

# Creative People and Places Extension Year Funding 2025-2026

## Information if you want to apply



**Easy read booklet**

# Who we are



We are **Arts Council England**.



We help artists and arts organisations be creative and make art and culture.



One way we help is by giving people and organisations money.



This is called **funding**.

# What this booklet tells you about



This booklet tells you about an extra year of funding for **Creative People and Places**. We call this an **extension year**.



Creative People and Places is for 2022-2025. The extension year is for 2025-2026.



You can only apply for extension year funding if you already get Creative People and Places 2022-2025 funding.



We tell you more about Creative People and Places in the next part of this booklet.

# Creative People and Places



We know some **communities** are less likely to be involved with arts and culture.



**Communities** are groups of people who have something about them that is the same, like the area they live in, disabilities or background.



Creative People and Places is funding to support people from all communities to be involved with arts and culture.

LET'S  
CREATE

We wrote a plan called **Let's Create** about how we want to help artists and organisations do creative work from 2020-2030.

[Click this link to read Let's Create](#)



Creative People and Places is an important part of how we will make Let's Create happen.



If you apply for Creative People and Places extension year funding, you must think about the **Outcomes** and **Principles** that are part of Let's Create.

[Click this link to read the Outcomes](#)  
[Click this link to read the Principles](#)



**Outcomes** are what we want our plan to do. **Principles** are what we believe in.



We call Creative People and Places **CPP** for short. We call it CPP in the rest of this booklet.

# Aims and outcomes



## Aims for CPP

The main aims for CPP are to

- get more people involved with arts and culture in places where less arts and culture happens.
- help communities be part of choosing what arts and culture happens in their local area.
- make sure it is easy for communities to get involved and that the arts and culture that happens is right for them.
- support communities and organisations to work as **partners**.
- follow an **Action Research** way of working.



**Partners** are 2 or more people or organisations who work together.



**Action Research** is when you study something while it is happening so you can learn about it and share the information you find out.



To follow our aims for CPP

- make sure what you do is right for your communities.
- use things your communities already have, like people, skills, buildings or equipment.
- show your communities lots of different types of arts and culture to find out what they like.
- try new and different ways to work with your communities and support your partners to do this as well.
- think about what is different about what you do and tell us about it.

## Outcomes for CPP

The outcomes we want for CPP are

- your work gets more people involved with arts and culture in places where less arts and culture happens.
- the arts and culture you make is good quality and right for your communities.
- you find new ways to involve more people in creativity, and arts and culture.



# Who can and cannot apply for CPP extension year funding



You can apply if you are

- the **lead organisation** for a **consortium** that already gets CPP funding.
- a new lead organisation for a consortium that already gets CPP funding. We have to agree this can happen before you apply.



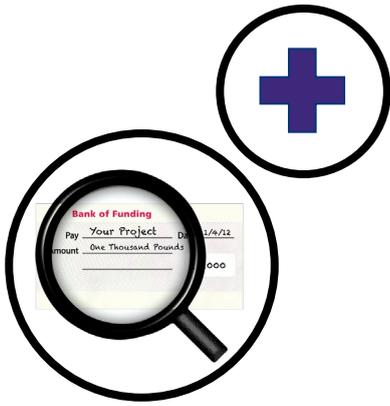
A **lead organisation** is the organisation chosen to work closely with us and fill out the application form for CPP funding.



A **consortium** is a group of separate organisations that agree to work together. For CPP, they are called the **CPP programme**.



Consortiums for CPP must include community groups and cultural organisations.



## National Portfolio Organisations

If you are a **National Portfolio Organisation**, you can apply for extension year funding to do work that is extra to the work you already get funding for.



## Eligible places

**Eligible** means meet the rules for something.

Places that are part of CPP 2022-2025 are eligible for extension year funding.



## Local authorities

**Local authorities** are in charge of running local services.

Local authorities are not allowed to apply for or get CPP extension year funding. Instead, they can help other organisations to apply and support the work they do.

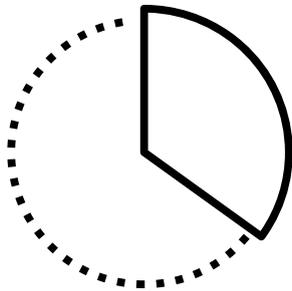


**Remember, you cannot apply for CPP extension year funding if you do not already get CPP 2022-2025 funding.**

# How much you can apply for



You cannot apply for more than your CPP 2022-2025 funding is for each year.



## Example

If your total CPP 2022-2025 funding is £600,000, it works out as £200,000 for each year. This means for the extension year you cannot apply for more than £200,000.



The most you can apply for is £333,333.



If you are eligible for CPP extension year funding, we will tell you how much you can apply for **before the end of January 2024.**

# What CPP extension year funding can and cannot be used for



CPP extension year funding can be used for projects in eligible places that follow the aims of CPP.



CPP extension year funding cannot be used for

- activities, items or services that were started, ordered or agreed before you got funding.
- starting up your own funding programmes.
- projects that are not about creativity, art and culture.
- projects that do not help people in England.
- projects that work on **artist development**.
- **endowment funds**.
- large **capital costs**.
- costs normally paid for by other money.

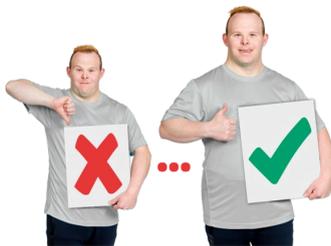




**Endowment funds** are a type of savings account for charities.



**Capital costs** are costs for things that will last a long time. You are only allowed to spend 10% of CPP extension year funding on capital costs.



**Artist development** means work done to help an artist get better at what they do.

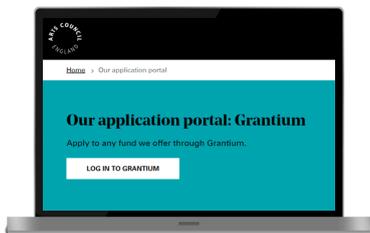


CPP extension year funding must be used for the project you tell us about when you apply.

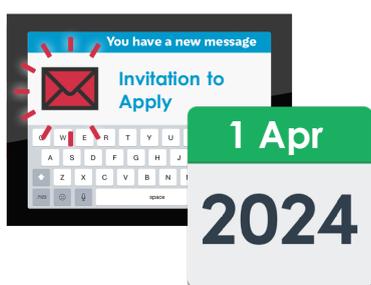


It must be used to help your communities. It cannot be used to help your organisation.

# How to apply

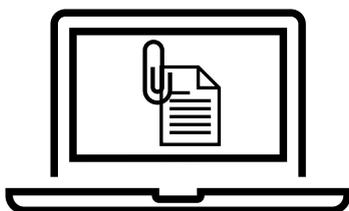


You need to apply using our online system called **Grantium**. [Click this link to find out more about Grantium](#)

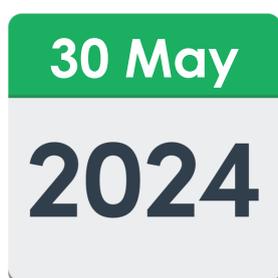


We will send you an **Invitation to Apply** on **1 April 2024**. It will tell you

- your project number.
- where to find the application form on Grantium.



Before you send your application form, you must attach the documents we tell you about in the next part of this booklet.



The deadline to send your application form is **midday on 30 May 2024**.



After you send your application form, we will

- email you to say we got it.
- check it is eligible.
- tell you if it is not eligible.

# Documents you must attach with your application form



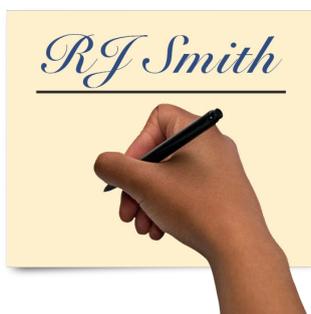
- ✓ **Business Plan.** This shows your aims, how you will reach your aims and how long your aims will take.  
**You must attach an updated Business Plan that includes 1 April 2025 to 31 March 2026.**



- ✓ **Activity Plan.** This tells us about activities for your project.  
**You must attach an activity plan for 1 April 2025 to 31 March 2026.**



- ✓ **Budget.** This shows how you will spend the funding if you get it. It shows how much your project will cost.  
**You must attach a budget for 1 April 2025 to 31 March 2026.**



- ✓ **Signed letter.**  
**You must attach a letter signed by all partners in the consortium that says they agree to do CPP for an extra year.**



- ✓ **Financial Statements.** These are finance documents for the latest financial year an organisation completed official accounts. **You must attach the latest financial statements for the lead organisation.**



If you are applying as a new lead organisation, you must also attach the form called **Proposed New Lead Organisation**. We must have checked and agreed the form.



## Information you need to include

Your Business Plan, Activity Plan and Budget should follow our aims. They also need to meet the **criteria** for CPP extension year funding.



**Criteria** are things we are looking for to help us make our decision.



There are 3 types of criteria for CPP extension year funding called

- **Meeting the Brief**
- **Management and Governance**
- **Financial Viability**



## Meeting the Brief criteria

Your Business Plan and Activity Plan should show

- how you have included the aims of CPP in what you will do.
- how your communities will be part of what you do.
- how you will make what you do right for your communities.
- what activities you will do and how you will get people involved with them.
- how you will make what you do **inclusive** for your communities.
- how you will learn from what you do and share the information you find out.



**Inclusive** means everyone is included and no one is left out.



principles



## Management and Governance criteria

Your Business Plan and Activity Plan should show

- how you will make your project happen, including the skills your team have.
- how you will check what you do is good and meets our outcomes for CPP.
- how your management and governance match our principles for CPP.
- your **governance structures**.
- how you will manage **conflicts of interest**.

Your **governance structures** are how some important things in your organisation are managed, like rules, policies, and decisions.

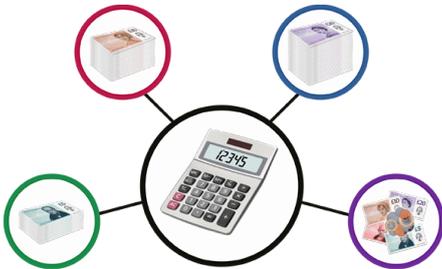
**Conflicts of interest** are when someone might make the wrong decision because it helps them.



## Financial Viability criteria

Your Business Plan and Budget should show

- information about **match funding**. For CPP at least 15% of your total costs must be paid for using match funding.
- proof that your lead organisation is **financially viable**.
- how your team will manage this type of funding which must only be used for 1 project for 1 year.



**Match funding** is when you get some of the money you need from other places.



**Financially viable** means an organisation has enough money to pay costs and keep going.

# How we make our decision



To make our decision, we will

- think about how your application meets our aims, outcomes and criteria for CPP.
- look at the **risk rating** for your CPP 2022-2025 programme for May 2024.
- look at any other information we ask you to give us.
- look at information we need that is kept on other official websites, like **Companies House**.

Your **risk rating** is how likely something bad will happen that will mean you cannot complete your work for CPP.

A group of people called a **balancing panel** will also look at all the applications and tell us who they think should get funding.

# Our decision



We will tell you our decision on Grantium by the **2 September 2024**.

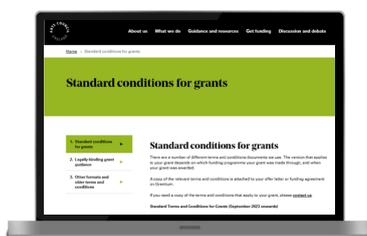


If we decide to give you **CPP extension year funding**

We will work out a **funding agreement** with you. We will do this **before 28 February 2025**.



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



You must also agree to our **terms and conditions**. These are rules you must follow if you get funding for us. **[Click this link to read our terms and conditions](#)**

# Important dates



We tell you how much you can apply for **before the end of January 2024**



We send your Invitation to Apply on **1 April 2024**



The deadline for sending your application is **midday on 30 May 2024**



We check if your application is eligible **between 3 June 2024 and 7 June 2024**



We work out our decision **between June and August 2024**



We tell you our decision **before 2 September 2024**



We work out funding agreements **between 3 September 2024 and 14 February 2025**



You start your project on **1 April 2025**  
You end your project on **31 March 2026**

# Other information



## Subsidy control rules

A **subsidy** is money is given to a person or an organisation to help them keep the price of their services low.



When money is a subsidy, the rules written in a law called the **Subsidy Control Act** must be followed.



Costs for CPP funded projects are not subsidies. This means the rules in the Subsidy Control Act do not have to be followed.

## Counter fraud measures

**Counter fraud measures** are ways to stop **fraud** happening. **Fraud** is when someone steals money or tries to use it in the wrong way.



We check the money we give out is looked after in the right way.



## Freedom of Information Act

Everyone has a right to know how we spend our money and make our decisions. We follow a law called the **Freedom of Information Act**.

[Click this link to find out more](#)



## Your personal information

Your **personal information** means anything you tell us that lets other people know who you are, like your name or email address.



A **Privacy Notice** is a document that tells you what an organisation does with your personal information.

[Click this link to read our Privacy Notice](#)



## If you want to make a complaint

If you want to make a complaint, send an email to this address

[complaints@artscouncil.org.uk](mailto:complaints@artscouncil.org.uk)

or [click this link](#)

# More information



You can find more on our website.

[Click this link to go to our website](#)



If you want to contact us

- call this telephone number **0161 934 4317**.

You can call from 10am to 4pm.

- or send an email to this address [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)
- or [click this link to contact us on our website](#)



## Access Support

[Click this link to read our Access Support information sheet](#)

Thank you to A2i for the words  
[www.a2i.co.uk](http://www.a2i.co.uk) (reference 38455a)