

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

2024/25

Arts Council England



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Introduction

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

Each applicant will need to complete and provide three updated templates on an annual basis as part of their funding agreement:

- **The financial template**
(<https://www.artscouncil.org.uk/media/22090/download?attachment>)
- **The Investment Principles Plan**
(<https://www.artscouncil.org.uk/media/22091/download?attachment>)
- **The Activity Plan for Investment Principles Support Organisations**
(<https://www.artscouncil.org.uk/media/22089/download?attachment>)

This guide will show you how to complete The Activity Plan 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 **Activity Plan template** (<https://www.artscouncil.org.uk/media/22089/download?attachment>) annually as part of your funding requirements, to form the basis of your ongoing monitoring for each funding year.

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 2024-2025.

If you are a National Portfolio Organisation you will need to complete **The Activity Plan for Outcomes 2024/25** (<https://www.artscouncil.org.uk/media/22088/download?attachment>) rather than The Activity Plan for Investment Principles Support Organisations 2024/25. You can find all the resources and information you need to complete this template on our website.

Why are we using it?

We request this information using a template to ensure the information we received is consistent and comparable. We need an updated template at the start of each funding year, 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, you can take a look through our strategy Let's Create, where we outline and define our four Investment Principles. You can find this on our **website** (<https://www.artscouncil.org.uk/lets-create/investment-principles>).

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) - 2024/25

KEY: COLUMN HEADERS, EXPLANATORY NOTES, LINKS, FREE CELL FOR TEXT ENTRY, SELECT FROM DROPDOWN

Name of organisation: _____
Project URN: _____

These cells will 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.

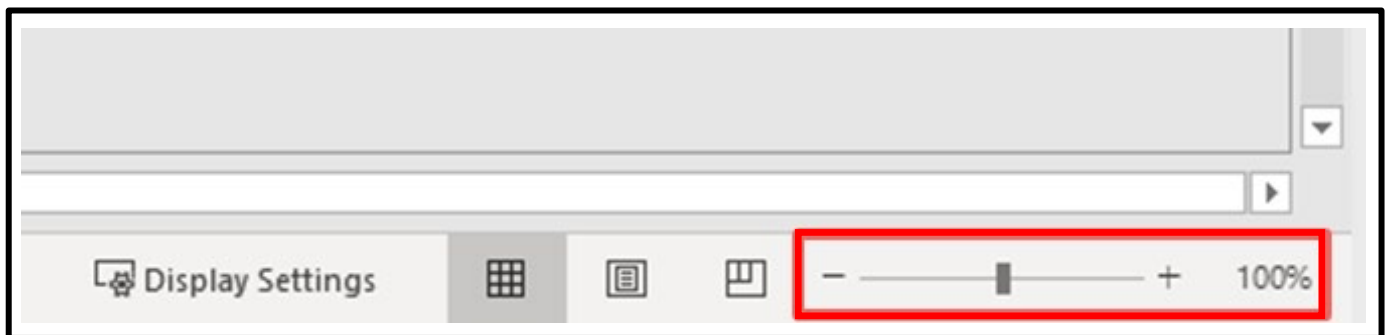
Primary Investment Principle - select one per activity	Activity	Outputs - please include proposed timings for these, for example which quarter you expect them to happen	Targets and success measures	LOCATION DETAILS
Activity 1				CLICK HERE TO ENTER LOCATION FOR ACTIVITY
Activity 2				CLICK HERE TO ENTER LOCATION FOR ACTIVITY
Activity 3				CLICK HERE TO ENTER LOCATION FOR ACTIVITY

Activity Plan | Activity 1 | Activity 2 | Activity 3 | Activity 4 | Activity 5 | Activity 6 | Activity 7 | Activity 8 | ...

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.

COLUMN HEADINGS	EXPLANATORY NOTES	LINKS	FREE CELL FOR TEXT ENTRY	SELECT FROM DROPDOWN
------------------------	--------------------------	--------------	---------------------------------	-----------------------------

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. 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 (or NPTP if you are a Transfer organisation).

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 and Relevance
- Environmental Responsibility
- Dynamism
- Ambition and Quality

ACTIVITY PLAN (INVESTMENT SUPPORT ORGANISATIONS)	
Name of organisation	
Project URN	
	These cells will
Primary Investment Principle - select one per activity	
Activity 1	<div style="border: 1px solid black; padding: 5px;"><p>Inclusivity & Relevance</p><p>Environmental Responsibility</p><p>Dynamism</p><p>Ambition & Quality</p></div>
Activity 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 (INVESTMENT PRINCIPLES) ORGANISATION	
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 award includes additional investment.

These cells will turn grey once you have typed into them. Please do not edit these columns once completed - you should ac		
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		

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.

These cells will turn grey once you have typed into them. Please do not edit these columns once completed - you should ac		
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.

Primary Investment Principle - select one per activity	Activity	Outputs - please include proposed timings for these, for example which quarter you expect them to happen	Targets and success measures
Activity 1 Environmental Responsibility			

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.			
Activity	Outputs - please include proposed timings for these, for example which quarter you expect them to happen	Targets and success measures	LOCATION DETAILS
			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.

Activity 9						CLICK HERE TO ENTER LOCATION FOR ACTIVITY 9			
Activity 10						CLICK HERE TO ENTER LOCATION FOR ACTIVITY 10			
▶ Activity Plan Activity 1 Activity 2 Activity 3 Activity 4 Activity 5 Activity 6 Activity 7 Activity 8 / ...									

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 columns.					
	Primary Investment Principle - select one per activity	Activity	Outputs - 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					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:

ACTIVITY 1

[RETURN TO ACTIVITY PLAN](#)

Total number of days proposed for this activity:

The activity is not based in a physical location, or has a digital output:

This activity has a national reach:

[Click here to check the local authority area of a postcode](#)

Please select the location(s) where your activity is anticipated to take place and enter the approximate number of days your activity will be carried out over. The number of days entered for each specified location will automatically update the 'Total number of activity days' box at the top of the form.

If your activity isn't going to be delivered in a physical or digital location then select yes in the dropdown above. If your activity has a national reach then select yes in the dropdown below.

LOCAL AUTHORITIES - ENGLAND by ONS region - Levelling Up for Culture Places (and the five Priority Places in London) are shown in bold										Location of activity		Number of days
Please enter full or half days as numbers only										REST OF UK	INTERNATIONAL	DIGITAL
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		Alford		Adur		Bath and North East Somerset		Northern Ireland		
Barnet		Ashfield		Alford		Arun		Bournemouth, Christchurch and Poole		Scotland		
Bexley		Bassetlaw		Barrow-in-Furness		Asford		Bristol City of		Wales		
Brent		Birmingham		Blackburn with Darwen		Basingstoke and Deane		Cheltenham		Unsure where yet		
Bromley		Blaby		Blackpool		Bedford		Cherwell		TOTAL	0	
Camden		Bolton		Bolton		Barnstaple		Cherwell				
City of London		Bolton		Bolton		Barnstaple		Cherwell				
Croydon		Bromsgrove		Burnley		Barnstaple		Cherwell				
Ealing		Bromsgrove		Burnley		Barnstaple		Cherwell				
Enfield		Bromsgrove		Burnley		Barnstaple		Cherwell				
Greenwich		Bromsgrove		Burnley		Barnstaple		Cherwell				
Hackney		Bromsgrove		Burnley		Barnstaple		Cherwell				
Hammersmith and Fulham		Bromsgrove		Burnley		Barnstaple		Cherwell				
Haringey		Bromsgrove		Burnley		Barnstaple		Cherwell				
Harrow		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Havering		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Hillingdon		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Hounslow		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Islington		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Kensington and Chelsea		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Kingston upon Thames		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Lambeth		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Lewisham		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Merton		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Newham		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Redbridge		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Richmond upon Thames		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Southwark		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Sutton		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Tower Hamlets		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Waltham Forest		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Wandsworth		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Westminster		Bromsgrove		Burnley		Barnstaple		Cherwell				
 Unsure where yet		Bromsgrove		Burnley		Barnstaple		Cherwell				
 TOTAL	0											

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.

Total number of days proposed for this activity	0	
The activity is not based in a physical location, or has a digital output		<input type="checkbox"/>
This activity has a national reach		<input type="checkbox"/>

Digital Activity

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

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.

DIGITAL	Broadcast (radio or TV)	<input type="checkbox"/>
	Online	<input type="checkbox"/>
	Immersive/interactive	<input type="checkbox"/>
	Other	<input type="checkbox"/>

As shown below, the Local Authorities that are in bold are the Arts Council's **Priority Places** (<https://www.artscouncil.org.uk/your-area/priority-places#section-1>), 54 places across the five English regions, we have identified where we want to increase both our staff, resources, and financial investment.

ACTIVITY 1		Total number of days proposed for this activity		0		Click here to check the local authority area of a postcode			
RETURN TO ACTIVITY PLAN		The activity is not based in a physical location, or has a digital output							
		This activity has a national reach							
Please select the location(s) where your activity is anticipated to take place and enter the approximate number of days your activity will be carried out over. The number of days entered for each specified location will automatically update the 'Total'.									
If your activity isn't going to be delivered in a physical or digital location then select yes in the dropdown above. If your activity has a national reach then select yes in the dropdown below									
LOCAL AUTHORITIES - ENGLAND by ONS region - Levelling Up for Culture Places (and the five Priority Places in London) are shown in bold *Please enter full or half days as numbers only*									
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		Alderley		Adur		Bath and North East Somerset	
Barnet		Ashfield		Barnsley		Arun		Bournemouth, Christchurch and Poole	
Bexley		Bassetlaw		Barrow-in-Furness		Ashford		Bristol, City of	
Brent		Birmingham		Blackburn with Darwen		Babergh		Cheltenham	
Bromley		Blaby		Blackpool		Basildon		Cornwall	
Camden		Bolsover		Bolton		Basingsstoke and Deane		Cotswold	
City of London		Boston		Bolton		Bedford		Dorset	
Croydon		Bromsgrove		Burnley		Bracknell Forest		East Devon	
Ealing		Broxtove		Bury		Braintree		Exeter	
Enfield		Cannock Chase		Calderdale		Breckland		Forest of Dean	
Greenwich		Charnwood		Carlisle		Brentwood		Gloucester	
Hackney		Chesterfield		Cheshire East		Brighton and Hove		Isles of Scilly	
Hammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland		Mendip	
Haringey		Derby		Chorley		Broxbourne		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	
Islington		Erewash		Doncaster		Central Bedfordshire		Somerset West and Taunton	
Kensington and Chelsea		Gedling		East Riding of Yorkshire		Chelmsford		South Gloucestershire	
Kingston upon Thames		Harborough		Fylde		Chenwell		South Hams	
Lambeth		Herefordshire, County of		Gateshead		Chichester		South Somerset	
Lewisham		High Peak		Halton		Colchester		Stroud	
Merton		Hinckley and Bosworth		Hambleton		Crawley		Swindon	
Newham		Leicester		Harrrogate		Dacorum		Teignbridge	
Redbridge		Lichfield		Hartlepool		Dartford		Tewkesbury	
Richmond upon Thames		Lincoln		Hyndburn		Dover		Torbay	
Southwark		Malvern Hills		Isle of Man		East Cambridgeshire		Torridge	
Sutton		Mansfield		Kingston upon Hull, City of		East Hampshire		West Devon	
Tower Hamlets		Melton		Kirkcaldy		East Hertfordshire		Wiltshire	
Waltham Forest		Newcastle-under-Lyme		Knowsley		East Suffolk		Unsure where yet	
Wandsworth		North East Derbyshire		Lancaster		Eastbourne		TOTAL	0
Westminster		North Kesteven		Leeds		Eastleigh			
Unsure where yet		North Northamptonshire		Liverpool		Elmbridge			
TOTAL	0	North Warwickshire		Manchester		Epping Forest			
		North West Leicestershire		Middlesbrough		Epsom and Ewell			
		Nottingham		Newcastle upon Tyne		Fareham			
		Nuneaton and Bedworth		North East Lincolnshire		Fenland			
						Folkestone and Hythe			

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 on the next page. For more guidance on calculating the number of days for different types of Activity, read the **guidance** found at the end of this guide (see page 22).

ACTIVITY 1		Total number of days proposed for this activity	0	Click here to check the local authority area of a postcode	
RETURN TO ACTIVITY PLAN		The activity is not based in a physical location, or has a digital output			
		This activity has a national reach			

Please select the location(s) where your activity is anticipated to take place and enter the approximate number of days your activity will be carried out over. The number of days entered for each specified location will automatically update the 'Total number of activity days' box at the top of the form.

If your activity isn't going to be delivered in a physical or digital location then select yes in the dropdown above.
If your activity has a national reach then select yes in the dropdown below

LOCAL AUTHORITIES - ENGLAND by ONS region - Levelling Up for Culture Places (and the five Priority Places in London) are shown in bold										Location of activity		Number of days	
LONDON		MIDLANDS		NORTH		SOUTH EAST		SOUTH WEST		REST OF ENGLAND	INTERNATIONAL	DIGITAL	
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		Northern Ireland			
Barnet		Ashfield		Barnsley		Arun		Bournemouth, Christchurch and Poole		Scotland			
Barnley		Bassetlaw		Barrow-in-Furness		Ashford		Bristol, City of		Wales			
Brent		Birmingham		Blackburn with Darwen		Babergh		Buckingham		Unsure where yet			
Bromley		Blaby		Blackpool		Basildon		TOTAL	0				
Camden		Bolsover		Bolton		Basingstoke and Deane				East Asia & Pacific			
City of London		Boston		Bradford		Bedford				Europe & Central Asia			
Croydon		Bromsgrove		Burnley		Bracknell Forest				Latin America & Caribbean			
Ealing		Broxowe		Bury		Brighton and Hove				Middle East & North Africa			
Enfield		Cannock Chase		Calderdale		Breckland				North America			
Greenwich		Charnwood		Carlisle		Brentwood				South Asia			
Hackney		Chesterfield		Cheshire East		Brighton and Hove				Sub-Saharan Africa			
Hammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland				Unsure where yet			
Haringey		Derby		Chorley		Broxbourne				TOTAL	0		
Harrow		Derbyshire Dales		Copeland		Buckinghamshire							
Havering		Dudley		County Durham		Cambridge							
Hillingdon		East Lindsey		Craven		North Somerset							
Hounslow		East Staffordshire		Darlington		Cardenbury							
Islington		Erewash		Doncaster		Castle Point							
Kensington and Chelsea		Gedling		East Riding of Yorkshire		Central Bedfordshire							
Kingston upon Thames		Harborough		Eden		Chelmsford							
Lambeth		Herefordshire, County of		Fylde		Cherwell							
Lewisham		High Peak		Gateshead		Chichester							
Merton		Hinckley and Bosworth		Halton		Colchester							
Newham		Leicester		Hambleton		Swindon							
Redbridge		Lichfield		Harrogate		Teignbridge							
Richmond upon Thames		Lincoln		Hartlepool		Teignbridge							
Southwark		Mansfield		Hyndburn		Teignbridge							
Sutton		Mansfield		Isle of Man		Teignbridge							
Tower Hamlets		Melton		Kingston upon Hull, City of		Teignbridge							
Waltham Forest		Newark and Sherwood		Kirkcaldy		Teignbridge							
Wandsworth		Newcastle-under-Lyme		Knowsley		Teignbridge							
Westminster		North East Derbyshire		Lancaster		Teignbridge							
Unsure where yet		North Kesteven		Leeds		Teignbridge							
TOTAL	0	North Northamptonshire		Liverpool		Teignbridge							
		North Warwickshire		Manchester		Teignbridge							
		North West Leicestershire		Middlesbrough		Teignbridge							
		Nottingham		Newcastle upon Tyne		Teignbridge							
		Nuneaton and Bedworth		North East Lincolnshire		Teignbridge							
						Teignbridge							

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.

ACTIVITY 1		Total number of days proposed for this activity	0	Click here to check the local authority area of a postcode	
RETURN TO ACTIVITY PLAN		The activity is not based in a physical location, or has a digital output	Yes		
		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.

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.

Lambeth	
Lewisham	
Merton	
Newham	
Redbridge	
Richmond upon Thames	
Southwark	
Sutton	
Tower Hamlets	
Waltham Forest	
Wandsworth	
Westminster	
Unsure where yet	
TOTAL	0

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
REST OF UK	Northern Ireland	
	Scotland	
	Wales	
	Unsure where yet	
	TOTAL	0
INTERNATIONAL	East Asia & Pacific	
	Europe & Central Asia	
	Latin America & Caribbean	
	Middle East & North Africa	
	North America	
	South Asia	
	Sub-Saharan Africa	
	Unsure where yet	
TOTAL	0	
DIGITAL	Broadcast (radio or TV)	
	Online	
	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	11	
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
REST OF UK	Northern Ireland	
	Scotland	1
	Wales	
	Unsure where yet	
	TOTAL	1
INTERNATIONAL	East Asia & Pacific	3
	Europe & Central Asia	
	Latin America & Caribbean	5
	Middle East & North Africa	
	North America	2
	South Asia	
	Sub-Saharan Africa	
	Unsure where yet	
TOTAL	10	
DIGITAL	Broadcast (radio or TV)	
	Online	
	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) a					
FROM ILS	Q1 update	Q1 notes on significant variations	Q2 update	Q2 notes on significant variations	Q3 update
K TO ER ION R ITY 1					
K TO ER ION R ITY 2					
K TO ER ION R ITY 3					
K TO ER ION R ITY 4					
K TO ER ION R ITY 5					

Uploading the template to Grantium

Once you have completed the template, you will need to upload it as an attachment as part of your April 2024 payment request on our online system Grantium.

To upload your completed template, click on the blue link titled 'Activity Plan', as shown below.

Document Type	Required?	Description	Date attached	Download
1. Activity Plan	Yes	Activity plan		
2. Investment Principles plan	Yes	IP plan		
3. Financial document	Yes	Financials		

This e-Form has been submitted

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 and Back to List' to return to the previous page and continue with your payment request.

Attachment Details

* Document Description:

File Name: Activity Plan.xlsx

Document Type: Activity plan

Maximum Size: 10 MB

Allowable Formats: jpg, zip, xls, xlsx, jpeg, pdf, doc, docx, pptx, ppt

Instructions:

For further guidance on how to use Grantium, see the **Grantium guidance** (<https://www.artscouncil.org.uk/grantium-support>) on our website.

Calculating the number of delivery days for your proposed activity

The updated Activity Plan that you need to complete 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: Live event / conference etc

- **Definition:**

An event with a live audience. These may be delivered in a single venue or across multiple locations.

The activity may take place over a single day or over a number of days.

- **Calculating the number of delivery days:**

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, 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

Activity type: An exhibition

- **Definition:**

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.

- **Calculating the number of delivery days:**

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).

Activity type: Digital experience, stream or broadcast

- **Definition:**

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)

- **Calculating the number of delivery days:**

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 form.

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.

Activity type: Participatory sessions/training workshops

- **Definition:**

These activities will usually focus on engaging individuals and communities for a specific purpose related to the relevant Investment Principles

- **Calculating the number of delivery days:**

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).

Activity type: Development activity

- **Definition:**

You should only include development activity that results in an output that is public facing eg a publication

- **Calculating the number of delivery days:**

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.

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