

Cultural Pipeline Fund

Notes on How to Apply

Introduction

Sheffield City Council is pleased to offer grants to give support and advice to develop cultural organisations and projects in 2024/25.

The Cultural Pipeline grants aim to:

- support new and innovative cultural organisations and projects to grow.
- strengthen the early stages of cultural organisations to give them the best start and enable them to apply for other funds further down the line.
- help a wide range of cultural sector organisations and initiatives, including those who have not had funding before.

This funding is specifically to develop organisation or project plans, not for delivering activity/projects. There is a list of funders who may be able to support project activity and delivery at the end of the application form below.

Jargon buster

Where you see an asterisk (*) we've added a note of explanation at the end of this document.

Cultural organisations

You can apply if you're an eligible organisation working in

- literature/writing,
- music,
- performance arts (including drama, dance),
- film/screen-based media,
- visual arts (including photography and design),
- crafts,
- heritage,
- cross-artform projects including cultural festivals.

This list is not exhaustive but demonstrates the breadth of eligibility.

How much can you apply for?

Grants can be between a minimum of £5,000 and maximum of £50,000.

The total amount of money available is £250,000. There are 2 funding rounds that you can apply for, the first round is now completed. The 2nd round will have an allocation of £170,000.

We expect to support 20 to 24 projects across both rounds. You can request up to 100% of the costs in your application but we will consider value for money, and proposals with match funding (cash or in kind*) may score more highly in assessments.

We expect a high demand for the fund, with that in mind please be realistic in your ask. We may offer a grant that is lower than the amount you request.

Deadlines

The 2nd round deadline is 12 noon, 3 July 2024. We aim to let people know of the decision by 6 September 2024.

Access

This fund is open and accessible to all eligible organisations working within the cultural sector in Sheffield, including newly established companies less than 12 months old.

If you have access needs/require some help or support with your application, please get in touch with jo.wingate@sheffield.gov.uk
Please use '**CPF help**' in the subject.

We're happy to receive video applications instead of written ones, they should cover the questions listed on the form.

An **audio file** of the questions is available on request. Please email jo.wingate@sheffield.gov.uk

We're happy to speak to you about the process or any of the information listed below. We're here to help.

What we are looking to support

- The funding is designed to help projects and organisations to lay a solid foundation, get started or develop, this fund is not for delivery of activities.
- We can support development of business cases (including funding to pay for consultants), feasibility studies* or analysis, securing of planning consent, development of fundraising plans, legal advice or intellectual property, training and development (this list is not exhaustive).
- We welcome applications from all eligible (see below) Sheffield-based companies and organisations.
- We're looking for a diverse range of inclusive and innovative projects that are community-led or community-focused.
- We especially welcome proposals that benefit children and young people and new or emerging talent.
- We encourage applications from companies/projects that haven't previously had any public funding (e.g. from Sheffield City Council, Arts Council England).
- We will support early-stage project or organisational development in all artforms*.

ELIGIBILITY TO APPLY

To apply you must meet *all* the following criteria:

- *Legally constituted* as a Community Interest Company, a Registered Charity or other not-for-profit organisation with a company bank account. Applications can be submitted from collaborative projects (i.e. working with one or more partner organisations). However, there must be a named accountable organisation* that meets the above criteria. The accountable organisation will be responsible for ensuring the project, including finances, are well-managed.
- Your proposal must contribute to, or operate within, the cultural sector of Sheffield. Artforms* might include literature/writing, music, film/screen-based media, visual arts, crafts, performance arts and cross-artform projects such as festivals (this list is not exhaustive).
- Only one proposal per organisation can be submitted in each round. If you receive a grant in the 1st round, we wouldn't accept a second application. If you have applied to the 1st round but didn't receive a grant, you can re-apply to the 2nd round.
- You must be able to provide a Registered office address in the city of Sheffield city boundary <https://mapit.mysociety.org/area/2537.html>.
- You must be able to explain why you need this support and provide a budget listing expenditure and income. The budget should balance (the total expenditure and income should be the same total).
- All applications should have the appropriate rights, clearance and authority for their proposals - or are applying for support to do so.
- This fund is focused on supporting smaller organisations, prioritising those serving diverse communities and those who **have not** joined Arts Council England's National Portfolio for 2023 – 2026 (also known as NPO's).

SELECTION CRITERIA – how we will choose the projects to be funded.

Priority areas are:

- Proposals that can show **impact** and **benefit** for local communities and workforce. We will prioritise applications that are embedded in the local community; support an under-represented workforce or audience and/or provide opportunities for those with protected characteristics.* You might show this in the organisation's leadership, governance* and team.
- All applicants will have the appropriate governance in place and/or the ability to manage their proposal, completing within the timeframe and budget stated. We will take plans into account but also skills, knowledge, and experience of the team. This may include previous experience of team members, specialist knowledge, programme R&D or market research.

- Value for money (match funding is desirable but not essential).
- We will consider your commitment to sustainable working practice (i.e. does your proposal and organisation work to minimise your carbon footprint*?).
- An assessment panel will make decisions against the above criteria, and also consider the range and balance of requests for support to ensure a broad representation of organisations are supported.

BUDGET

A budget template is available to download.

In completing your **budget** please note the following:

Your budget will need to balance (i.e. the income and expenditure listed should result in the same total amount. Your income budget should include the amount of funding you have requested from the Cultural Pipeline Fund).

You can add an amount for contingency* but this should be no more than 2% of the total expenditure in your proposal.

This fund can't cover general overheads or staffing costs that aren't spent on the development work outlined in your application.

Whilst recognising that each proposal will vary, staffing costs to cover / oversee developmental work should generally amount to no more than 15% of expenditure in your proposal.

Staffing costs should be appropriate to the duration of the Cultural Pipeline Fund (activity should be complete by February 2025).

If you are registered for VAT, your expenditure figures should not include VAT that you can claim back.

Please also add any match funding to your income.

Match funding may include income from sponsorship, other funders, own contribution and more.

Please state whether the match funding is confirmed or expected.*

Please list the financial value (cash equivalent) of any in kind* support.

ELIGIBLE COSTS

Each proposal will have individual needs – however we have listed some costs that would be considered eligible as part of your application. This is not an exhaustive list.

- Development of business cases including use of consultants.
- Feasibility analysis including site investigations.
- Transport/environment impact assessments.
- Securing planning consent.
- Development of fundraising plans and funding bids.

- Mentoring appropriate to the development/needs of your organisation.

INELIGIBLE EXPENSES

These are examples of ineligible costs, there may be other items that are considered ineligible.

- Core overheads and staffing costs not specifically related to the developmental work in your proposal.
- Costs (including overheads or staffing costs) that run beyond the duration of this fund (the proposed development work should take place within the timeframe of 9th September 2024 – 31st January 2025).
- Website development (Business Sheffield may be able to help – see the ‘alternative funding options’ section at the end of this document).
- Delivery of building repairs, equipment purchase.
- Activity taking place outside of the City of Sheffield.*
- Activity that should be covered by statutory education.
- Activity or project delivery (as opposed to feasibility planning).
- Planning for projects/venues that would not be accessible to the general public.

We CAN NOT support the following:

- Funding activity retrospectively – e.g. if your project is up-and-running / has already been delivered.
- Businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for funding under this scheme.
- Individuals.
- Proposals that do not relate to the cultural sector of Sheffield.
- This funding is to support organisational development prior to project delivery, not to fund delivery of the project. There are a range of other funds available for this purpose (see Funding Glossary at the end of this document).

THE PROCESS

How to apply

To apply you will need to answer a set of questions (on the Application Form below in this document) which can be submitted as either a written document or a video file.

There is an audio file of the questions available for download.

Please use the **budget template** provided to submit a written budget listing your costs and any income. Please submit the form and budget by email.

If you would prefer to make an application by video, the submission should be no longer than 16 minutes and should cover all the questions on the application form.

Applications should be sent by email to jo.wingate@sheffield.gov.uk with the subject **CPF2 Application**.

We will send an email confirming receipt of your application.

What happens next

An independent panel will make decisions on allocating funding. The panel members have experience of arts funding and/or represent the cultural sector in Sheffield or are Councillors (elected representatives for Sheffield City Council).

Once decisions have been made you will be contacted by email to let you know the outcome of your application. If your application receives funding, you will be sent an offer letter and agreement.

In order to accept the offer, you will need to provide the following:

- Bank account details for your organisation/an accountable body.
- Approved proposals that include funding for external consultants should do so by an open and fair recruitment process. We would expect to see a brief for external consultants and the reasons given for your choice of consultant.
- The funding agreement will include a requirement to provide an evaluation report including evidence of how you spent your grant.

We will provide 80% of your grant upfront and a further 20% at the end of the project, on receipt of your report and evidence of spend.

Timescale

Round 2

Application deadline: 12 noon 3 July 2024

Applicants notified: 6 September 2024

Work completed and reports submitted: 7 February 2025

DATA PROTECTION

To undertake administration of this scheme Sheffield City Council will need to collect personal data from you. We are committed to maintaining the accuracy, confidentiality, and security of any information we gather. We will only collect and use personal information about you when we need this to undertake the processing of applications and communication with applicants.

We will keep a record of your contact details and your application for only as long as is necessary to administer and audit the scheme. Approved proposals will be kept for 7 years, applications that didn't receive a grant will be kept for 12 months.

We may share your personal information with other organisations that fund or manage this initiative, to allow selection, evaluation or reporting back to funders. This includes South Yorkshire Mayoral Combined Authority* or representatives employed on their behalf.

If you are awarded a grant, we may request further information from you; this will include your bank details. We will *not* share bank details, or any information that is not deemed relevant with any other party and will only retain information for as long as necessary and for the purpose for which it was gathered.

We may aggregate anonymous data, such as statistical or demographic data, for research purposes to help us evaluate the scheme. Anonymous data does not identify you as an individual and may be derived from monitoring questions on the form. If you require further information regarding GDPR please contact jo.wingate@sheffield.gov.uk

JARGON BUSTER – definitions, notes and links

* **Support in kind** means a non-cash contribution to your project, such as materials or services that are provided free of charge or at a reduced rate. This may also include the time of staff or volunteers. If you include this in your budget you should list the face value/cash equivalent. E.g. if a consultant/architect gives a day of advice free of charge, give their advertised daily rate (e.g. £400 a day) as the 'in kind' support.

*Feasibility study

A feasibility study is an assessment of the practicality/likelihood of success of a proposed plan or project.

*Artforms

Your proposal must relate to working in an area such as music, theatre, dance, visual arts (including design, photography), film or videogames, literature, or a heritage organisation with public offer. This list is not exhaustive, if you are unsure whether you have a suitable artform proposal feel free to email jo.wingate@sheffield.gov.uk

(Oxford Languages definition of art form

- established form of artistic composition, such as the novel, e.g. "the novel became the greatest art form of the nineteenth century"
- any activity regarded as a medium of imaginative or creative self-expression.)

***Accountable organisation** is the organisation responsible for ensuring all elements of the proposal, including the finances, are delivered as stated in the application, are legal and applying best practice.

*Protected characteristics

It is against the law to discriminate against someone because of a protected characteristic. The nine protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Locally, care leaving is also a protected characteristic and socio-economic background will also be taken into consideration.

***Governance** includes all practices, processes and policies that help you guide your organisation in the right direction. The Chartered Governance Institute of UK and Ireland state: Governance is a system that provides a framework for managing organisations. It identifies who can make decisions, who has the authority to act on behalf of the organisation and who is accountable for how an organisation and its people behave and perform. Governance enables the management team and the board to run organisations legally, ethically, sustainably, and successfully (see www.cgi.org.uk).

***Match funding** may be listed as '**expected**' if you have made an application to another funder but are awaiting a decision.

***Contingency** in your budget relates to a small allocation in case of unexpected costs.

* **Map of Sheffield showing the city boundary**

<https://mapit.mysociety.org/area/2537.html>

***Capital Works**

Relates to construction work or the procurement and installation of capital equipment intended to extend, rehabilitate or replace the Facilities.

* **The South Yorkshire Mayoral Combined Authority (SYMCA)** is a formal partnership of councils that shapes policy and leads on decision-making. Headed by a South Yorkshire Mayor <https://southyorkshire-ca.gov.uk/>

CULTURAL PIPELINE FUND ROUND 2 APPLICATION FORM

1. CONTACT DETAILS

Please complete the following contact information.

Contact Name

Registered company name

Registered address of your organisation

Telephone No.

Email

Website

Your company's annual turnover (if applicable) i.e. the total income in one year.

Office/correspondence address of your organisation (if different to the registered address above).

2. YOUR COMPANY

Is your company / the accountable organisation* a

Community Interest Company []

Registered Charity []

Not-for-profit []

Other – please state

The above *legal company structures* are eligible for support. We are not able to support companies that share out profits to members or shareholders.

Are you partnering with an accountable organisation? []

Please include their contact details below.

Name of company

Address of company

Company registration no.

Email address

Annual turnover (total income in one year) if applicable.

3. YOUR BACKGROUND

Please tell us about your organisation and what you do.

Please outline any relevant experience/track record and (briefly) the main aims of your proposal. Please tell us in up to 300 words or 2.5 minutes of recorded video.

4. YOUR EXPERIENCE

If you can, please add a website link to examples of your work. Or send a file (no more than 10mb and no more than 4 pages). Please tick to indicate a file has been attached or list the web link below.

Web link:

or

I've chosen to attach a file.

5. YOUR PROPOSAL

What would you like us to fund?

How will this support benefit the development of your organisation?

For example, will the support:

Enable you to find more funds?

Enable creation of a business plan or other strategic direction?

Ensure you can move forward on a capital project?

Create an audit of economic or environmental impact?

Pave the way for a new company / innovative project / product?

(These are examples, but you can add your own points instead.)

Please use up to 300 words or 2.5 minutes of recorded video.

6. How is your proposal important to the community (why is it needed / why do they care about it?).

How will your plans involve a wide range of people? Who will be the project beneficiaries or audiences in the longer term? Are there specific groups in your community that you will work with / serve and where are they based?

Please use up to 300 words or 2.5 minutes of recorded video.

7. Will there be any planned capital work as part of your proposal?

By capital work we mean new buildings, work to improve access or to stabilise the condition of a building. (This fund can help with preparation for capital works - see below but cannot fund delivery of any capital work).

No *If no, please move to question 8.*

If Yes, please explain how your proposal will use professional advice/services to achieve one or more of the below. Please tell us in up to 300 words or 2.5 minutes of recorded video.

- Completion of an independent property valuation and condition survey (which may lead to purchasing a freehold interest or finance lease).
- Plans and/or advice on undertaking works to cultural buildings to install accessible facilities such as toilets, ramps, lifts and signage that meet best practice guidelines.
- Plans and/or advice on increasing the environmental performance of physical infrastructure such as purchasing LED lighting, installing, or retrofitting

sustainable technologies and environmental monitoring systems, or upgrading existing building fabric to enhance thermal performance.

- Plans and/or advice on environmental impact /adapting/reuse of existing buildings to provide new spaces in areas of low cultural infrastructure as an alternative to new construction and to support circular economy. Development of existing buildings is a more sustainable choice than a new building.

8. How is your company/proposal supporting environmental sustainability* (i.e. how will you keep your carbon footprint down/achieve net zero?).

Your answer may include how you keep energy usage low, minimise use of paper/printing, whether you re-use/recycle materials or equipment, whether you will source goods from environmentally friendly suppliers and whether you minimise travel/use eco-friendly means.

Does your proposal promote or provide a platform for environmental issues?

Please use up to 200 words or 1.5 minutes of recorded video.

9. Please provide a fully costed written budget.

Please use the budget template provided (available to download from our web page).

Your expenditure may include:

- Consultants
- Feasibility study
- Capital works* planning
- Impact assessment
- Access costs
- Training
- Other costs related to the proposal

If you are registered for VAT, your figures should not include VAT that you can claim back.

How much are you applying for?

(Minimum request £5,000, maximum request £50,000.)

Do you have any match funding or partnership support in place?

Please tick

Yes [] No []

If yes, please give more details. Please use up to 200 words or 1.5 minutes of recorded video.

10. Please give a short summary of your proposal including what you aim to achieve. Please use no more than 50 words or 0.5 minutes of video. This information may be used for future PR/publicity if you are awarded a grant.

11. ANYTHING TO ADD? (optional)

Do you have any questions for us or is there anything else you'd like to tell us about the proposal?

If yes, please use this space to do so. Please use up to 100 words or 1 minute of recorded video.

12. CONFIRMATION

I confirm that all information on this application form is correct.

Please insert a scanned signature below:

Date

**Please email your application and budget to jo.wingate@sheffield.gov.uk
Please use the subject: CPF2 Application. Deadline 12 noon 3 July 2024.**

Thank for your interest in the Cultural Pipeline Fund, we look forward to hearing from you.

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Alternative funding options

The Cultural Pipeline Fund is specifically designed to develop your organisation or project plan, not for delivering activity or doing projects.

Other possible funds for project delivery/activity that you may be able to apply for are listed below/ This is a general guide, we can't guarantee these will meet your needs or fall within your project timescale.

You can also contact [South Yorkshire Funding Advice Bureau](#) for other funding sources and fundraising training.

Business Sheffield may have appropriate support for productivity grants and digital innovation/website development.

<https://www.sheffield.gov.uk/business/business-productivity-and-digitisation-grant-scheme>

Arts Council National Lottery Project Grants

- [Arts Council National Lottery Project Grants | Arts Council England](#)

- [Arts Council Supporting Grassroots Music Fund](#)

Other project grants funded by the National Lottery

- [Funding | The National Lottery Heritage Fund](#)

- [National Lottery Community Fund](#)

There are Ward pots of support for community projects (small grants).

[Ward pots | Sheffield City Council](#)

Councillors' ward pots aim to support stronger, successful communities by making grants available to local voluntary, community, and self-help groups and projects.

[Elephant Trust](#): Grants for artists in the fine arts and small organisations and galleries.

Art Fund: [Funding programmes](#) for museums, galleries and cultural organisations.

Youth Music

<https://youthmusic.org.uk/funding>

For artists:

For musicians – funders include

PRS for Music Foundation (also includes some funds for organisations)

<https://prsfoundation.com/funding-support/>

Help Musicians

Career development support includes recording and releasing work, touring and live – and more.

[Help Musicians | Get support](#)

Youth Music

<https://youthmusic.org.uk/funding>

[Grand Plan](#): Grants for artists of colour who want to make a new creative project – applications open in early 2024.

[MGC Futures](#): Yearly bursaries for early career theatre practitioners.

Society of Authors: [Grants - The Society of Authors](#)

Creative Debuts: [Black Artists Grant](#)

Dance Fund: [Dance Professionals Fund](#)

Directors Charitable Foundation: [Directors Support Scheme](#)

Equity Charitable Trust: [Welfare Grants](#) for theatre industry professionals.

[Fleabag Support Fund](#) (The Royal Theatrical Fund) for theatre industry professionals.

There is also an Arts Council England 'Developing Your Creative Practice' grant for individual artists available from time to time. This is currently closed by check back on the Arts Council website for their current funds.

A guide to other sources of funding by Arts Council England

<https://www.artscouncil.org.uk/other-sources-funding-0>



The Cultural Pipeline Fund has kindly been supported by the South Yorkshire Mayoral Combined Authority and Sheffield City Council.