## How to Guide:

The Activity Plan for Outcomes for National Portfolio Organisations

2024/25

Arts Council England



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## Introduction

Welcome to the How to Guide for the Activity Plan for Outcomes for National Portfolio Organisations.

Each applicant will need to complete three updated templates on an annual basis to form 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 Outcomes (https://www.artscouncil.org.uk/media/22088/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 Outcomes and who needs to complete it?

The Activity Plan is a template for you to use to tell us how your organisation's proposed activity for the 2024-2025 funding year will contribute to our Let's Create Outcomes and their associated Elements.

There is only one Activity Plan template to complete, whether you have applied to deliver against one, two or three of the Outcomes. 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.

You will need to complete the **Activity Plan template** (https://www.artscouncil.org.uk/media/22088/download? attachment) annually as part of your funding requirements, to form the basis of your ongoing monitoring for each funding year.

If you are an Investment Principles Support Organisation you will need to complete the **Activity Plan for Investment Principles Support Organisations** (https://www.artscouncil. org.uk/media/22089/download?attachment) rather than the Activity Plan for Outcomes. 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 as part of your funding agreement using a template to ensure the information we receive is consistent and comparable. We need an updated template at the start of each funding year that will form part of your funding monitoring, 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 three Outcomes, we advise you to take a look through our strategy Let's Create, where we outline and define our three Outcomes. You can find this on our **website** (https://www.artscouncil.org.uk/outcomes-0).

# 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 (OUTCOMES) - 2024/25				KEY	COLUMN EXPLANATORY LINKS FOL
		ACTIVIT	T PLAN (00100WES) - 2024/25		KET .	HEADINGS NOTES LINKS FOI
	Name of organisation					
			These cells wil turn g	rey once you have	typed into them. Please do not edit these columns once completed - you should ad	vise on changes in the update colum
	Primary OUTCOMES - select one per activity.	Element	Activity		Output/s - please include proposed timings for these, for example which quarter you expect them to happen	Targets ar
Activity 1		D E F G H J J K M M N N P Q R				
Activity 2		A B C D E F G H J K L M N N O P C				
)	Activity Plan Activity 1	1 Activity 2	Activity 3 Activity 4 Activity 5 Activity 6 Activi	ty 7 Activity 8	Activity 9 Activity 10 🕂 : 4	Þ

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.

If you wish to alter your view of the template, you can use the zoom function to the bottom right of your screen.

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G Display Settings	⊞	E	 1	+	100%

In this box in the top left of the main Activity Plan, you'll need to state the name of the organisation.

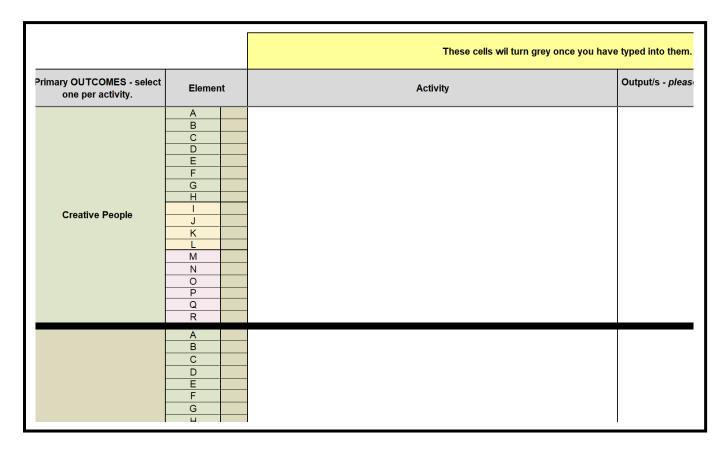
Name of organisation	

#### Outcomes

To begin, use the drop down highlighted below to select which primary Outcome the activity you are going to deliver will contribute to. This can be either:

- Creative People
- Cultural Communities or
- A Creative and Cultural Country

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



### Elements

Once you have selected the primary Outcome, you must indicate which associated Elements of the selected Outcome your Activity will fulfil by selecting 'Yes' or 'No' from the dropdown menu beside each Element. You can select multiple elements, but you should ensure you only select those that relate to the primary Outcome you chose for that Activity. You must select at least one Element.

[See image on next page]

elect	Elemer	nt	Activity
	А	Yes	
	В	No	
	С	Yes	
	D	Yes	
	E	No	
	F	Yes	
	G		·
	Н	Yes	
		No	
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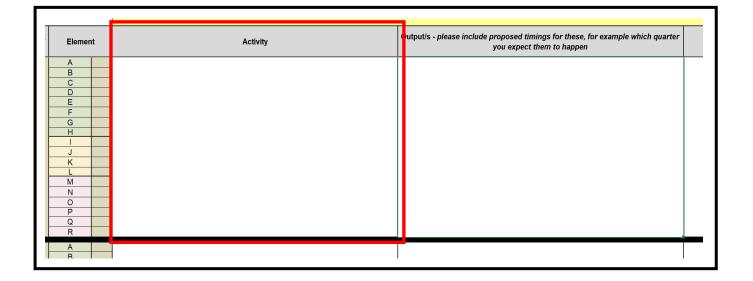
On the right of the template, you will see the list of all of the Elements. We have provided a screenshot of the Outcome and Element descriptors below.

OUTCOME	ELEMENTS
OUTCOME	ELEMENTS
	A - Supporting people at all stages of their lives to design, develop and increase their participation in high quality creative activities
	B - Promoting creative opportunities in the local community to people at all stages of their lives
Creative People	C - Providing high quality early years activities that reaches families from a wider range of backgrounds
Everyone can develop and express	D - Widening and improving opportunities for children and young people to take part in creative activities inside schools
creativity throughout their life	E - Widening and improving opportunities for children and young people to take part in creative activities outside schools
	F - Improving teaching for creativity in schools
	G - Supporting children and young people to develop their creative skills and potential
	H - Developing and improving pathways towards careers in the creative industries
	I - Improving access to a full range of cultural opportunities wherever people live
	J - Working with communities to better understand and respond to their needs and interests, resulting in increased cultural engagement and the wide range of social benefits it brings.
	improve health and wellbeing through creative and cultural activity, build skills and capacity in the cultural sector and grow its economic impact
	L - Connecting people and places, including diaspora communities and nationally and internationally
	M - Supporting new types of creative practice, new forms of cultural content and new ways of reaching new and existing audiences and participants
	N - Collaborating with other cultural organisations and/or with the commercial creative industries and/or with further and higher education that focuses on innovation, research and development
	and training, especially in relation to the use of new technologies
	O - Strengthening the international connections of cultural organisations and creative practitioners, including co-production and touring
collaborative and international	P - Bringing world-class culture to audiences in England
	Q - Giving more opportunities to people to start a professional career in the creative industries, especially those who are currently under-represented
	R - Ensuring people have opportunities to sustain their careers and fulfil their potential in the creative industries, especially those who are currently under-represented

## Activity

You'll then have a free text box to describe your proposed Activity in the box highlighted below. The Activity should link to the Outcome and Elements you have selected.

Please include additional investment activity if your award includes additional investment.



## Output/s

To the right of the Activity text box is a box for your Output/s. By Outputs we mean what your Activity will produce, such as a performance, publication, exhibition, 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 on the next page.

Element	Activity	Output/s - please include proposed timings for these, for example which quarter you expect them to happen	
A R			

## **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.

dit these columns once completed - you should a	dvise on changes in the update columns.	-	
sed timings for these, for example which quarte expect them to happen	. Targets and success measures	LOCATION DETAILS	
		CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1	
			1

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.

sed timings for these, for example which quarter	Targets and success measures	
xpect them to happen		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 Plan	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Activity 9	Activity 10

## **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.

Targets and success measures	LOCATION DETAILS
	CLICK HERE TO ENTER LOCATION FOR ACTIVITY 1
	CLICK HERE TO ENTER LOCATION FOR ACTIVITY 2
	CLICK HERE TO ENTER LOCATION FOR ACTIVITY 3

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

		Total number of days proposed for	or this activity	0			Click h	ere to check the local authority area of a	postcode			
ACTIVITY 1		The activity is not based in a phy-		as a digital output								
	-	This activity has a national reach		as a aignaí oapa								
RETURN TO ACTIVITY PLAN		This activity has a national reach										
Please select the location(s	) where your act	ivity is anticipated to take place	and enter the a	If your activity isn't going to b	e delivered in a	e carried out over. The number physical or digital location the nal reach then select yes in the	- n select yes in th		ally update the 'Tot	al number of activity days' box at the te	op of the form.	
		LOCAL AUTHORITIES - E	NGLAND by ON	S region - Levelling Up for Cult **Please enter full or half d			on) are shown in	bold		Location of activity	Number o days	
LONDON		MIDLANDS		NORTH		SOUTH EAST		SOUTH WEST		u Northern Ireland		
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 Wales Unsure where vet		
arking and Dagenham		Amber Valley		Allerdale		Adur		Bath and North East Somerset		C Unsure where yet		
arnet		Ashfield		Barnsley		Arun		Bournemouth. Christchurch and Poole		TOTAL	0	
exlev		Bassetlaw		Barrow-in-Furness		Ashford		Bristol, City of				
rent		Birmingham		Blackburn with Darwen		Babergh		Cheltenham		East Asia & Pacific		
romlev		Blaby		Blackpool		Basildon		Cornwall		Europe & Central Asia Latin America & Caribbean Middle Fast & North Africa		
amden		Bolsover		Bolton		Basingstoke and Deane		Cotswold		6 Latin America & Caribbean		
ity of London		Boston		Bradford		Bedford		Dorset		Middle East & North Africa		
roydon		Bromsgrove		Burnley		Bracknell Forest		East Devon		North America		
aling		Broxtowe		Bury		Braintree		Exeter		G South Asia		
infield		Cannock Chase		Calderdale		Breckland		Forest of Dean		North America South Asia Sub-Saharan Africa		
Freenwich		Chamwood		Carlisle		Brentwood		Gloucester		Unsure where yet		
lackney		Chesterfield		Cheshire East		Brighton and Hove		Isles of Scilly		TOTAL	0	
lammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland		Mendip				
laringey		Derby		Chorley		Broxbourne		Mid Devon		Broadcast (radio or TV)		
larrow		Derbyshire Dales		Copeland		Buckinghamshire		North Devon		Online Immersive/interactive Other		
lavering		Dudley		County Durham		Cambridge		North Somerset		@ Immersive/interactive		
lillingdon		East Lindsey		Craven		Canterbury		Plymouth		Other		
lounslow		East Staffordshire		Darlington		Castle Point		Sedgemoor				
lington		Erewash		Doncaster		Central Bedfordshire		Somerset West and Taunton				
ensington and Chelsea		Gedling		East Riding of Yorkshire		Chelmsford		South Gloucestershire				
ingston upon Thames		Harborough		Eden		Cherwell		South Hams				
ambeth		Herefordshire, County of		Fylde		Chichester		South Somerset				
ewisham		High Peak	_	Gateshead	_	Colchester		Stroud				
erton	_	Hinckley and Bosworth	-	Halton		Crawley		Swindon				
ewham edbridge		Leicester		Hambleton	-	Dacorum Dartford		Teignbridge Tewkesbury	_			
edbridge ichmond upon Thames	-	Lichfield		Harrogate		Dartford		Torbay				
outhwark		Lincoin Malvern Hills		Hartlepool Hyndburn		East Cambridgeshire		Torridge				
utton	1	Mansfield		Isle of Man		East Hampshire		West Devon				
ower Hamlets		Meton		Kingston upon Hull, City of		East Hertfordshire		Witshire				
/altham Forest		Newark and Sherwood		Kirklees		East Suffolk		Unsure where vet				
/andsworth		Newcastle-under-Lyme		Knowsley		Eastbourne		TOTAL	0			
/estminster		North East Derbyshire		Lancaster		Eastleigh		.0142				
nsure where vet		North Kesteven		Leeds		Elmbridge						
TOTAL	0	North Northamptonshire		Liverpool		Epping Forest						
		North Warwickshire		Manchester		Epsom and Ewell						
		North West Leicestershire		Middlesbrough		Fareham						
		Nottingham		Newcastle upon Tyne		Fenland						
		Nuneaton and Bedworth		North East Lincolnshire		Folkestone and Hythe						

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

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 tick the box 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 dig	gital output
This activity has a national reach	

## **Digital Activity**

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

Т			
		Location of activity	Number of days
ч		Northern Ireland	
Ĕ	¥	Northern Ireland Scotland Wales Unsure where yet	
ES		Wales	
R		Unsure where yet	
		TOTAL	0
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		East Asia & Pacific	
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2	0	Latin America & Caribbean	
	AI	Middle East & North Africa	
1	Ž	North America	
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	z	Sub-Saharan Africa	
		Unsure where yet	
		TOTAL	0
_			
-	Ļ	Broadcast (radio or TV)	
E		Online	
	DIGITAL	Immersive/interactive	
		Other	

In the Digital 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.

Ļ	Broadcast (radio or TV)	
μ	Online	
Ū	Immersive/interactive	
	Other	

## **Local Authority Locations**

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.

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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.

		Total number of days proposed f	or this activity	0	1		Click h	ere to check the local authority area of a	postcode		
ACTIVITY 1		The activity is not based in a phy		ias a digital output							
RETURN TO ACTIVITY PLAN		This activity has a national reach									
RETURN TO ACTIVITY PLAN	·	This activity has a habonal reach									
Please colect the location(s	whore your est	with is antisinated to take place	and onter the a	narovimate number of dave your	ootivity will be	entried out over. The number of	f dave entered t	or each specified location will automatic	ally undate the 'Te	tal number of estivity days' has at the to	n of the form
Please select the location(s	) where your act	ivity is anticipated to take place	and enter the a						any update the To	tal number of activity days box at the to	p of the form.
						physical or digital location then nal reach then select yes in the o					
		LOCAL AUTHORITIES - E	NGLAND by ON	S region - Levelling Up for Cultur "Please enter full or half day			on) are shown in	bold		Location of activity	Number
LONDON		MIDLANDS		NORTH		SOUTH EAST		SOUTH WEST		w Northern Ireland	
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	Northern Ireland Scotland Wales Unsure where yet	
Barking and Dagenham	uuyo	Amber Valley	uujo	Allocdolo	uuyo	Adur	uujo	Bath and North East Somerset	dujo	Unsure where yet	
amet		Ashfield		Barnsley		Arun		Bournemouth, Christchurch and Poole		TOTAL	0
exlev		Bassetlaw		Barrow-in-Furness		Ashford		Bristol. City of		10112	
Brent		Birmingham		Blackburn with Darwen		Babergh	-	Chettenham		, East Asia & Pacific	
iromlev		Blaby		Blackpool		Basildon		Corrwall		Labri Sadri Jahra Europe & Central Asia Latin America & Caribbean Middle East & North Africa North America South Asia Sub-Saharan Africa	
Camden		Bolsover		Bolton		Basingstoke and Deane		Cotswold		S Latin America & Caribbean	
City of London		Boston		Denon		Bedford		Dorset		E Middle East & North Africa	
roydon		Bromsgrove		Burnley		Bracknell Forest		East Devon		North America	
aling		Broxtowe		Bury		Braintree		Exeter		South Asia	
nfield		Cannock Chase		Calderdale		Breckland		Forest of Dean		Sub-Saharan Africa	
Greenwich		Charnwood		Carlisle		Brentwood		Gloucester		≤ Unsure where vet	
lackney		Chesterfield		Cheshire East		Brighton and Hove		Isles of Scilly		TOTAL	0
ammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland		Mendip			
faringey		Derby		Chorley		Broxbourne		Mid Devon		→ Broadcast (radio or TV)	
larrow		Derbyshire Dales		Copeland		Buckinghamshire		North Devon		Online	
lavering		Dudley		County Durham		Cambridge		North Somerset		2 Immersive/interactive	
lilingdon		East Lindsey		Craven		Canterbury		Plymouth		Other	
lounslow		East Staffordshire		Darlington		Castle Point		Sedgemoor		0.0101	
slington		Erewash		Doncaster		Central Bedfordshire		Somerset West and Taunton			
Kensington and Chelsea		Gedling		East Riding of Yorkshire		Chelmsford		South Gloucestershire			
Gingston upon Thames		Harborough		Eden		Cherwell		South Hams			
ambeth		Herefordshire, County of		Fylde		Chichester		South Somerset			
ewisham		High Peak		Gateshead		Colchester		Stroud			
Merton		Hinckley and Bosworth		Halton		Crawley		Swindon			
lewham		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			
Fower Hamlets		Melton		Kingston upon Hull, City of		East Hertfordshire		Wiltshire			
Waltham Forest		Newark and Sherwood		Kirklees		East Suffolk		Unsure where yet			
Vandsworth		Memorander-Lyme		Knowsley		Eastbourne		TOTAL	0		
Vestminster		North East Derbyshire		Lancaster		Eastleigh					
Insure where yet		North Kesteven		Leeds		Elmbridge					
TOTAL	0	North Northamptonshire		Liverpool		Epping Forest					
		North Warwickshire		Manchester		Epsom and Ewell					
		North West Leicestershire		Middlesbrough		Fareham					
		Nottingham		Newcastle upon Tyne		Fenland					
		Nuneaton and Bedworth		North East Lincolnshire		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 24).

ACTIVITY 1		Total number of days proposed f	for this activity	0			Click h	ere to check the local authority area of a	postcode		
ACTIVITY		The activity is not based in a phy	sical location, or l	has a digital output							
RETURN TO ACTIVITY PLAN		This activity has a national reach									
								1 147 1 1 1 10 1 11 11			
Please select the location(s	) where your act	tivity is anticipated to take place	e and enter the a	pproximate number of days your	activity will be	carried out over. The number	of days entered f	or each specified location will automatica	illy update the 'To	tal number of activity days' box at the to	op of the form.
				If your activity isn't going to be	delivered in a	physical or digital location the	n select ves in the	e dropdown above.			
						hal reach then select yes in the					
		LOCAL AUTHORITIES - E	NGLAND by ON	IS region - Levelling Up for Cultu **Please enter full or half da			on) are shown in	bold		Location of activity	Number of days
LONDON		MIDLANDS		NORTH		SOUTH EAST	-	SOUTH WEST		L Northern Ireland	
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 Wales	
Barking and Dagenham	uys	Amber Valley	Juya	Allerdale	uayo	Adur	Jurg	Bath and North East Somerset	aayo	Unsure where vet	
Barnet		Ashfield		Barnsley		Arun		Bournemouth, Christchurch and Poole		TOTAL	0
Bexlev		Bassetlaw		Barrow-in-Furness		Ashford		Bristol. City of			
Brent		Birmingham		Blackburn with Darwen		Babergh		Cheltenham		East Asia & Pacific	
Bromley		Blaby		Blackpool		Basildon		Dornwall		Europe & Central Asia	
Camden		Bolsover		Bolton		Basingstoke and Deane		Dotswold		Europe & Central Asia Latin America & Caribbean	
City of London		Boston		Bradford		Bedford		Dorset			
Croydon		Bromsgrove		Burnley		Bracknell Forest		East Devon		North America	
Ealing		Broxtowe		Bury		Braintree		xeter		North America South Asia Sub-Saharan Africa	
Enfield		Cannock Chase		Calderdale		Breckland		orest of Dean		Sub-Saharan Africa	
Greenwich		Charnwood		Carlisle		Brentwood		Gloucester		Unsure where yet	_
Hackney		Chesterfield		Cheshire East		Brighton and Hove		sles of Scilly		TOTAL	0
Hammersmith and Fulham		Coventry		Cheshire West and Chester		Broadland		Vendip			_
Haringey		Derby Derbyshire Dales		Chorley		Broxbourne		Aid Devon		Broadcast (radio or TV)	_
Harrow Havering		Derbysnire Dales Dudley		Copeland County Durham		Buckinghamshire Cambridge		North Devon North Somerset		Online Online	_
Hillingdon		East Lindsey		Craven		Canterbury		Plymouth		Other	
Hounslow		East Staffordshire		Darlington		Castle Point		Sedgemoor		Califo	
Islington		Erewash		Doncaster		Central Bedfordshire		Somerset West and Taunton			
Kensington and Chelsea		Geding		East Riding of Yorkshire		Chelmsford		South Gloucestershire			
Kingston upon Thames		Harborough		Eden		Cherwell		South Hams			
Lambeth		Herefordshire, County of		Fylde		Chichester		South Somerset			
Lewisham		High Peak		Gateshead		Colchester		Stroud			
Merton		Hinckley and Bosworth		Halton		Crawley		Swindon			
Newham		Leicester		Hambleton		Dacorum		eignbridge			
Redbridge		Lichfield		Harrogate		Dartford		ewkesbury			
Richmond upon Thames		Lincoln		Hartlepool		Dover		Torbay			
Southwark Sutton		Malvern Hills Mansfield		Hyndburn Isle of Man		East Cambridgeshire		Torridge Vest Devon			
Sutton Tower Hamlets		Mansheld		Isle of Man Kingston upon Hull. City of		East Hampshire East Hertfordshire		Vest Devon Villshire			
Waltham Forest		Newark and Sherwood		Kirklees		East Suffolk		Unsure where vet			
Wandsworth		Newcastle-under-Lyme		Knowsley		Eastbourne		TOTAL	0		
Westminster		North East Derbyshire		Lancaster		Eastleigh		ISTAL			
Unsure where vet		North Kesteven		Leeds		Elmbridge					
TOTAL	0	North Northamptonshire		Liverpool		Epping Forest					
10114		North Warwickshire		Manchester		Epsom and Ewell					
		North West Leicestershire		Middlesbrough		Fareham					
		Nottingham		Newcastle upon Tyne		Fenland					
		Nuneaton and Bedworth		North East Lincolnshire		Folkestone and Hythe					

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 A	Total number of days proposed for this activity 0	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	Click here to check the local authority area of a postcor
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.

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 one or more Local Authorities.

Total number of days proposed for this activity	11	
The activity is not based in a physical location, or has a d	igital output	
This activity has a national reach		

## Example

**Q:** I am a touring 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
Ļ	۲	Northern Ireland	
Ē	- ¥	Northern Ireland Scotland Wales Unsure where yet	
Ľ	S D	Wales	
6	r		
		TOTAL	0
	Ļ	East Asia & Pacific	
	AN N	Europe & Central Asia	
	2	Latin America & Caribbean	
	Μ	Middle East & North Africa	
	8	North America	
	IN TERNA TIONAI	South Asia Sub-Saharan Africa	
	Z	Unsure where yet	
	_	TOTAL	Û
	I		, v
Γ	_	Broadcast (radio or TV)	
	ΤA	Online	
	DIGITAL	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.

Richmond upon Thames	
Southwark	4
Sutton	
Tower Hamlets	5.5
Waltham Forest	
Wandsworth	
Westminster	0.5
Unsure where yet	
TOTAL	10

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 outp	ut	
This activity has a national reach		
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
Ч	Northern Ireland	
ĔЧ	Scotland	1
S D	Northern Ireland Scotland Wales Unsure where yet	
R	Unsure where yet	
	TOTAL	1
_	East Asia & Pacific	3
IN TERNA TIONAL	Europe & Central Asia	
ē	Latin America & Caribbean	5
A1	Middle East & North Africa	
Z	North America	2
μ	South Asia	
Ξ	Sub-Saharan Africa	
	Unsure where yet	
	TOTAL	10
F	Broadcast (radio or TV)	
Ē	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 use the tabs at the bottom of the window to navigate back to the Activity Plan. 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 (Outcomes) and Investment Principles Plans templates for updates and reporting to your board.

In the Activity Plan, there are boxes available for quarterly updates 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 act				
Q1 update	Q1 notes on significant variations	Q2 update	Q2 notes on significant variations	Q!

## **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 template', as shown below.



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 payment request.

Attachment Details				
Attachment Details				
* Document Description: Activity Template				
File Name: Activity Plan.xlsx				
Document Type: Activity template				
Maximum Size: 10 MB				
Allowable Formats: jpg, zip, xls, xlsx, jpeg, pdf, doc, docx, pptx, ppt				
Instructions:				
Save & Back to List Back to List Check Spelling				

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 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 that may contribute to the delivery of the Let's Create Outcomes. 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 considered to be 'public-facing'. 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 activity, and how the best possible value of our investment can be achieved.

### Activity type: Live show / performance

#### • Definition:

A creative show or performance (eg a show in a theatre) with a live audience. These may be delivered in a single venue or across multiple locations (i.e. a tour).

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

#### • Calculating the number of delivery days:

Shows and performances should be classed as one day of performance activity (ie if there are 2 or 3 performances in one day, then this should be counted as a single day of performance activity). If for instance there are 24 performance days, then you should show this as 24 days in the Location Form.

#### Activity type: Live event / exhibition

#### • Definition:

A creative event or exhibition (eg an exhibition in a museum) that is accessed by a live audience.

Exhibitions and events may take place in a single location or visit multiple venues/locations, either simultaneously or consecutively.

#### • Calculating the number of delivery days:

Exhibitions and events 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 you should include 14 days in the Location Form).

# 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 creative events and performances that are streamed live or broadcast as a recording of a live event.

Typically, these activities will not be location-specific (eg 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 (eg 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 from.

If your activity is location specific, then please ensure you tick the relevant digital activity box/es and provide the number of performance days in each location.

#### Activity type: Participatory sessions

### • Definition:

These activities will usually focus on engaging individuals and communities for a specific creative or cultural purpose (eg artistic workshop).

#### • 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 or a public 'try out'.

#### • 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 then you should treat it as a performance as outlined above.

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We welcome feedback so please get in touch! Ref number: 38383