



ARTS COUNCIL ENGLAND

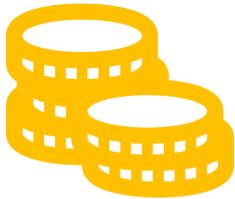
Cultural Capital Kickstart Fund

Guidance for applicants

Easy Read version

August 2020

Cultural Capital Kickstart Fund



This fund will help **existing grant holders** who can show that a **shortfall** in **capital funding** will have a **negative impact** on:

- **delivering** the work set out in their original application
- staying financially **resilient** after they open



This **negative impact** could be because of:

- increased costs due to Covid-19
- raising less money than you expected
- an extended completion date

We will prioritise support to **existing** capital grant holders who can demonstrate:



a strong contribution to the **outcomes** and **investment principles** set out in our new strategy, [Let's Create](#)



national **reach**, **relevance** and **impact**



that the project is critical to the **success** and **vitality** of a place



that a **shortfall** in capital funding due to Covid-19 will have a **negative impact** on your financial resilience after you open



that you've considered all other **options**



that the amount you've requested is in **proportion** to your original grant



that there are likely to be additional contributions to the shortfall in capital funding from other partners or stakeholders, which will come as a result of our funding

Equality objectives

Our equality objectives help us to support communities that have been, or will be, most impacted by:

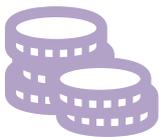
- the pandemic
- social injustice
- wider economic repercussions

The equality objectives are:

- improving access to the sector for disabled, neuro-divergent and D/deaf workers, audiences and participants
- showing meaningful engagement with, and opportunities for, Black, Asian and ethnic minority workers, audiences and participants
- challenging racism and embedding anti-racism values
- addressing specific disadvantages facing children and young people and older people as a result of Covid-19
- improving access to creative and cultural activities to those from lower socio-economic backgrounds

Who can apply?

We can accept applications from **existing capital grant holders** that:



have received a capital grant from one of these strands:

- **Small Capital Grants** (£100,000 to £499,999)
- **Stage Two** award from **Large Capital** (£500,000 or over)
- **Cultural Development Fund** (Round One)
- **Capital Grant in Aid**



started their project by **1 April 2020** and can make a **first payment request** no later than **30 April 2021**



have not received a **final payment** from the existing capital grant by **10 September 2020**



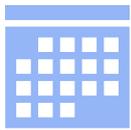
can show an **urgent need** for the additional capital funding, and can show it is essential to the delivery of the benefits set out in their original application



are applying for an amount that is **not more** than the original grant



are applying for something included in the **What can I apply for?** section of this guidance



can show that a **first payment request** will be made by **30 April 2021** and a **final payment request** will be made by **30 April 2022**

Who cannot apply?

We cannot accept applications from organisations that:



have **not** received a capital grant from one of the strands listed in the **Who can apply?** section



are in **Administration**, going through an **insolvency** process, or have been **dissolved**



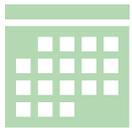
are applying for **more** than the original grant



have had the **final payment** from the existing capital grant by **10 September 2020**



are **not** applying for something listed in the **What can I apply for?** section



cannot show that a first payment request will be made by **30 April 2021**, and a final payment no later than **30 April 2022**

What can I apply for?



Construction costs for refurbishing, modernising or improving arts buildings



Buying **assets** such as equipment, furniture and vehicles



Additional equipment to ensure that you're following **social distancing** and **public health** requirements



Work that increases the **environmental performance** of cultural infrastructure



Improving **access** to cultural buildings



Additional **professional fees** that are directly related to the project



VAT that you cannot get back from **HM Revenue and Customs**



Additional **preliminary costs**, such as extra equipment hire and site security



Costs for getting your organisation **going again**, such as costs from supply shortages or substitute materials



Costs of work falling in a different **season**



Extension of **time claims** from **contractors**



Storage costs, **decant** costs or costs for an **extended rental period**

What cannot be funded?



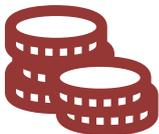
Expenditure that isn't related to **capital** on your **balance sheet**



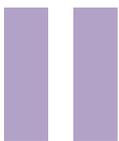
Costs that aren't related to, or caused by, **Covid-19**



Costs that are **already paid for** by **other income**. This might include your existing capital grant, your own funds, or any other funding



General running costs or overheads, such as staffing, rent and insurance



Costs from having to temporarily **stop** activities during the capital project



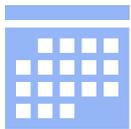
Costs towards **evaluating** your project



Goods, works or services that do not meet the requirements set out in our **Standard Terms and Conditions**



Costs that are **not** essential to delivering the benefits outlined in your original funding agreement



Expenditure from **before 1 April 2020**, or expenditure which **cannot** be claimed for payment by **30 April 2022**



For more details, see the Frequently Asked Questions document which supports this guidance

Applying to this fund



The online application form will open on Grantium at **12pm** on **24 August 2020**. Applications must be submitted by **12pm** on **10 September 2020**



Read this guidance carefully!



Check the information in your applicant profile on Grantium is accurate and up to date

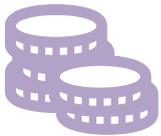


Prepare and submit your application through our [online application portal](#). Your application form will be created for you by the Arts Council. You will receive an email to tell you when it is available.

The application form



We will first ask you some **basic details** including the **amount** you are requesting from us and the **period** you would like our funding to cover



We will then ask you to tell us the project **income** and **expenditure**.



We will then ask you a few questions, which fall under two headings: **'Making a case'** and **'Financial viability'**.

Here's what the questions will ask...



'Making a case'

- **Tell us how your project has been impacted by the Covid-19 pandemic and the urgent need for additional capital funding** (up to 900 characters without spaces, approximately 150 words)

- **Tell us why this increased funding is essential to deliver the intended benefits originally proposed. You should tell us about the actions you have taken to reduce the costs or project scope before approaching us for further funding**
(up to 1,900 characters without spaces, approximately 300 words)

- **Tell us about your organisation's capacity to manage the project through to successful completion, including how you will manage and mitigate risks**
(up to 1,900 characters without spaces, approximately 300 words)

- **Tell us how increased funding would help you contribute to [Let's Create](#). This includes**
 - **how it will support the operator's resilience post opening**
 - **how the project addresses our equality objectives, outlined earlier in this guidance**
(up to 3,100 characters without spaces, approximately 600 words)



‘Financial viability’

- **Tell us what other stakeholders you have approached and whether they have been able to offer additional financial support**
(up to 900 characters without spaces, approximately 150 words)
- **Explain how the Covid-19 pandemic has led to additional cost increases, fundraising underperformance and/or other factors leading to the financial shortfall**
(up to 1,800 characters without spaces, approximately 300 words)
- **Explain how you have calculated the amount you are applying for and whether these amounts are based on professional advice or confirmed quotations or tender documentation**
(up to 1,800 characters without spaces, approximately 300 words)

Attachments



You must upload the following mandatory attachments on the 'Attachments' screen:



a **cashflow**, using the template provided. Your cashflow should show that:

- the grant will be spent on **eligible** capital expenditure
- a **first payment request** can be made no later than **30 April 2021**
- a **final payment** request can be made no later than **30 April 2022**
- we will retain **10%** of the grant until the conditions of the final payment have been met



an up to date **timetable**, which should set out and include all major **milestones**. This should:

- reflect **all parts** of your project
- show when each part is expected to **start** and **finish**



an up to date **risk register** covering all the risks you have identified with your project. It should include:

- the **risk** and the **likelihood** of the risk occurring
- the **impact** on your project if it happens
- how much each risk may **cost**. This is will help you to check if you have enough **contingency** set aside to avoid cash flow problems if something goes wrong
- how you can **prevent** the risk or **deal with (mitigate)** the risk if it does happen
- the **person responsible** for dealing with the risk



letters confirming **increased support** from your **stakeholders**



Attachments can be in any of these **formats**: jpg, xls, xlsx, jpeg, pdf, doc, docx, pptx, and ppt



The combined limit on file size for **all** the attachments taken together is **10 megabytes**

What happens next?



If we need clarification on any of the information you have given us, we will send a request which you will need to respond to within **two working days**



We will use the **prompts** listed in the criteria for the '**Making a case**' and '**Financial viability**' sections to identify the level of need



We will apply **ratings** against the criteria as follows:

- **Not met:** the application does not sufficiently demonstrate need
- **Potential:** the application demonstrates limited need
- **Met:** the application sufficiently demonstrates need

How will we make our decision?



We will make our decisions based on:

- your **application**
- your **supporting attachments**
- our **knowledge** of your organisation
- information we have from **monitoring** your **existing capital project**
- any **further information** we have asked you for
- any **outstanding conditions** you may have from your '**Main Capital Grant Funding Agreement**'



We expect a **high demand** for this fund. Unfortunately we are unlikely to be able to fund all the organisations that apply or make awards at the full level requested



We will consider how well-placed organisations are to help us deliver our new strategy, [Let's Create](#)

This will include consideration of the following **balancing criteria**:



Our equality objectives - We want our funding to go to cultural organisations that reflect the diversity of England. We will look at:

- information taken from your **Grantium profile**
- the **diversity** of your organisation's **leadership**
- your response to the '**Making a case**' section



Geographic spread - We want to support cultural organisations across England. We also consider whether the cultural organisation is based in an area of low cultural engagement, as per the [Active Lives Survey](#)



Stakeholder support - We will look at the extent to which your organisation can show it has **increased financial support** from **other partners**



Contribution to place – We will look at the **relevance** of the project to its wider **cultural context** and the **success** and **vitality** of a **place**

If you are unsuccessful...

We will write to you explaining the main reasons why your application was unsuccessful, and tell you who to contact for more detailed feedback.

If you are successful...

Our decision to offer funding will be subject to your acceptance of a **funding agreement** and our *Standard Terms and Conditions for the Cultural Capital Kickstart Fund*.

The funding agreement **starts** on the date you accept the funding agreement by completing the online '**offer letter acknowledgement**' form.

The funding agreement **ends** when you have met all our **terms and conditions**.

The submission of this form will be your **formal and legal acceptance** of the grant and the terms and conditions that apply to it.

Help is at hand



Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you



For example, if you have any **access support needs**, or use an **access support worker**



enquiries@arts council.org.uk



arts council.org.uk/contact-us



[More](#) details about this fund can be found in the full guidance, which is also available in **Large Print**



arts council.org.uk/CRFcapitalkickstart