

Arts Council England Let's Create Jubilee Fund
FAQ's

1) Can CFs speak to someone about ACE funded organisations in their region?

Please see the hyperlinks in the guidance.

2) Is there clarification on what ACE mean by groups "Investment Principles" - it feels a bit unnecessarily jargon for VCSE

This has been removed from the guidance.

3) Is there a particular reason why groups must work with an ACE funded org?

It is not essential for applicants to partner with an ACE funded artist or organisation, particularly for the lower levels of funding. However groups are strongly encouraged to partner with an artist, creative or cultural organisation that has been in receipt of ACE funding within the last 4 years to help deliver their project. We believe that the strongest applications will demonstrate a strong partnership with a cultural organisation or artists or creative professional, and this will help ensure the activity is high quality and relevant for the audiences and participants who will experience the event. ACE also want to encourage longer term connections and legacy between community groups and local artists/arts organisations.

4) Can we part fund projects? If a group applies for £10k towards a project that costs £20k can this be funded?

Yes

5) Can you add to the programme guidance how we get hold of someone from ACE to sit on the panel please

ACE will choose to sit on a few panels as part of their learning and reflection on the process. It is likely these panels will be in ACE priority funding areas or are particularly large or small.

When they would like to engage with an area, they will contact the programmes team who will liaise with the community foundation and will make the introduction. They would then liaise directly with that community foundation regarding attending one or more of their panels as an observer.

- 6) Is there flexibility for the evaluation to be funded if it happens after event in July? Will these grants cover evaluation costs? We would need to confirm when the funded activities need to end by - beyond the activities taking place in June.**

The project end date can be in August to include any evaluation and final payments.

- 7) Can we please have more information about the potential evaluation requirements around focus groups or further engagement with selected projects/groups?**

Please refer to the *Application Questions and Monitoring & Evaluation Guidance*, the monitoring and evaluation is light touch and should be straightforward.

- 8) Is there a specific underspend policy with this grant, or do we have the flexibility to use our existing policy? For example: NET had a strict underspend policy whereas ours usually is more flexible.**

An underspend guidance will be provided.

- 9) We would like to use our internal underspend policy, which is in place for several reasons around time efficiency, flexibility, and best practice.**

We would prefer foundations to follow the UKCF underspend guidance.

- 10) Are amateur charitable musical societies/charitable dance organisations eligible to be the lead applicant - as they are both voluntary sector and arts organisations and would they need an arts partner in this instance?**

Yes, because they are amateur, and they are a voluntary and arts organisations.

No, groups would not need an arts partner.

- 11) We are likely to be looking at a lot of decision-making panels which will take a lot of time - do ACE definitely want to join all of these or just a sample?**

ACE would only have the capacity to attend a sample of panels.

- 12) Groups will need help knowing how to find artists and organisations to work with - this will be difficult for them if partnerships need to be new.**

This can be found in the guidance.

- 13) Can we combine funds from our Arts & Culture Fund with the ACE funding? Can we use our current Arts & Culture Fund Panel as they are all connected to the arts locally including an international ballet dancer?**

Yes, but that funding would need to be used in line with the funding agreement and applicant guidance for this fund. Yes, you can include your current Arts & Culture



Fund Panel. ACE expects foundations to include artistic expertise on the grant making panels. Even if that is just a single member.

14) Can we get some clarity on the grey area about who's arts organisation and who's a community/voluntary organisation? Some community and voluntary groups already deliver arts projects so would feel they could apply on their own without partnership as they tick both boxes. Does every applicant need to be collaborating with at least one other organisation?

You do not have to have a partner, but the stronger applications will. You can be a community group that delivers arts projects – it just about whether the groups aims are solely artist based, their aims can include arts as well as other aims.

15) Can Parish Councils and schools apply (many schools are now registered charities or CICs so will feel they are eligible unless we confirm they are not)? Some CFs may fund these statutory organisations if the project is regards to something not part of their statutory obligations, and some don't so it would be good to get clarity on this.

We are happy for community foundations to decide based on the groups that they would normally fund.

16) If this can be match funding, can we have guidance about what should be excluded e.g., rules about double being funded by ACE etc

Other Lottery funds (from other funders such as National Lottery Community Fund) are fine as match. But you can't use ACE funds as match funding when applying to an ACE programme. They can be included in a budget to show the wider context of a project, and only then if they're allocated to specific spending that's permitted by the funding agreement for that other award.

17) Is it 1 grant per organisation, what happens if a group partners with multiple other groups to deliver different projects?

One organisation can only be the lead partner on one application. They can be a partner on other projects which have been applied to by other lead organisations.

18) Q: Is there a plan for what would happen if the Queen were to pass away close to the jubilee weekend?

ACE and UKCF would meet to discuss what the new focus would be for the fund. This information would then be communicated to the community foundations and any successful applicants asking them to adjust their plans to reflect this.



19) Is there someone we could chat to at ACE about the partner organisations?

ACE will leave the decision of who to fund to the community foundation to make in line with their eligibility criteria. ACE would expect foundations to use this information to make their decision.

20) Please can we have clarity on the expectations of grantees, specifically the projects selected for additional publicity and evaluation (focus groups)?

- ❖ A supportive quote (if we'll be including them in a release)
- ❖ High-res images and a completed image permission form
- ❖ Spokesperson availability for potential media interviews
- ❖ Their social media handles, so we can tag them, but also to ask them to join us in sharing the news on their channels

For evaluation, all projects need to complete a simple evaluation form. For a certain number ACE might want to go more in-depth through asking them to attend an up to 2-hour focus group to look deeper into the impact. This would either be in person or online.

21) Considering the ACE funded organisation/artist partnership element of the fund, if possible, we thought it might be worth ACE communicating with all their funded groups to inform them of the upcoming programme and that local community groups will be looking to partner with them. This may help with applications across the country. Please could this be suggested to ACE?

The guidance will be sent to all of ACE's funded organisations nationally at the same time that it is launched publicly.

22) Projects must be delivered after the 1st April and culminate in activity taking place in June 2022

Projects must be delivered in June, preferably over the bank holiday Jubilee weekend but by the end of June latest. Public facing activity should take place in June near the Jubilee Weekend. But the preparation, planning, rehearsals etc can take place from April.

23) Is the fund to be called – Arts Council England Let's Create – Jubilee Fund?

Arts Council England Let's Create Jubilee Fund

24) Can we change an accountable person under "Who can apply section" to project lead please?

Yes



25) Can we accept applications from Parish councils for things like street parties – because looking at the criteria it states in the section “by organisation we mean”: “with a Governing document that covers the type of project being applied for”, it is unlikely a parish council standing orders will cover this.

ACE are happy to accept applications from parish councils, however if this does not align with the groups that your community foundation funds, then they are happy for you to approve the groups that would normally meet your requirements.

26) Can we clarify that where it states grants up to £10,000 that we would accept smaller grant applications up to £3,500, for a single grant application and if a large partnership with considerable outcomes and reach then applications up to £10,000 will be considered.

Yes, this is fine.

27) Will there be specific terms and conditions, or can we use our own, we would like to incorporate within the application form?

There will be specific terms and conditions.

28) “What happens if you are successful section” we would usually ask for a monitoring report whatever, but you state if contacted by UKCF or ACE, are you happy for us to do our own monitoring? We would like to do a simplified one that asks, how spent, who took part, case study and photos.

Yes, this is fine.

29) Page 5 of the application form/monitoring states: Does it include trans, but trans does not appear on the drop-down menu?

We will add this to the drop down.

30) We have approximately £13,000 available in our own arts and culture fund can we use this as match funding, if our panellists agree?

Yes, this is fine.

31) Can you clarify that if they work with an ACE group i.e. DanceEast then payment can be made over to them (from the lead applicant) for artists (because they may be employed by them, and can the costs include some of their overheads)?

Yes, this is fine.



32) Please can you clarify the question on the Q&A paper that states – Do groups HAVE to have an external partner? – the answer contradicts what has been said elsewhere.

Groups are strongly encouraged to partner with an artist, creative or cultural organisation that has been in receipt of ACE funding within the last 4 years to help deliver their project. This is not an essential requirement, but we believe that the strongest applications will demonstrate a strong partnership with a cultural organisation or artists or creative professional, and this will help ensure the activity is high quality and relevant for the audiences and participants who will experience the event.

33) One of the key questions for us is around groups who are regarded as ‘arts organisations’ but registered as charities (and very much part of the local VCSE). Wearing my other hat, I am a vice-chair for one such group in Sussex, so have a strong interest in what the position is going to be on whether in order to apply these organisations will have to partner (and if so with whom?). The organisation I’m a trustee of is a CIO which has received a range of funding (including from SCF and most recently ACE’s Recovery Fund) and I would guess is a likely applicant to this fund.

ACE are looking for groups that aren’t solely based around the arts and that they are a community and voluntary organisations.

34) We were planning to partner with our local Arts and Culture Forum (a constituted charity) to run the grants panel – is this sufficient for this fund? Would we still need to find an ACE person to sit on the panel too?

Yes, this is sufficient.

35) There are not a huge number of artists, and only one group funded by ACE in Bucks – Can I just clarify, does it have to be one of these people that groups partner with? Or can it be any professional artist?

Any professional artist would be fine.

36) Still not wholly clear whether we have to fund fully or not at all?

Yes, foundations can part fund a larger grant. We should not be offering applicants less than they applied for though unless they include ineligible costs.

37) I think the monitoring and evaluation guidance needs to be amended to be unambiguous too – page 1 says “ACE would like to see comm orgs “ but from the webinar I understand that the applicants *MUST* be community orgs rather than arts ones.

This is fine.

38) It’s also really important that we are really clear around whether community arts orgs can apply in their own right or still need to partner – for example- one of our most successful local BAME-led groups, Women’s Cultural Arena, is predominately Arts focussed and led by a professional artist – would they still need to partner with another person to apply?

They would not need to partner

39) Similarly – if we want groups to address “investment principles” we need to be clearer about what is meant by that term.

This will removed for clarity.

40) Is it important to ACE whether or not artists are *employed*? Do they mean “paid for? Or just engaged in delivering the project, which could be on a voluntary basis?

Paid for – yes

41) It will be helpful to see the “fair pay for artists” info – I’m slightly conscious that this could be a contentious issue if it suggests rates of pay that are significantly higher than those paid by the community groups.

A link will be included in the guidance and a document will also be sent.

42) Is there a minimum/maximum income cap for applicant organisations – maximum could be quite important if we’re oversubscribed. Or any room to prioritise by income if need be?

No, there is no minimum

43) I know schools/parish councils were discussed, but are churches eligible to apply?

Yes

44) Will you be providing us with some comms info that we can use to publicise the fund in December?

Yes



45) Will the artists fees guidance be circulated with the final programme info?

Yes

46) Is there any requirement to ensure that a certain % of awards are larger (e.g. above £5k)?

No

47. Will the fund be open to limited companies?

The fund is open to limited companies and CICs by guarantee but NOT by shares.

48. The form will be proportionally time consuming for groups applying for £750. It would be great to have an abridged version for grants under 2k.

This will not be possible, there is one application form no matter the size of the funds being applied for.

49. Should there be a question about 'how are local people involved in designing and shaping the project?' if this is something that will influence the 'strength' of a proposal. Appreciate we want to keep the Q count down though.

This is reflected in the programme guidance.

50. *'The strongest projects could also demonstrate how the project might fit strategically to wider goals or objectives of one or many partners/stakeholders. They could also reference their Investment Principles, including how the project will be Ambitious, Relevant, and Inclusive, and have an awareness of Environmental Responsibility either through themes or operations'*. This seems a bit abstract, and do we need to be transparent with applicants that these factors will be influencing decision making and differentiating proposals (if we are in-fact going to use this to assess)?

All mention of investment Principle has been removed and the language clarified.

51. Linked to the above two points, should we be generally more transparent in the 'Programme guide for applying groups' about the priorities as highlighted in the italic text. Will the italic text be help/ placeholder text or is it just for internal guidance? One example, *'It is anticipated that the strongest applications will have a very clear idea of who their target audience/participants are and how to reach them.'* Etc.

The italics will be in the actual application form so applying groups can see the expectations which should be sufficiently transparent.

52. Why this level of detail (particularly for org leadership but also the potential participants questions)? It says they 'may use this information to report to the Government or to monitor the different backgrounds of people who receive grants'. Would it be enough to just ask the question 'Taking into account the



person (or people) who take the key strategic decisions relating to your organisation, do you consider your organisation to be: ... etc.'

We have removed the additional questions and just left the option to identify if you are diverse led.

53. Question 'Tick here if your activity is specifically aimed at either male, female or trans people' doesn't include trans options in the list

The standard form that ACE uses does not include this drop down and we are not currently able to change this for this fund.

54. We think the form will need to say somewhere where all the information from it goes, will it be linked to the organisation's profile, will it be used for just this application, or if not, for what other purpose (given the mention of reporting to govt and monitoring backgrounds) and for how long.

The monitoring form has been updated to reduce how much demographic data we need from applicant organisations. We also have removed the mention of sharing with government as we will be sharing a report analysing the overall impact of the fund e.g., 15% of groups were disability-led rather than the data collected directly from each applicant.

55. Ethnicity – accounting for Gypsy/Irish traveller communities under the 'white' header excludes other Roma communities (such as Czech & Slovak Roma people, of which there are communities in Leeds and Bradford)

Roma has now been added.

56. Gender – no Intersex option or opportunity to self-identify (across all the categories you can select 'prefer not to say' or 'not known' but should also be opportunity for people to self-identify)

This option has been removed for applicant organisations. The options for target audiences are ACE's standard data questions and we are not able to change those.

57. Orientation – no scope to identify as options not listed (asexual, pan, fluid etc)

This option has been removed for applicant organisations. The options for target audiences are ACE's standard data questions and we are not able to change those.

58. Leadership – if full words can be used in some instances, such as 'disability led' why is 'BME' still being used when so many people have argued for this and 'BAME' to be disaggregated?

BME has been updated to reflect the language that ACE also uses now of 'Black, Asian and ethnically diverse led'. We cannot disaggregate this though as we need to use the same categories as ACE's standard monitoring form.



**UKCOMMUNITY
FOUNDATIONS**
GIVING FOR LOCAL GOOD



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

59. Also think 'Number of deaf or disabled people, or who have a long-term health condition' is a bit confusing. Can have a LT health condition but not consider this a disability.

This is the definition that ACE use on their standard monitoring form.

60. If an organisation is both a charity/voluntary organisation and an Arts Council Funded NPO, would they be eligible to apply for a grant through this fund?

NPOs are not eligible to apply as lead applicants, but they would be a strong partner on an application. Therefore, we would encourage NPOs to work with local community and voluntary organisations to be partners on their applications.