

Coventry City of Culture New Commissions.

On winning the title of 'UK City of Culture 2021' in 2017, the [Coventry City of Culture Trust](#) has been working with the local arts and cultural sector to develop their practice, support organisations to grow and build new networks, enable new ideas in preparation for the city's year of celebrations to begin.

As part of these preparations, Heart of England Community Foundation (HoECF) has worked with the City of Culture Trust to manage a range of grant programmes that have supported many great ideas from groups and individuals across Coventry & Warwickshire.

In addition to this, collectively we provided emergency financial support for those working in the local culture sector that were affected by the COVID-19 pandemic.

So far since 2018, the Trust and HoECF have supported 140 organisations and artists through the Road to 2021 Fund, Get Ready Fund and 2021 Coronavirus Resilience Fund.

As we approach the start of the City of Culture year, both parties remain committed to ensuring that our activities are accessible to all communities, as together we are determined to develop audiences and artists of the future.

About Your Project

We are looking to support live, creative projects aimed at engaging audiences aged under 5 years old.

Projects will:

- Be in-person activities or events, providing live experiences specifically aimed at under 5's and their families.
- Take place between July 2021 and May 2022.
- Be fully realised productions with the possibility of being a remount or rescope of a previous project.

Applicants are advised to find opportunities to connect with the Trust's vision storyboard for the year which includes the following themes:

- Welcome, Sanctuary, Harmony, Freedom
- Peace, Utopia, Coventry In the World, City of Light
- Being Human, Hope, Amazing Women, Green Futures

The Coventry City of Culture Trust's storyboard is available upon request.

We welcome projects from varied artforms which could be indoor and outdoor.

Available Funding

Four grants of up to £7,250 available to arts organisations or individuals to create new live performances at Under 5's and their families.

If the project costs are greater than the grant size available applicants must evidence that their project has already secured the additional funding; this can be services in kind, sponsorship etc. as well as other grants. These should be listed as part of your project budget e.g. Venue Hire provided free but valued at £15@ hour'. Project related equipment is also possible to be included within your budget.

You are **not required to have gained match funding** in order to access the funding.

However, **this grant can be used as match funding towards other funding bodies** such as [Arts Council England](#) grants and/or towards other sources of funding.

Coventry City of Culture Trust is committed to paying artists for their work and their time. As such applicants cannot include their time as an in-kind cost, applicants should instead budget their work fees into their grant application.

Priority Area

Coventry and Warwickshire-based individuals or organisations, with a CV postcode will be prioritised. Activities must take place within a 'CV' postcode area.

Who Can Apply?

This fund is open to:

- Individual Creatives and Artists (or those working within an artistic / cultural setting)
- Registered Charities and Community Organisations
- Social Enterprises

To be eligible to apply you must be able to provide proof of:

As an individual

Individual applicants will need to provide:

- Two referees.
- A bank statement.
- The relevant insurances including Public Liability Insurance and Public or Professional Indemnity Insurance.

As an organisation

- Your organisation / company has a management committee / board of Trustees / board of directors with at least three unrelated people as members, a list of those directors will be required showing who has bank authorisation.
- A written constitution / articles / set of rules.
- A copy of your most recent annual accounts or financial records showing your organisation's balance of funds, income and reserves.
- A bank account in the name of the organisation with at least two unrelated signatories.

- A bank statement from the last 3 months.
- Copies of your safeguarding policy (if you will be working with children or vulnerable adults).
- Equal opportunities policy.
- Quotes for capital items over £300.
- Relevant Insurances & DBS checks if appropriate.

What We Can't Fund

This fund is specific to celebrating Coventry's culture in conjunction with the programme of activities for Coventry's UK City of Culture year. Your activity should take place from July 2021 until May 2022.

- Any project which is discriminatory in any way.
- Business as usual' activity.
- Projects without clear link or benefit to the communities of Coventry.
- Existing activity, projects or events that are lacking core funding.
- Projects that do not include a clear artistic element (i.e. sporting tournaments).
- Street parties
- Capital projects
- Self-publishing
- Campaigns

How To Apply?

There are a few ways to apply;

1. Through the fund page on the Foundation's website.
2. We can send you a word version of the application form to complete if this is more suitable
3. We are also accepting applications in video, BSL or audio format – please send a film / audio file, no longer than 3 minutes via WeTransfer to info@heartofenglandcf.co.uk

Access Support

Everyone should be able to get information on our grant programmes and decide whether or not to apply.

We can support you if you are disabled or have a physical or mental health condition that makes it hard for you to access our services and information. This can include help with reading our guidance or making an application.

When finding the best way to help, we will consider cost and practicality, as well as your preference.

What we can support before you apply:

- Notes to be taken if you are disabled and need this help in one-to-one meetings with us.
- Notes to be taken if you are disabled and need this help to fill in the application form.
- A British Sign Language interpreter to support you in one-to-one meetings with us.
- Translating applications made in BSL into written English.
- Personal assistants if you are involved in the mental health system.
- Personal assistants if you have a learning disability.

What we cannot pay for before you apply:

- Support for developing your project, such as the cost of an arts worker or development consultant, or for meetings with your partners.
- Translation from other spoken languages into English.
- Costs already covered by Access to Work or any other sources.

If you have any questions, please contact: info@heartofenglandcf.co.uk or call on 024 7688 4434.

Further Information

You may also wish to consult Coventry's Cultural Strategy, which can be found here:

<http://covculture.com/>

You may also wish to consult the Coventry City Council Children and Families objectives, which can be found here: https://www.coventry.gov.uk/info/31/children_and_families

Decision Making and Timescales

- Application deadline 16th June 2021 at 5pm.
- The panel will meet 30th June 2021.
- Once a decision is made you will receive your news regarding your application by 7th July 2021.
- Your project must be complete by 14th May 2022.

Marketing and Communications

Successful applicants will also be expected to engage with the City of Culture Marketing and Communications team to ensure successful promotion.

They will provide support in promoting call out's relating to your commission and showcasing any workshop, events or activities as part of your project.

You will be invited to a Marketing, Communications and Evaluation Introductory Session led by the Trust's team which will help you understand the fundamentals of marketing to apply to your project, use of appropriate City of Culture logos and brand, help you capture the reach and impact of your project and information about support available to you.

It will be mandatory for you to attend one of the following dates for the Marketing, Communications and Evaluation Introductory session;

Monday 12th July at 4pm – 5pm **OR** Thursday 15th July at 6pm – 7pm

It will be confirmed nearer the date whether these sessions will be delivered online or in person.

The Trust's Communications team will discuss with you the appropriate dates to announce your commission once successful. We will work with you to determine appropriate dates for press releases and other Comms opportunities.

Monitoring

All successful applicants will be required to complete an End of Grant Monitoring Form to demonstrate the reach and impact of their project. A final payment (5% of your project budget) will be reserved until the End of Grant monitoring form is completed.

Successful applicants will need to have a mid-point check in with either the Foundation and/or the City of Culture evaluation team.

Data from applicants may be shared with other partners who have contributed funds to this programme.

For the Foundation's full eligibility criteria see our website.