should show this as 24 days in the Location Form.</p> |

| | | |
|---|--|---|
| <p>Live event / exhibition</p> | <p>A creative event or exhibition (eg an exhibition in a museum) that is accessed by a live audience.</p> <p>Exhibitions and events may take place in a single location or visit multiple venues/locations, either simultaneously or consecutively.</p> | <p>Exhibitions and events 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 you should include 14 days in the Location Form).</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 creative events and performances that are streamed live or broadcast as a recording of a live event.</p> <p>Typically, these activities will not be location-specific (eg 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 (eg 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 location specific, then please ensure you tick the relevant digital activity box/es and provide the number of performance days in each location.</p> |

| | | |
|-------------------------------|---|---|
| Participatory sessions | These activities will usually focus on engaging individuals and communities for a specific creative or cultural purpose (eg artistic workshop). | 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). |
| Development activity | You should only include development activity that results in an output that is public facing eg a publication or a public 'try out'. | 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 then you should treat it as a performance as outlined above. |