



# **‘Made In Cov’ Creative Programme Commission Application Form**

<b>Name of Applicant:</b>	
<b>Organisation:</b>	
<b>Commission area applied for:</b>	
<b>Application No. (office use only):</b>	

**Applications close: 5:00pm, Wednesday 24 July 2024**

### **Completing this form**

The questions in this application form allow us to gather the information we need to be able to decide whether to award this commission.

- Please read fully the commission brief available at [www.coventry.gov.uk/artsopportunities](http://www.coventry.gov.uk/artsopportunities) before completing an application.
- All eligible applicants are required to complete this application form in full by **5:00pm on Wednesday 24 July 2024** and return to: [artsdevelopment@coventry.gov.uk](mailto:artsdevelopment@coventry.gov.uk)
- Any missing or incomplete information may delay the processing of your application and could impact on the assessment process.
- Applicants with questions about completing this form are invited to direct questions or clarifications to [artsdevelopment@coventry.gov.uk](mailto:artsdevelopment@coventry.gov.uk)
- Please type or write clearly in **black ink** or **type**.

### **Data Protection**

We will use the information you provide to assess your application. We must protect the public funds we handle and so may use information you have provided on this form to prevent and detect fraud. We may also share the information for the same purposes with other organisations that handle public funds.

More information on how we handle personal information and your rights under the data protection legislation can be found at:  
[https://www.coventry.gov.uk/info/11/strategies\\_plans\\_and\\_policies/466/data\\_protection](https://www.coventry.gov.uk/info/11/strategies_plans_and_policies/466/data_protection)

## Contents

Confidentiality Statement and Declaration.....	4
SECTION 1 – Contact details .....	5
SECTION 2 – Your organisation.....	6
SECTION 3 – Your programme.....	9
SECTION 4 - Project budget and funding.....	10
SECTION 5 – Impact.....	12
SECTION 6 - Evaluation.....	13
SECTION 7 - Project risk management.....	14
SECTION 8 – Supporting Documentation .....	15
SECTION 9 – Application Checklist.....	17

## Confidentiality Statement and Declaration

Coventry City Council understands that for some projects the information provided will be commercially sensitive. As such, all information collected by the Council through the application process will be treated as confidential at this stage. However, projects that the council approves for progress will be required to agree with the Council a summary of the project for public consumption.

Fully approved projects that are awarded public funding are likely to come within the scope of the Data Protection Act and that information provided in confidence may be exempt.

## GDPR

We collect and hold personal information relating to your project application including information relating to your organisation or business.

We use this information to:

Process your application for funding, maintain the Council's databases and to conduct due diligence on projects in line with the requirements of our funding regimes.

We process personal data because it is necessary to comply with our legal obligation.

In accordance with Article 5 of the GDPR and Data Protection Principles, personal data we collect will be adequate, relevant, in line with the purposes stated above and held for no longer than is needed for the purposes for which it was processed.

You have the right to:

- Request access to your information held by Coventry City Council (also known as a Subject Access Request - under the Data Protection Bill these do not have to be in writing)
- Have any inaccuracies in your data corrected
- Have information erased
- Restrict processing of data
- Data portability (have your data transferred to another Authority)
- Intervention in respect of automated decision making
- Complain to the Information Commissioner's Office

To exercise any of these rights please contact [SCD@coventry.gov.uk](mailto:SCD@coventry.gov.uk)

## **Declaration (must be completed for application to be accepted)**

I hereby certify that the information provided on this funding application is true and accurate at the time of completion. Moreover, if any of the content materially changes after submission, I will supply this updated information immediately.

Name	
Date	

## SECTION 1 – Contact details

\*Please indicate preferred contact method

### Q1.1 Details of applicant organisation

Name of organisation			
Correspondence address (this will be used for all correspondence)			
			Post Code
Email address			
Website			
Phone number (day)			
Operational/delivery address of organisation (if different to above)			
			Post Code
<b>Q1.2 Main contact for this application</b>			
Title			
First Name			
Surname			
Position held in organisation			
Email (if different from Q1.1)			
Phone Number (day)			
If your proposal is successful, what is the name and contact details of the person who will sign the contract (if different from above)?			
Title			

First Name	
Surname	
Position held in organisation	
Email (if different from Q1.1)	
Phone Number (day)	

## SECTION 2 – Your organisation

<b>Q2.1 Eligibility check – applicants</b>	
To be eligible for this commission please confirm that you meet the following criteria:	
Are you a constituted organisation?	<b>Yes/No</b> (delete as appropriate)
Has your organisation been established for over 12 months?	<b>Yes/No</b> (delete as appropriate)
When was your organisation established?	(mm/yy)
Are you formally constituted in the UK and do you have your own bank account with at least two signatories, at different addresses?	<b>Yes/No</b> (delete as appropriate)
Is arts, culture or heritage stated as a main objective within your official governance document. If “No”, please provide further information in section 2.2	<b>Yes/No</b> (delete as appropriate)
Does your organisation have substantial experience of delivering arts or culture activity in the past 2 years?	<b>Yes/No</b> (delete as appropriate)
Are you a freelance sole trader with substantial experience of delivering arts or culture activity in the past 2 years?	<b>Yes/No</b> (delete as appropriate)
Are you based in the Coventry local authority area?	<b>Yes/No</b> (delete as appropriate)
If “No” to above can you demonstrate substantial familiarity with the city and experience of working with Coventry communities	<b>Yes/No</b> (delete as appropriate)

**Q 2.2 Experience of delivering arts or culture activity**

If you or your organisation does not have arts, culture or heritage stated as a main objective of your organisation, please provide a summary of your substantial experience of delivering arts or culture activity in the past 2 years (this can be expanded upon in Section 2.4)

**100 words max**

**Q2.3 Applicant's status**

**(Please  
mark the  
relevant  
boxes)**

Charitable company	<input type="checkbox"/>
Company Limited by Guarantee (e.g. Social enterprise)	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Unincorporated association (e.g. Voluntary/Community Group/Society/Club) - constituted with committee and regular meetings	<input type="checkbox"/>
Trust	<input type="checkbox"/>
Co-operative Society	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>
Community Benefit Society	<input type="checkbox"/>
Freelance (sole trader)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Please enter your charity number and/or company number below as applicable.

Charity number		Company number	
----------------	--	----------------	--

Is the company/charity registered address the same as given in section 1?  
If not, please provide registered address (incl. postcode):

**Q2.4 About the experience of you or your organisation**

Please detail the experience and expertise of you or your organisation in delivering cultural activity, making reference to the commission brief and any experience working with Coventry communities.

**Q2.5 About your community awareness**

Please explain your reasons for applying for the specific priority area you have selected, outlining any past experience you have with working with communities in this area



### SECTION 3 – Your programme

#### Q3.1 Eligibility check – programme

To be eligible for this grant, please confirm that your programme will meet the funding criteria and priorities.

**Yes**

**No**

An arts and culture programme that will be co-created with residents in one of the 3 priority areas

☐

☐

Please confirm the commission priority area applied for:

An arts and culture programme that will prioritise and facilitate participation by residents from priority groups including black, Asian and minority ethnic residents; people 60+; and residents with disabilities

☐

☐

Will provide paid opportunities for local professional artists/practitioners (CVs/biographies can be provided if planned delivery partners known at this stage)

☐

☐

Activity has not already started, and will be deliverable by the end of December 2024

☐

☐

#### Q3.2 Detailed brief

Please give a detailed description of your proposed methodology for delivering this programme and how it meets the brief.

### 3.3 Health and safety

How do you plan to ensure staff, participants and audiences remain safe during the programme?

## SECTION 4 – Programme budget and funding

### Q4.1 Project Expenditure

Direct programme costs: Please give details for each item and explain amounts, e.g. 1x artist x 3 days @ £250 per day = £750. Please amend, add or remove lines as required

£ Amount

ITEM	DETAIL	
Artists Fees		
Management fees		
Other external fees		
Venue / Equipment Hire		
Materials		
Travel & Subsistence		
Making your activity accessible		
Any other direct programme expenses		
Marketing and promotions		
Evaluation and Monitoring		
Documentation		
Contingency: This should be no more than 5% of TOTAL COST		
<b>TOTAL EXPENDITURE</b>		

#### Q4.2 Additional Project Income

**This is not a requirement**, but if you plan to supplement the programme budget with funding from other sources, please provide details here

Please indicate the status of income sources as CONFIRMED **C** or EXPECTED **E**

**£ Amount**

ITEM	DETAIL	CASH	IN KIND
(e.g. Funder/partner etc)			
INCOME TOTAL			

#### Q4.3 Future of the activity

Will the activity continue once this programme has been delivered and funding used? If so, please explain how it will be maintained

## **SECTION 5 – Impact**

### **Q5.1 Equality, Diversity and Inclusion**

Please explain how the programme will consider and impact upon equality, diversity and inclusion, with respect to commissioning artists, community participation and event planning/delivery

### **Q5.2 Sustainability**

Coventry City Council is committed to addressing the impacts of Climate Change and operating in a more environmentally sustainable way. Please explain how you will consider and incorporate sustainability in delivery of the cultural programme

## **SECTION 6 - Evaluation**

The final instalment of grant payment for successful applicants will be payable on receipt of an evaluation report. Final evaluation requirements will be agreed with successful applicants following award, but please indicate how you would propose to evaluate the cultural programme

**Q 6.1.** How will you document, monitor and evaluate your programme?

**Q6.2** How will you measure the success of your project?

## SECTION 7 - Risk management

**Q 7.1.** Highlight the top 3 risks to the programme (please consider all risks to quality, delivery, programme costs and safety) and how you will mitigate these risks? An additional risk register can be supplied as an attachment if available.

## SECTION 8 – Supporting Documentation

### Q8.1 Required Documentation

The following are required documents and should be attached with this application. Please refer to your most recent documents and indicate the date the document was last reviewed/due for review.

If for any reason you are unable to provide any of these, these please contact the team before submitting your application

	Select (X) if attached	Date reviewed/ renewed
Annual accounts for the last year	<input type="checkbox"/>	
Governing documents/set of rules (e.g. Constitution or Memorandum and Articles) *  (If arts and culture is not stated as one of your main objectives in this document, please ensure you have provided evidence of substantial experience of delivering arts or culture activity in the past 2 years in Q2.2)	<input type="checkbox"/>	
CVs or biographies of professional artists proposed for programme (if available at this stage)	<input type="checkbox"/>	
Risk register (if providing – see Section 7 for details)	<input type="checkbox"/>	
Equal Opportunities Policy OR Equality, Diversity and Inclusion strategy document	<input type="checkbox"/>	
Health & Safety Policy	<input type="checkbox"/>	
Safeguarding policy for children and vulnerable adults	<input type="checkbox"/>	
Public Liability Insurance (minimum £5 million)	<input type="checkbox"/>	
Financial procedures (for example Reserves Policy, Internal Audit process)	<input type="checkbox"/>	
Complaints Procedure	<input type="checkbox"/>	
Confirmation of other sources of funding (if applicable)	<input type="checkbox"/>	

**Q8.2 Supporting documentation**

Please list any additional supporting documentation/evidence that you have included as relevant to this application.

Document name	Reason for inclusion

Please note that Officers may request further information in the course of assessing your proposal.



## SECTION 9 – Application Checklist

**Before finally submitting your application, please check that you have...**

	Select (X)	Comments
Completed all sections of the application form	<input type="checkbox"/>	
Checked that all budgetary information provided in Section 4 is accurate and balanced	<input type="checkbox"/>	
Provided all required documentation as listed in Section 8	<input type="checkbox"/>	