

How to Guide: The Activity Plan for applicants to the Investment Principles Support Organisations programme

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Introduction

Welcome to the How to Guide for The Activity Plan for applicants to the Investment Principles Support Organisations programme.

Each applicant will need to complete and provide three updated templates as part of their conditional offer:

- The financial templates
- The Investment Principles Plan
- The Activity Plan for Investment Principles Support Organisations

This guide will show you how to complete The Activity Plan as part of your Investment Principles Support Organisation conditional offer 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 Investment Principles Support Organisations and who needs to complete it?

You will need to complete the new <u>Activity Plan template</u> 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 that enables you to tell us about the activities you propose to deliver to other organisations and individuals to help them in the use of our Investment Principles.

There is only one template, whether you have applied to support use of one, two, three or four of the Investment Principles. 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 a National Portfolio Organisation you will need to complete <u>The Activity Plan for Outcomes</u> rather than The Activity Plan for Investment Principles Support Organisations. 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 four Investment Principles, we advise you to take a look through our strategy Let's Create, where we outline and define our four Investment Principles. You can find this on our <u>website</u>.

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 (INVESTMENT PRINCIPLES SUPPORT ORGANISATIONS) - 2022/4 VIEW WITH AND A CONTRACT AN											
Name of organisation Project URN]										
Projectoria	These cells wil turn grey once you have typed into them. Please do not edit these columns once completed - you should advise on changes in the update columns.						otes to explain	significant variations (for e	xample, a sigr	ificant change in activity d	ays) against pl	anned activity
Primary Investment Principle select one per activity	- Activity	Outputis - please include proposed timings for these, for example which guarter you expect them to happen	Targets and success measures	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 signific 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 FOR ACTIVITY 5								
				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 8								
				CLICK HERE TO ENTER LOCATION FOR ACTIVITY 7								
				CLICK HERE TO ENTER LOCATION FOR								

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.

KEY	COLUMN HEADINGS	EXPLANATORY NOTES	LINKS	FREE CELL FOR TEXT ENTRY	SELECT FROM DROPDOWN	For reference
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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. In the space below, you'll need to quote your Project Unique Reference Number, which was generated when you began making your application on Grantium. This number should start with NPIP.

Name of organisation	
Project URN	NPIP

Investment Principles

To begin, use the drop down highlighted below to select which of our Investment Principles the Activity you are going to deliver will contribute to. This can be either:

- Inclusivity & Relevance
- Environmental Responsibility
- Dynamism
- Ambition & Quality

	ACTIVITY PLAN (INVESTMENT SUPPORT ORGANISATIONS							
	Name of organisation							
	Project URN							
		These cells wil						
	Primary Investment Principle - select one per activity							
1		×						
Env Dyr	usivity & Relevance ironmental Responsibility iamism bition & Quality							
2								

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

	ACTIVITY PLAN (INVEST ORGANISA
	Name of organisation
	Project URN
	Primary Investment Principle - select one per activity
Activity 1	Environmental Responsibility

Activity

You then have a free text box to describe your proposed Activity in the box highlighted below. The Activity should link to the Investment Principle you have selected. There is no character limit on this text box.

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

			on changes in
	Primary Investment Principle - select one per activity	Activity	Output/s - please in timings for these, fo quarter you expect
Activity 1	Environmental Responsibility		

Output/s

To the right of the Activity column is a box for your Output/s. By Output we mean what your activity will produce, such as a publication, training, 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 Investment Principle - select one per activity	Activity	Output/s - please include proposed timings for these, for example which quarter you expect them to happen
Activity 1	Environmental Responsibility		

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.

Pri	imary Investment Principle - select one per activity	Activity	Output/s - please include proposed timings for these, for example which quarter you expect them to happen	Targets and success measures
Activity 1	nvironmental Responsibility		quarter you expect aroun to happen	

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.

		advise on changes in the update columns.					
	Primary Investment Principle - select one per activity	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	Environmental Responsibility					CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1	

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



Location Form

You will see that there is a separate Location Form link for each proposed Activity, and you will need to complete these for every Activity you have entered, even if the location of your Activity is the same.

			advise on changes in the update co	advise on changes in the update columns.						
	Primary Investment Principle - select one per activity	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	Environmental Responsibility					CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1				
Activity 2						CLICK HERE TO ENTER LOCATION FOR ACTIVITY 2				
Activity 3						CLICK HERE TO ENTER LOCATION FOR ACTIVITY 3				
Activity 4						CLICK HERE TO ENTER LOCATION FOR ACTIVITY 4				
Activity 5				1		CLICK HERE TO ENTER LOCATION FOR ACTIVITY 5				

When you follow the link or tab to the Location Form, it will take you to this page:

		None of the activity is based in This activity has a national read		rion, or has a digital output			Click here.	to check the local authority area of	a postcode		
lease select the location	n(s) v here y	lf yo	u are unsure If your ac	num about the precise location tivity isn't going to be delive If your activity has	ber of activi (s) of your a ered in a ph a national	ty days' box at the top of th otivity then complete the 'l ysical or digital location th reach then check the box.	e form. Jusure' box en check the at the top of	er. The number of days entered for e at the bottom of the relevant list(s). e box at the top of the form. the form	ach specifie	d location vill automatically upda	te the 'Tota
		LOCAL AUTH		ENGLAND by ONS reg "Please enter full or half da			in bold)			Location of activity	Number o days
LONDON		MIDLANDS		NORTH		SOUTH EAST		SOUTH WEST		Northern keland	
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	Scotland	-
10	ordays	Amber Valley	ordays	Allerdale	or days	Adur	of days	Bath and North East Somerset	ordays	문 Wales Unsure where yet	
arking and Dagenham		Ashfield	-	Barnsley		Arun		Bournemouth Christohurch and Poole		TOTAL	0
										TOTAL	1 0
eidey		Bassetlav		Barrow-in-Furness		Ashford		Bristol, City of			_
rent		Birmingham		Blackburn with Darven		Babergh		Cheltenham		East Asia & Pacific	4
romley		Blaby		Blackpool		Basildon		Corrival		Europe & Central Asia	4
anden		Bolsover		Bolton		Basingstoke and Deane		Cotswold		5 Latin America & Caribbe an	-
ity of London		Boston		Bradford		Bedford		Dorset		Middle East & North Africa	
Croydon		Bromagrove		Burnley		Bracknell Forest		East Devon		North America	4
alog		Browtowe		Bury		Braintree		Exeter		South Asia	
infield		Cannock Chase		Calderdale		Breckland		Forest of Dean		Sub-Saharan Africa	
Reenvich		Charnwood		Carlisle		Brentwood		Gloucester		Unsure where yet	
lackney		Chesterfield		Cheshire East		Brighton and Hove		Isles of Soilly		TOTAL	0
lammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland		Mendip			
taringev		Derby		Chodey		Brosbourne		MidDevon		Broadcast (radio or TV)	
farrow		Derbyshire Dales		Copeland		Buckinghamshire		North Devon		E Onine	
favering		Dudley		County Durham		Cambridge		North Somerset		O Immercia alimeter active	Ö
tilingdon		East Lindsev		Craven		Canterbury		Plamouth		C Other	
foundlow		East Staffordshire		Darlington		Castle Point		Sedgemoor			
lington		Erevash		Doncaster		Central Bedfordshire		Somerset West and Taunton			
Censington and Chelsea		Geding	-	East Riding of Yorkshire		Cheimsford		South Gloucestershire			
Ingston upon Thames		Harborough		Eden		Chervel		South Hama			
ambeth		Herefordshire, County of		Fulde		Chichester		South Somerset			
evisham		High Peak		Gateshead		Colchester		Stroud			
Aerton		Hinckley and Bosworth		Hakon		Crawley		Swindon			
leyham		Leicester		Hambleton		Dacorum		Teignbridge			
Redbridge		Lichfield	-	Harrogate		Dartford		Teykesbury			
ichmond upon Thames		Lincoln		Hartlepool		Dover		Torbay			
jouthwark		Makern Hills		Hundburn		East Cambridgeshire		Torridge			
and the second s		Mansfield		Isle of Man		East Hampshire		West Devon			
over Hamlets		Mekon		Kingston upon Hull, City of		East Hertfordshire		Witchice			
/altham Forest		Nev ark and Shervood		Kirklees		East Suffolk		Unsure where set			
/andsvorth		Nev castle-under-Lume		Knowsley		Eastbourne		TOTAL	0		
lestminster		North East Derbyshire		Lancaster		Easteigh		10110			
Insure where yet		North Kesteven		Leeds		Elmbridge					
TOTAL	0	North North amptonshire		Liverpool		Epping Forest					
TOTAL	1	North Warvickshire				Epping Forest Epsom and Evel	-				
				Manchester							
		North West Leicestershire		Middlesbrough		Fareham	-	1			
		Nottingham		New castle upon Tyne		Fenland					

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

If your Activity is not location-specific

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 Select 'Yes' at the top of the form as highlighted below.

ACTIVITY 1	Total number of days proposed for this activity 0 The activity is not based in a physical location, or has a digital output	Yes
RETURN TO ACTIVITY PLAN	This activity has a national reach	

Digital Activity

If your Activity will be delivered and published digitally, please use the tick boxes to the right of the location form.

	Location of activity	Number of days
щ	Northern Ireland	
° ×	Scotland	
S	Northern Ireland Scotland Wales Unsure where yet	
R	Unsure where yet	
	TOTAL	0
_	East Asia & Pacific	
M	Europe & Central Asia	
2	Latin America & Caribbean	
F	Middle East & North Africa	
RN	North America	
NTERNATIONAL	South Asia	
Z	Sub-Saharan Africa	
	Unsure where yet TOTAL	0
	TOTAL	U
1	Broadcast (radio or TV)	
IA	Online	
DIGITAI	Immersive/interactive	
	Other	

In the Digital tick 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.

F	Broadcast (radio or TV)	
Ě	Online	
0	Immersive/interactive	
	Other	

Local Authorities

In the middle of the Location Form, highlighted below, you will see a list of Local Authorities split into the five English regions: London, North, Midlands, South East and South West. These regions have been categorised using the Office for National Statistics regional definitions.

		Total number of days proposed for	or this activity	0		_	Click here	e to check the local authority area of	a postcode		
ACTIVITY 1 RETURN TO ACTIVITY PLAN	-	The activity is not based in a phys This activity has a national reach		has a digital output	Yes						
Please select the location	(s) where yo	ar activity is anticipated to t	ake place an	d enter the approximate num	ber of days y activity day	your activity will be carried ys' box at the top of the for	out over. The m.	number of days entered for each spe	ecified locatio	n will automatically update the 'To	otal number of
			lf your	activity isn't going to be de	livered in a p	physical or digital location	then select ye	s in the dropdown above.			
	100		0 ha 0 0 \$ ra			al reach then select yes in t					Number o
LONDON		AL AUTHORITIES - ENGLAN	,	"Please enter full or half d NORTH	ays as numb	ers only SOUTH EAST				Location of activity	days
Local Authority	Number of	Local Authority	Number of	Local Authority	Number of	Local Authority	Number of	SOUTH WEST Local Authority	Number of	Northern Ireland Scotland	
Barking and Dagenham	days	Amber Valley	days	Allerdale	days	Ader	days	Bath and North East Somerset	days	Wales	
Barnet Bexley		Ashfield Bassetlaw		Barnsley Barrow-in-Furness		Area Ashford		Bournemouth, Christchurch and Poole Bristol, City of		TOTAL	0
Breat Bromley		Birminghom Bloby		Blackburn with Darwen Blackpool		Babergh Basildon		Cheltenham Cornwall		East Asia & Pacific Europe & Central Asia	
Canden City of London Croydon		Bolsover Boston		Bolton Bradford		Basingstoke and Deane Bedford Bracknell Forest		Cotswold Dorset		E Latin America & Caribbean Middle East & North Africa	
Croydon Coling Enfield		Bromsgrove Broxtowe		Burnley		Braintree	-	Dorset East Devon Exeter		South Asia	
Enfield Greenwich		Cannock Chase Charnwood		Calderdale Carlisle		Breckland Breatwood		Forest of Dean Gloucester		Sub-Saharan Africa	
lackney lammersmith and Fulham	_	Chesterfield Coventry		Cheshire East Cheshire West and Chester		Brighton and Hove Broadland		Isles of Scilly Meedin		TOTAL	0
faringey farrow		Derby Derbyshire Dales		Chorley Copeland		Broxbourne Buckinghamshire		Mid Devon North Devon		Broadcast (radio or TV)	
favoring fillingdon				County Durham Craven		Cambridge Casterbury		North Somerset Plymouth		Immersire/interactive	
tounslow		East Lindsey East Staffordshire		Darlington		Castle Point		Sedgemoor			
slington Kensington and Chelsea Ginaston upon Thames		Erewash Gedling Harborough		Boncaster East Riding of Yorkshire		Central Bedfordshire Chelmsford Cherwell		Somerset West and Taunton South Gloucestershire South Huma			
Kingston upon Thames ambeth .ewisham		Harborough Herefordshire, County of High Peak		Eden Fylde Gateshead		Chichester Colchester		South Home South Somerset Stroud			
ewisham Vierton Newham		Hinckley and Bosworth		Halton		Crawley		Swindon			
Redbridge Richmond upon Thames		Leicester Lichfield Lincoln		Hambleton Harrogate Hartlepool		Dactorum Dartford Dover		Teignbridge Tewkesbury Torbay			
Southwark Sutton		Lincoln Mahrenn Hills Mansfield		Hyadbura Isle of Man		Dover East Cambridgeshire East Hampshire	-	Torridge West Devon			
Forwer Hamlets Waltham Forest		Melton Newark and Sherwood		Kingston upon Hull, City of Kirklees		East Hertfordshire East Suffolk	-	Wiltshire Unsure where yet			
Wandsworth		Newcastle-under-Lyme North East Derbyshire		Knowsley		Eastbourne		TOTAL	0		
w'estminster Unsure where vet		North Kesteren		Lancaster Leeds		Eastleigh Elmbridge					
TOTAL	0	North Northamptonshire North Warwickshire North West Leicestershire		Liverpool Manchester		Epping Forest Epsom and Ewell					
				Middlesbrough Neucastle upon Tyne		Fareham Fealand					
		Nuneaton and Bedworth Oadby and Wigston		Newcastle upon Tyne North East Lincolnshire North Lincolnshire		Folkestone and Hythe Gosport					
		Redditch Regby		North Tyneside Northumberland		Gravesham Great Yarmouth					
		Rushcliffe Rutland Saadwell		Oldham Pendle Preston		Guildford Harlow					
		Shropshire		Redcar and Cleveland		Hart Hastings					
		Solibull South Derbyshire South Holland		Ribble Valley Richmondshire		Havant Hertsmere					
		South Holland South Kesteven South Staffordshire		Rochdale Rossendale Rotherham		Horsham Huntingdonshire					
				Bredale		lpswich Isle of wight					
		Staffordshire Moorlands Stoke-on-Trent		Salford Scarborough Sefton		King's Lynn and West Nor Lowes Luton	tolk				
		Stratford-on-Avon Tamworth		Selby		Maidstone					
		Telford and Wrekin Valsall		Sheffield South Lakeland		Maldon Medway					
		Warwick West Lindsey		South Ribble South Tyneside St. Helens		Mid Suffolk Mid Sussex					
		West Northamptonshire Volverhampton		St. Helens Stockport Stockton-on-Tees		Milton Keynes Mole Valley					
		Worcester Wychovon Wyre Forest		Stockton-on-Tees Sunderland Tameside		New Forest North Hertfordshire North Norfolk					
		Unsure where yet		Trafford		Norwich		1			
		TOTAL	0	Wakefield Warrington		Oxford Peterborough Portsmouth					
				Varriagton Vest Lancaskire Vigan Virral Vyre Vark							
				Wirral Wirre		Reading Reigate and Banstead Rochford Dath or					
				Unsure where vet		Runymede					
				TOTAL	0	Rushmoor					
						Sevenoaks Slowgh South Cambridgeshire South Norfolk					
						Southampton Southend-on-Sea					
						St Albans					
						Stevenage Surrey Heath					
						Swale Tandridge					
						Teadring Test Valley Thanet					
						Three Rivers					
						Thurrock Tonbridge and Malling					
						Tunbridge Wells Uttlesford					
						Vale of White Horse Watford					
						Warerley Wealden		1			
						Welwyn Hatfield West Berkshire West Oxfordshire					

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 <u>guidance</u> 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		Allerdale		Adur		Bath and North East Somerset	
Barnet		Ashfield		Barnsley		Arun		Bournemouth, Christchurch and Poole	
Bexley		Bassetlav		Barrow-in-Furness		Ashford		Bristol, City of	
Brent		Birmingham		Blackburn with Darwen		Babergh		Cheltenham	
Bromley		Blaby		Blackpool		Basildon		Cornval	
Camden		Bolsover		Bolton		Basingstoke and Deane		Cotswold	
City of London		Boston		Bradford		Bedford		Dorset	
Croydon		Bromsgrove		Burnley		Bracknell Forest		East Devon	
Ealing		Brostowe		Bury		Braintree		Exeter	
Enfield		Cannock Chase		Calderdale		Breckland		Forest of Dean	
Greenvich		Charnwood		Carlisle		Brentwood		Gloucester	
Hackney		Chesterfield		Cheshire East		Brighton and Hove		Isles of Soilly	
Hammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland		Mendip	
Haringev		Derby		Chorley		Brosbourne		Mid Devon	
Harrow		Derbyshire Dales		Copeland		Buckinghamshire		North Devon	
Havering		Dudley		County Durham		Cambridge		North Somerset	
Hillingdon		East Lindsey		Craven		Canterbury		Plymouth	
Hounslow		East Staffordshire		Darlington		Castle Point		Sedgemoor	
sington		Erewash		Doncaster		Central Bedfordshire		Somerset West and Taunton	
Kensington and Chelsea		Gedling		East Riding of Yorkshire		Chelmsford		South Gloucestershire	
Kingston upon Thames		Harborough		Eden		Chervell		South Hams	
Lambeth		Herefordshire, County of		Fylde		Chichester		South Somerset	
Levisham		High Peak		Gateshead		Colchester		Stroud	
Merton		Hinckley and Bosworth		Halton		Crawley		Swindon	
Newham		Leicester		Hambleton		Dacorum		Teignbridge	
Redbridge		Lichfield		Harrogate		Dartford		Tewkesbury	
Richmond upon Thames		Lincoln		Hartlepool		Dover		Torbay	
Southwark		Malvern Hills		Hyndburn		East Cambridgeshire		Torridge	
Sutton		Mansfield		Isle of Man		East Hampshire		West Devon	
Tover Hamlets		Melton		Kingston upon Hull, City of		East Hertfordshire		Wiltshire	
Waltham Forest		Newark and Sherwood		Kirklees		East Suffolk		Unsure where yet	
Wandsworth		Newcastle-under-Lyme		Knowsley		Eastbourne		TOTAL	0
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 Evel			
		North West Leicestershire		Middlesbrough		Fareham			
		Nottingham		New castle upon Tyne		Fenland			

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.

	Total number of days proposed for this activity 0	
ACTIVITY 1	The activity is not based in a physical location, or has a digital output	Yes
RETURN TO ACTIVITY PLAN	This activity has a national reach	

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.

Kensington and Chelsea	
Kingston upon Thames	
Lambeth	
Lewisham	
Merton	
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 on 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 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
щ	Northern Ireland Scotland Wales Unsure where vet	
⊢ ×	Scotland	
S ⊃	Wales	
2	Unsure where yet	
	TOTAL	0
	East Asia & Pacific	
NTERNATIONAL	Europe & Central Asia	
ē	Latin America & Caribbean	
Ā	Middle East & North Africa	
ž	North America	
臣	South Asia	
Ξ	Sub-Saharan Africa	
_	Unsure where yet	
	TOTAL	0
P	Broadcast (radio or TV)	
DIGITAL	Online	
8	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.

Somerset West and Taunton	
South Gloucestershire	
South Hams	
South Somerset	-
Stroud	3
Swindon	
Teignbridge	0.5
Tewkesbury	
Torbay	0.5
Torridge	
West Devon	0.5
Wiltshire	
Unsure where yet	
TOTAL	9.5

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
Ъ	Northern Ireland	3
Ч¥	Scotland	6
SUD	Northern Ireland Scotland Wales Unsure where vet	
R	Unsure where yet	2
	TOTAL	11
		,
_	East Asia & Pacific	
INTERNATIONAL	Europe & Central Asia	4
ō	Latin America & Caribbean	
∎ ∎	Middle East & North Africa	
ž	North America	1
Ë	South Asia	
L N	Sub-Saharan Africa	
-	Unsure where yet	
	TOTAL	5
AL	Broadcast (radio or TV)	
E	Online	
DIGITAL	Immersive/interactive	
	Other	

Return to Activity Plan

When you have provided the location information for your activity, click 'Return to Activity Plan' or navigate using the tabs at the bottom of the window. 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 (Investment Principles) and Investment Principles Plans templates for updates and reporting to your board.

In the Activity Plan, there is a box for an update 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								

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 Plan', 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.				
			Date .	
Document Type	Required?	Description	attached Download	
1. Activity Plan	Required? Yes	Activity plan		
	•	•	attached	
1. Activity Plan	Yes	Activity plan	attached Download	
1. Activity Plan 2. Investment Principles plan	Yes Yes	Activity plan IP plan	12/10/2022 0	

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 D	etails
* Document Description: Actin	vity Template
File Name: Acti	vity Plan.xlsx
Document Type: Acti	vity plan 2023/24 (Investment Principles support)
Maximum Size: 10 M	ИВ
Allowable Formats: jpg,	zip, xls, xlsx, jpeg, pdf, doc, docx, pptx, ppt
Instructions:	
Save & Back to List Check Spellin	Back to List

For further guidance on how to use Grantium, see the <u>Grantium guidance</u> 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 designed to support the use of our Investment Principles. 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 designed to support individuals or organisations embed our Investment Principles. 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 proposed activity, and how the best possible value of our investment can be achieved.

Activity type	Definition	Calculating the number of delivery days
Live event / conference etc	An event with a live audience. These may be delivered in a single venue or across multiple locations	Each event day should be classed as one day of activity (ie if there are 2 or 3 iterations of the same event in one day,
	The activity may take place over a single day or over a number of days.	then these should be grouped as a single day of activity). If for instance an event is repeated three times on separate days then you should show this as 3 days in the Location Form

An exhibition	An exhibition (eg an exhibition in a museum) that is accessed by a live audience. Exhibitions may take place in a single location or visit multiple venues/locations, either simultaneously or consecutively.	Exhibitions 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 it should be classed as 14 days of activity).
Digital experience, stream or broadcast	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 events and conferences that are streamed live or broadcast as a recording of a live event. Typically, these activities will not be location-specific (ie if they can be experienced widely online, on personal devices or via broadcast). However, there may be occasions where digital activities are more location specific (ie site specific immersive experiences and exhibitions, digital tours and online participatory work with specific communities)	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 from. If your activity is also location specific, then please ensure you tick the relevant digital activity box/es and provide the number of presentation days in each location.

	These sets it is the set	
Participatory sessions/training workshops	These activities will usually focus on engaging individuals and communities for a specific purpose related to the relevant Investment Principles	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	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 or event, then you should treat it as an event as outlined above.