**Business Plan Review 2018-19 – SSO**

As part of your Funding Agreement we ask you to embed SMART (specific, measurable, actionable, realistic, and time-based) objectives relating to the Arts Council’s goals in your business and accompanying plans.

In this report, we want you to tell us in more detail about your **progress** against those objectives, how your organisation has developed in those areas and what you have achieved by doing it. We would also like you to address the **challenges** you have faced in each of these areas over the past year, what didn’t go so well and what actions you have taken, or are planning to take, to address these challenges.

**You must complete all sections of the form and refer to sources of evidence to validate your reporting e.g. board reports, published critical reviews, audience or survey data.**

In order to complete this report, you will need to refer to the following documents:

* The Business Plan Review Grantium guidance – (to be published on our website March 2019)
* Your business and accompanying plans, with agreed SMART objectives
* The Schedule 1 document, which forms part of your funding agreement
* The published NPO Monitoring Prompts – [Sector Support Organisations](https://www.artscouncil.org.uk/sites/default/files/download-file/ACE_Monitoring_Doc_SSO_Monitoring_Prompts.pdf)

We expect that you have reported to your board, or equivalent, on progress against your business plan, including the SMART objectives that relate to the Arts Council’s goals and that this report will summarise relevant sections of your board reporting.

We will use your responses, as well as evidence gathered throughout the year, to inform our annual feedback. We will also use your answers to get an overview of how the portfolio is performing in specific areas and/or common issues that the portfolio faces.

**Sector support activities**

Please provide a summary of your organisation’s progress and challenges in respect of activities relating to your agreed bespoke sector support objectives (as detailed in section 1.2 of your Schedule 1), your activity plan and any other goal-related SMART objectives:

**Progress**

You can use up to 6000 characters to answer this – 2000 characters per box.

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| Free text box (2,000 characters – approx. 300 words) |

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**Challenges**

You can use up to 6000 characters to answer this – 2000 characters per box.

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| Free text box (2,000 characters – approx. 300 words) |

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| Free text box (2,000 characters – approx. 300 words) |

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| Free text box (2,000 characters – approx. 300 words) |

**Evidence**

You can use up to 500 characters to answer this.

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| Free text box (500 characters – approx. 75 words) |

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| Free text box (500 characters – approx. 75 words) |

**Cross-cutting**

**Equality**

Please provide a summary of your organisation’s progress and challenges in respect of your equality objectives or Equality Action Plan:

**Progress**

You can use up to 2000 characters to answer this.

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| Free text box (2,000 characters – approx. 300 words) |

**Challenges**

You can use up to 2000 characters to answer this.

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| Free text box (2,000 characters – approx. 300 words) |

**Evidence**

You can use up to 500 characters to answer this.

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| Free text box (500 characters – approx. 75 words) |

**Management and finance**

**Management & governance**

Please provide a summary of your organisation’s progress and challenges in respect of management and governance including identifying and mitigating risk, staffing and management structure, governance arrangements, environmental sustainability and board development:

**Progress**

You can use up to 2000 characters to answer this.

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| Free text box (2,000 characters – approx. 300 words) |

**Challenges**

You can use up to 2000 characters to answer this.

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| Free text box (2,000 characters – approx. 300 words) |

**Evidence**

You can use up to 500 characters to answer this.

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| Free text box (500 characters – approx. 75 words) |

**Financial viability**

Please provide a summary of your organisation’s progress and challenges in respect of financial viability including identifying and mitigating risk, income streams, overall financial health, financial planning and resilience:

**Progress**

You can use up to 2000 characters to answer this.

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| Free text box (2,000 characters – approx. 300 words) |

**Challenges**

You can use up to 2000 characters to answer this.

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| Free text box (2,000 characters – approx. 300 words) |

**Evidence**

You can use up to 500 characters to answer this.

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| Free text box (500 characters – approx. 75 words) |

**Attachments**

You must complete all sections of this form however you can use the link below to upload a supporting document, which must relate directly to your 2018-19 business plan delivery e.g. an updated activity plan tracking progress against SMART objectives.

Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

**Click to add attachment...**

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| Space for one attachment |

**Declaration**

**Data protection and freedom of information**

We handle any personal data we receive in accordance with the EU General Data Protection Regulation (2016/679), the UK Data Protection Act 2018 and other applicable laws that regulate the use and privacy of personal data (‘Data Protection Law’). For more information about the personal data that we collect; what we use it for; and your data protection rights, please refer to our [Privacy Notice](https://www.artscouncil.org.uk/freedom-information/data-protection).

As a public organisation we also have to follow the Freedom of Information Act 2000, which may mean we have to provide information about your grant to a member of the public if they request it under the Act.

**\*** Tick this box if you consider any part of your activity report or any supporting documentation to be confidential information and would expect us to treat as such on receipt of a request for information under the Freedom of Information Act.

Please be aware that if we do receive a request for information we will contact you in the first instance to obtain your views on disclosing the information relating to your application and whilst we will take on board your response above, we cannot guarantee that information will not be provided in response to a request as we are required to approach each case individually and ultimately meet our legal obligations.

**Checklist for submitting your business plan review**

**\*** I confirm that, as far as I know, the information in this business plan review is true and correct.

**\*** I confirm that the information contained within the business plan review has been reported to the board.

**\*** I understand that personal data will be collected and used in accordance with The Arts Council’s [Privacy Notice](https://www.artscouncil.org.uk/freedom-information/data-protection) and will be subject to The Arts Council’s obligations under the Data Protection Law and the Freedom of Information Act.

**\*** I confirm I am authorised to submit this business plan review.

**Name**

|  |
| --- |
| User name |