



Year of Culture 2024 Activation Fund

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Contents

1. Context		p.2
	Calderdale Year of Culture 2024	p.3
	Overview	p.3
	Belong Principles of social cohesion	p.4
2. Applying for Funds		p.5
	How much funding is available?	p.5
	What can you spend the funds on?	p.5
	Who can apply?	p.5
	Further criteria for applicants	p.6
	Documentation	p.6
	Monitoring & Evaluation	p.7
	How to apply	p.7
	Help to apply	p.7
	Funding Timeline	p.8
	What happens next?	p.8
3. Glossary		p.9

Context

Year of Culture 2024

Calderdale is turning 50 in 2024. To celebrate we're hosting a Calderdale Year of Culture (CYOC24) from April 2024 to April 2025. We want to encourage creativity and activity in Calderdale and share this across the region.

We want the Year of Culture to:

- Be inclusive of, accessible to, and representative of our residents
- Showcase talent of the borough
- Have opportunities for people to have their say and co-create projects
- Share the stories of our culture, history, and people
- Get people active, interacting, and taking part
- Celebrate Calderdale

We will do this by:

- Putting residents at the centre of the creation and delivery of the programme
- Connecting people through cultural activity who would not normally meet and spend time together
- Supporting local artists and organisations
- Ensuring opportunities and activities happen across the whole borough
- Elevating current work and supporting audience development for those already working with our communities
- Encouraging new partnerships and joined up working
- Supporting young people to get creative
- Creating projects that tackle loneliness and isolation, mental health and wellbeing, engage underserved and marginalised people, and encourage physical activity

Find out more about CYOC24 on the [CultureDale website](#).

Calderdale's Cultural Strategy 5 priorities:

- *A Larger Creative Life*: We believe that culture and creativity should be woven into the fabric of every person's life, regardless of age, to inspire happier, healthier lives.
- *Creative Citizens*: Every community is empowered to grow and sustain its own cultural capacity – bringing to life the unique identity of each place and community.
- *A Resilient Valley*: The cultural sector inspires creative and regenerative actions to rebuild a sustainable future.
- *Distinctly Calderdale*: Businesses and visitors are attracted by the vibrancy of the cultural offer, strong sense of identity and creative possibilities.
- *A Thriving Cultural Scene*: The sector – its people and organisations – is invested in so that it flourishes and plays a unique, dynamic and effective role in wider society.

[Please click here to view the full Cultural Strategy](#)

Overview

This grant scheme will support organisations and practitioners to deliver a broad and exciting range of work and activity to engage people across the borough.

The focus of this funding is about building integration and cohesion in our communities through cultural activity, as part of our celebration of the Year of Culture.

Calderdale Council wants to encourage collaboration and new partnerships, develop connections between residents from different social groups and contribute to social cohesion. This work is guided by the Belong Principles of building greater social cohesion

- 1. Develop local infrastructure for a strong, thriving and diverse voluntary and community sector**
- 2. Build and strengthen collaboration and partnership across all sectors**
- 3. Utilise arts, sports and cultural activities to reach a common goal putting communities in charge**
- 4. Support local leaders to actively promote social cohesion in language accessible to all**
- 5. Tackle the barriers to inclusion of minority communities and under-represented groups including hate crime and prejudice**
- 6. Promote active social engagement and volunteering**
- 7. Invest in social mixing of people from different backgrounds**
- 8. Build competence, capacity, skills and knowledge in the VCS (Voluntary and Community Sector) and across local partnerships**
- 9. Draw on and support the specialist knowledge and skills of national and local civil society organisations**

We are looking for applicants who wish to develop projects that will feed into the Year of Culture through a range of activities including arts, sports, and culture.

We are looking to fund projects that:

- Have a clear plan for how the project and legacy will feed into or contribute to the Year of Culture 2024
- Demonstrate clear partnership and collaborative working.
- Engage new audiences
- Have a clear understanding of the needs, interests, and barriers faced by audiences when engaging with creative and cultural activity
- Demonstrate inclusive and accessible ways of working and reflect the Belong Principles.
- Support volunteering, co-creation, and active participation
- Help foster a sense of local pride and belonging
- Provide new skills or opportunities for residents
- Support the wellbeing and happiness of local people
- Improve access to culture, heritage, and arts in Calderdale
- Enhance the area with public art or murals
- Support the growth of the cultural community
- Strengthen or build on the applicant's operations and sustainability
- That could not otherwise happen or enable a project to be larger or of greater quality.

Applying for Funds

How much funding is available?

We have a total fund available of £50,000. Applicants can apply for grants between £500 and £8000.

The funders hope to see a range of applications and do not expect all groups to apply for the maximum amount available.

For Grants from £500 to £1000 You will need to provide a description of your project and how it will tie into the Year of Culture. You can include what activities you will create, the location, numbers of people you hope to involve and what impact your project will have.

For Grants from £1000 to £4000 You will also be asked for more detail on how your project will engage residents of Calderdale and what positive changes the grant would make to the lives of participants. You will need to explain how you will measure and report on these.

If your organisation wishes to apply for between £4000 to £8000, the funders will expect your application to demonstrate strong collaboration between partners and you will need to have a plan for your project legacy or progression. If you are applying as a partnership, please use one application form and designate one partner as the lead applicant. This applicant will be financially accountable for the project. More than one application from a partnership will not be permitted.

What can you spend the money on?

Funding can support any costs directly related to the successful delivery of your project including core costs like staffing, transport, hiring equipment and venues, printing costs, consumables such as materials or refreshments. Any equipment or resources costing over £100 should have prior approval. If you have any questions about this, please contact culturedale@calderdale.gov.uk.

Who can apply?

Examples of eligible applicants include:

- Individual artists or artistic cooperatives
- Freelance practitioners
- Community groups
- Charities or trusts
- Community interest companies (CICs)
- Social enterprises
- Public sector organisations (not local authorities)
- Private sector organisations
- Organisations that are part of a local authority's direct provision will be considered on a case-by-case basis
- Applicants must live or be based in Calderdale

The fund is open to all applicants who meet the criteria above who live or are based in Calderdale. Funded activities must take place in Calderdale and be for the benefit of the communities of Calderdale.

Further criteria for applicants

Eligibility for applying organisations includes:

- Financially viable
- Have demonstrated the ability to manage its work effectively
- Can evidence effective policies in health and safety, equality and diversity, safeguarding children and vulnerable adults.

Grants will not be made for the purposes of:

- The promotion of faith
- The promotion of political ideals
- The reinstatement of reserve funds
- Retrospective payments

For both organisations and sole trader artists/cultural practitioners, the fund will not support:

- Fundraising events where there is private gain.
- Applications from students unless the project is separate from or does not form part of their studies.
- Prize money.
- Applications for support towards the cost of attending courses in Further or Higher Education.
- Purchases of large items of equipment or assets.
- Capital works, renovation, or conservation projects.
- Touring productions.
- Capital works, renovation, or conservation projects will not be supported by the scheme. Reasonable and proportionate materials and equipment can be supported and will need to be justified in the application.
- Projects in deficit.
- Projects which have taken place.
- Projects for commercial gain.
- School projects that are part of the school's curriculum activity. Any schools work will need to be extra-curricular.

Documentation

As part of due diligence checks, organisations applying should supply the following:

1. constitution, terms of reference, or relevant governance document.
2. bank account details and a recent bank statement (within the last 3 months)
3. annual accounts and evidence of the ability to track all financial transactions
4. a written policy for safeguarding (children, young people and/or vulnerable adults)
5. an equalities and diversity policy
6. Evidence of appropriate insurance
7. A list of trustees/management committee members/directors – we do not need their contact details, a list of names will suffice
8. If your project involves food preparation and handling, please supply evidence of Food Safety Training and registration with Environmental Health

If you're not applying as an organisation, please supply what you can to demonstrate your financial viability, working practices (including safeguarding) and community benefit.

These documents could include:

- a) bank account in the name of the business
- b) personal bank account with business transactions highlighted

c) online presence: Facebook, Instagram, website or similar which clearly shows the business activities/promotions

d) tax evidence, e.g. information about a tax return.

This list is not exhaustive.

Monitoring and evaluation

Funded projects need to:

- Collect data that complies with our evaluation requirements
- Monitor the equality and diversity of their project
- Provide a full breakdown of spending.
- Organisations awarded a grant will be required to complete an online monitoring form within 6 weeks of the end of their project.

How to apply

This programme is managed by the Community Foundation for Calderdale, on behalf of Calderdale Council.

You can access the application form via this link:

<https://ukcf.secure.force.com/forms/YOCActivationFund>

Under certain circumstances we can accept applications by video. [Please click here for more information](#)

Help to apply

There will be two information sessions to introduce the fund and provide an opportunity to ask questions:

- Monday 29 Jan 2pm-3.30pm – online – check <https://cffc.co.uk/current-grants/> for more details
- Weds 31st Jan 1pm – in person - OSCA Foundation, Forest Cottage, Cousin Lane, HALIFAX, HX2 8AD

Additionally there will be 'cup of culture' drop-in sessions at local libraries where you can learn more about CultureDale and this fund:

Brighouse Library – Tuesday 30th January 10.30 am – 12.30 pm
Todmorden Library– Wednesday 7th February 10 am – 12 noon
Central Library – Thursday 15th February 10 am – 12 noon
King Cross Library – Monday 19th February 10 am – 12 noon
Sowerby Bridge Library – Friday 1 March 10 am – 12 noon

We encourage you to get in touch if you would like to find out more about CYOC24 or the application process.

If you have any questions about your idea or CultureDale or building partnerships, please contact:

- Kayleigh Boyle, Cultural Programme Manager kayleigh.boyle@calderdale.gov.uk
- Joanna Fullman, Community Engagement Officer joanna.fullman@calderdale.gov.uk

If you have any questions about the application process or need some help completing your application form, please get in touch with:

- Rob Billson, Grants Manager, CFFC, rob@cffc.co.uk

[Please click here to view top tips on applying for grants](#)

Funding Timeline

- Applications open on **Monday 22nd January 2024**
- Applications close on **Thursday 14th March 2024 at 12 noon.**
- We hope to be able to notify applicants of decisions by 15th April 2024. It's possible this timeline may change dependent on the number of applications. If there is a large response it will take longer to assess and deliberate on allocations. We will keep you up to date on the timeline with regular email updates.

What happens next:

Overview of the application process:

1. Once CFFC has received your application, an initial check for eligibility, documentation and due diligence is carried out.
2. Your application is then assessed internally and scored by the Grants Team. They make a recommendation to an independent Grants Panel on whether your application should be funded.
3. The applications are forwarded to the independent Grants Panel using an online platform called 'Basecamp'. Grants Panel members are volunteers who sit on CFFC's Grants Committee and come from different walks of life with varying areas of expertise e.g. accounting, business, voluntary sector. We usually add 1 or 2 experts to a panel and this time we will have CultureDale team members as our expert panellists. The Grants Panel Chair has the final vote on applications, if there is a split decision.
4. Once the applications have been assessed by the Grants Panel, the Grants Team process the Panel's recommendations and notify applicants of approval/rejection.
5. If successful, applicants then go on to receive payments, marketing advice and confirmation of monitoring and evaluation requirements.

When you click 'submit' on the online application, we will acknowledge receipt of your grant application via email shortly after. Good luck with your application.

Glossary

CFFC	- Community Foundation for Calderdale
CIC	- Community Interest Company
CYOC24	- Calderdale Year of Culture 2024