**North East Lincolnshire Creative Match Fund**

**Definition of the North East Lincolnshire Creative Match Fund**

The North East Lincolnshire Creative Match Fund is funding which can be used as match funding for **revenue** bids to heritage and arts funders. It is anticipated that this will include Arts Council England or National Lottery Heritage Fund for projects to be delivered in North East Lincolnshire. It could also be used as match funding for other funders including trusts and foundations (e.g. Architectural Heritage Fund or Esmee Fairbairn Foundation), public funders (e.g. Historic England) or National Lottery Community Fund.

For North East Lincolnshire, the specific aims of the Creative Match Fund are to:

* Increase investment in arts, culture and heritage activities in North East Lincolnshire
* Increase footfall and visitor numbers in North East Lincolnshire, especially in town centres
* Engage more people to participate in creative activities
* Encourage volunteering and participation

**Eligibility Criteria & Applying for a Grant**

Please complete Part A to check your eligibility for the Creative Match Fund. If you answer yes to all the questions in Part A, you can continue to complete Part B. If you are not sure about answering yes to everything in Part A, please seek help from the Grimsby Creates team; they can discuss your query and offer advice to ensure you can complete Part A successfully.

Once you have completed Part B (and answered all questions), please submit your application (in a PDF and/or Word format) to [createnortheastlincolnshire@nelincs.gov.uk](mailto:createnortheastlincolnshire@nelincs.gov.uk).

**There is no fixed deadline for applications, but funding will be allocated on a first come first served basis. With conditional offers being made subject to securing funding from Arts Council England, National Lottery Heritage Fund or other funders.**

Following this the application will be reviewed by a panel with funding decisions confirmed within 2 weeks.

**The minimum grant request is £500; the maximum is £5,000. You must use this funding as match funding to an Arts Council England application or National Lottery Heritage Fund, or other funders. The maximum grant award will be 10% of costs, or £5,000 (whichever is the smaller). In exceptional circumstances grants of over £5,000 may be offered.**

Projects must be entirely complete by the end of the funding programme – March 2025.

The grant assessment panel (consisting of North East Lincolnshire Council representatives, and local creatives) will individually assess each application and then meet to confirm their recommendations. The panel will evaluate your application on how closely it meets the criteria requirements, the extent to which it fulfils the programme aims and value for money. They will agree a recommendation to either approve or refuse the funding request. If they recommend approval, the final decision will be with North East Lincolnshire Council (NELC) to ensure due diligence is applied before the award is confirmed. If the funding is not recommended for approval, you will receive feedback concerning why they were not successful.

If your application is successful, you will receive a grant offer letter from NELC which you must sign and return before starting on your project.

**Advice & Support**

We strongly advise that potential applicants come forward and apply as soon as possible for a grant or discuss their ideas early with the Grimsby Creates team. It is also strongly recommended that you share draft bids with us, so that we can offer advice prior to submission. If you have any questions regarding a potential application or would like to discuss your ideas, please contact grimsbycreates@nelincs.gov.uk.

**Terms and Conditions**

Projects must adhere to Arts Council England, Heritage Fund or other funders’ guidance.

**Grant Payment**

If the total amount of funding you are applying for is £5,000 or less, you can expect to receive 90% of your funding once you have been formally awarded the grant. If your funding request is for over £5,000, then payment will be in three stages: 50% on award with another 40% at an agreed milestone. In both cases, the final 10% of the funding will be withheld until the successful completion of the project.

**Project Completion**Once you have successfully completed your project, you can request the final 10% payment of your grant by submitting your project completion form to [createnortheastlincolnshire@nelincs.gov.uk](mailto:createnortheastlincolnshire@nelincs.gov.uk).

**Part A**

|  |  |  |
| --- | --- | --- |
| AMBITION AND CREATIVTY | YES | NO |
| Does your creative activity or project deliver the North East Lincolnshire Creativity Strategy? |  |  |
| ACTIVITY | YES | NO |
| Is your project a revenue project? (i.e. not building works) |  |  |
| ENGAGEMENT | YES | NO |
| Will your project engage with the people of North East Lincolnshire? |  |  |
| LOCATION OF ACTIVITY | YES | NO |
| Will most of the project take place in North East Lincolnshire? |  |  |
| TIMING OF YOUR ACTIVITY | YES | NO |
| Has your project not yet started? And will your project complete during the funding period (before March 2025)? |  |  |
| ELIGIBILITY | YES | NO |
| I confirm we are eligible to apply according to the criteria |  |  |
| FUNDING APPLICATION | YES | NO |
| Are you able to provide a final funding application to Arts Council England or Heritage Fund or other funder. **You MUST provide this when submitting application.** |  |  |

**Part B**

**Proposal Overview**

|  |  |
| --- | --- |
| **Name of Individual / Organisation** |  |
| **Name of Proposal** |  |
| **Proposal Summary**  (100 words maximum) |  |

**Lead Applicant**

|  |  |
| --- | --- |
| **Lead Contact Name** |  |
| **Organisation** |  |
| **Type of organisation** |  |
| **Charity number (if applicable)** |  |
| **Company number (if applicable)** |  |
| **Address** |  |
| **Town / City** |  |
| **Post Code** |  |
| **Email Address** |  |
| **Landline Phone (if applicable)** |  |
| **Mobile Phone** |  |
| **Website (if applicable)** |  |

**Cost**

|  |  |
| --- | --- |
| **How much does your project cost?** |  |
| **How much funding are you requesting from the Creative Match Fund?** | *The maximum grant award will be 10% of costs, or £5,000 (whichever is the smaller).* |

**Project Outputs**

Further details regarding UK Shared Prosperity Fund outputs can been found here:

[UK Shared Prosperity Fund (UKSPF) | NELC (nelincs.gov.uk)](https://www.nelincs.gov.uk/business-and-investment/support-for-businesses/uk-shared-prosperity-fund-ukspf/)

|  |  |
| --- | --- |
| **How many local events or activities will be supported?** |  |
| **How many volunteering opportunities will be supported?** |  |
| **How many people do you anticipate will attend your event/activity?** |  |

**Further questions**

|  |  |
| --- | --- |
| **Does your project involve working specifically with children, young people under the age of 18 or vulnerable adults?**  **(If ‘yes’ we may need to talk to you about safeguarding arrangements)** | Y/N |
| If yes, please describe your safeguarding arrangements including policies, procedures or guidance you have in place. If you have them, please provide documents as attachments. |  |
| **If successful with funding, when would you start your project?** |  |
| **When do you expect to complete your project?**  Note: This project has to be complete and fully paid by March 2025. |  |
| **Have you provided a copy of your final draft application to Arts Council England, Heritage Fund, or another funder?** |  |

**Evidence (not mandatory, but may give the panel a clearer idea about your proposals)**

* If you wish to, please email up to five files (.jpg/.jpeg/.pdf) that support the activity for which you are seeking support. Unless uploading a single PDF, .jpg/.jpegs should contain single images of visuals or photos and not be larger than 10MB.
* If you wish to, please upload up to two files (.jpg/.jpeg/.pdf) of previous work. Alternatively, you may provide up to two links to videos or websites.

**I agree to the declaration below:**

1. I have the authority to represent the organisation/s detailed in this application form and to the best of my knowledge I have provided accurate and up to date information regarding these organisations.
2. I agree that NELC reserve the right to undertake further checks to confirm eligibility for the grant and will contact me directly should this be required or if there are any matters that need to be discussed regarding this application.
3. I consent to NELC processing, within its own organisation, to Arts Council England, Heritage Fund and in accordance with the Data Protection Legislation any information that I have provided to them in order to process my claim successfully.
4. I agree and accept that NELC does not guarantee any funding for this application.
5. This grant is funded through the UK Shared Prosperity Fund and administered by North East Lincolnshire Council. If successful, acceptance of this grant will not result in any project organisation involved exceeding the new Subsidy Allowances.  If you are unfamiliar with the new regulations, please refer to our guidance **here** before continuing. It is the Lead Applicant’s responsibility to ensure it does not exceed these limits, and if the limit is exceeded the grant may be required to be repaid.

**Submission/Next Steps**

Once completed, the Application Form should be signed and returned to [createnortheastlincolnshire@nelincs.gov.uk](mailto:createnortheastlincolnshire@nelincs.gov.uk). After you have submitted your completed Application Form, we will confirm receipt of your application and advise of any incomplete or missing documentation.

When we have all the information required, your application will be reviewed and considered for approval, following which we will confirm whether the Creative Match Fund has been conditionally awarded.

Please ensure that you do not commit to incurring any expenditure in advance of receiving confirmation that an award has been made by Arts Council England, Heritage Fund, or another funder. Any expenditure incurred prior to an award being made is not eligible for financial support.

**Please note that the decision is final and there is no right of appeal.**

**Funding Agreement**

|  |  |
| --- | --- |
| Signed on behalf of the Lead Applicant | |
| I accept that North East Lincolnshire Council (NELC) do not assume any responsibility for any liability arising from my actions and/or choice of supplier nor from any aspect of any work that myself or my supplier agrees to undertake following support provided by the programme. I confirm that the details provided on this form are current and accurate to the best of my knowledge. | |
| Signature |  |
| Print Name |  |
| Position |  |
| Date |  |