

## 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, and 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 and Warwickshire.

In addition to this, collectively the Trust and HoECF 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 the start of the City of Culture year approaches, both parties are keen to support further applications from Coventry's diverse communities, with a commitment to representation, inclusion, and accessibility. The Trust and HoECF are dedicated to celebrating the different cultures that thrive in the city, with an aim for local people to take the lead.

The Trust and HoECF has been working with partners across the city and the country to consider ways in which they can be a more inclusive and accessible city. As part of this work the Access & Attitudes forum was set up in 2019 as a network of venues, promoters, cultural, arts, voluntary organisations, and access providers from across Coventry and Warwickshire with an interest in ensuring accessibility and attitudes towards disability and neurodivergency are addressed and considered.

A recent survey taken by the [UK Disability Arts Alliance 2021](#) gathered that 'a significant 82% of respondents expressed concern about the continued provision of access for disabled audiences through reopening. This implies the cultural sector needs to swiftly offer reassurance to disabled audiences that access remains a top priority'. As part of the Trusts commitment to access and the [Seven Principles for an Inclusive Recovery](#) they hope these access grants can be a helpful springboard for individuals and organisations in a CV postcode to explore access provision within their own creative projects.

### Available Funding

Grants of up to £1,000 are available to support arts organisations or individuals in the city to make their activities accessible to D/deaf, disabled and/or neurodiverse artists, audience members and participants.

#### Cost could cover:

- Access provisions including captioning, British Sign Language Interpreters or Audio Description Services, Touch Tours
- To support Disability Equality Training for staff or individuals
- Additional budget to support Disabled artists or participants within your creative project

- Covering costs of an Access Consultant to work with you on existing or new projects
- Support accessible marketing formats such as Braille, Easy Read's or British Sign Language videos relating to your existing or new project
- Purchase of equipment such as ramps, audio description kits or captioning units

These grants are available to support existing work as well as new activity.

Activities must be taking place within a 'CV' postcode area.

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

We would particularly welcome applications that provide opportunities for a live audience to experience the work.

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'.

You are **not required to have gained match funding** in order to access the Heart of England funds.

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 in line with union rates. 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
- Non constituted groups

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

#### **As an individual or un-constituted group**

Individual applicants will need to provide:

- Two referees
- A bank statement
- Proof of address

- 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

We are unable to fund:

- 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](mailto:info@heartofenglandcf.co.uk). If you select to submit a video application, you will be required to provide some basic personal details and may be required to speak to a grants officer as part of the assessment process.

## Access Support

Everyone should be able to get information on our grant programmes and decide whether 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 us on [info@heartofenglandcf.co.uk](mailto: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 look at the following organisations resources about access:

<https://www.weshallnotberemoved.com/the-seven-principles/>

<https://www.shapearts.org.uk/pages/news/category/resources>

<http://www.attitudeiseverything.org.uk/resources>

<https://weareunlimited.org.uk/links-and-resources-for-disabled-artists-and-freelancers-in-response-to-covid-19-includes-medical-guidance/>

## Decision Making and Timescales

- As the fund is rolling, the panel will meet on 12<sup>th</sup> July, 2<sup>nd</sup> August and 6<sup>th</sup> September 2021
- Depending when you submit your application and once a decision is made you will receive your news regarding your application on either 19<sup>th</sup> July, 9<sup>th</sup> August or 13<sup>th</sup> September 2021
- Your project must be complete by 14<sup>th</sup> 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 outs 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, and information about support available to you.

It will confirm with you 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 and 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.

At the start of your project you will be invited to participate in an Marketing, Communications and Evaluation Introductory Session led by the Trust's team, which will help you in capturing the reach and impact of your project.

Successful applicants will need to have a mid-point check in with either the Heart of England CF and/or the City of Culture team 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.**