

REPORT TO: ARTS & HERITAGE COMMITTEE - 21 AUGUST 2000

REPORT ON: REVISIONS TO GRANTS SCHEMES AND PAYMENTS TO THIRD PARTY PROCEDURES

REPORT BY: DIRECTOR OF ARTS & HERITAGE

REPORT NO: 516-2000

1.0 PURPOSE OF REPORT

1.1 To outline revisions to current procedures governing the distribution of Arts and Heritage Grants and Payments to Third Parties, thereby bringing them further into line with the recommendations contained in the document "Guidance on Funding External Bodies and following the Public Pound" and the Scottish Local Authorities "Arts and Best Value National Benchmarking Pilot (Payments to Third Parties)".

2.0 RECOMMENDATIONS

2.1 It is recommended that committee agrees the revisions outlined in this report.

2.2 That these revisions be brought into effect from 1 April 2001.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications in revising these procedures.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 Revised procedures can assist in the equitable distribution of grants increasing the opportunities for culture, leisure and recreation for all.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 Grants procedures will require applicant bodies to deliver their grant-aided projects and services to the public, equally and without discrimination.

6.0 MAIN TEXT

6.1 The Arts and Heritage Department has four grant schemes:

6.1.1 **Major Partnership Fund** covering revenue grants to and service agreements with Dundee Contemporary Arts Ltd, Dundee Repertory Theatre, Dundee Repertory Theatre Community Drama Department, Scottish Dance Theatre, Dundee Industrial Heritage and Dundee Science Centre.

6.1.2 **Major Projects Grants** covering one-off payments for projects to national and local companies eg Royal Scottish National Orchestra, Assembly Direct, Dundee Dance Festival.

6.1.3 **Small Projects** covering one-off payments for projects by local companies eg Scottish Country Dance Association, Scottish Ornithologists, The Council for Music in Hospitals.

6.1.4 **Arts Aid Scheme** covering small grants to individuals to attend self-improvement courses in the arts.

6.2 The revised procedures for the above are contained in Appendices 1-4.

- 6.3 The main points of change between present and proposed procedures are:
- 6.3.1 **Major Partnership Fund:** The timescale for submission of information prior to funding recommendations being placed before Committee at its April Meeting, has been formalised. Details of service levels and monitoring requirements will continue to be contained in each organisation's annual Agreement.
- 6.3.2 **Major Projects Grants:** There are no proposed revisions to this scheme. Details of project delivery and monitoring arrangements will continue to be contained in the correspondence between the Department and the applicant organisation. Committee approval will continue to be sought before a Major Project Grant is offered.
- 6.3.3 **Small Projects Grants:** Permission is sought for the Director, Arts and Heritage, to make these grants at his discretion and report them quarterly, in arrears, to Committee. The maximum grant level is £500.
- 6.3.4 **Arts Aid Scheme:** Permission is sought to open this scheme to attendance at heritage courses as well as arts courses and to change the name of the scheme accordingly to "Short Courses". Also, that the Director, Arts and Heritage, can make these grants at his discretion and report them quarterly, in arrears, to Committee. The maximum grant level is £50.
- 6.4 It is recommended that these revised procedures come into effect from 1 April 2001 in order that the same procedures will apply equally to all applicants in the same financial year.

7.0 CONSULTATION

- 7.1 The Chief Executive, Director of Support Services and Director of Finance, have been consulted on this report and are in agreement with its contents.

8.0 BACKGROUND PAPERS

- 8.1 None.

Director of Arts and Heritage _____ Date _____

Dundee City Council

Arts and Heritage Department

Grant Schemes and Payments to Third Parties - Major Partnership Fund

1. Aims of the Scheme

- 1.1 To increase provision of good quality, best value, services in the cultural sector in Dundee.
- 1.2 To encourage economic growth and tackle population change by increasing levels of activity in the cultural sector.
- 1.3 To promote social inclusion through cultural sector activity.
- 1.4 To encourage active citizenship in the cultural sector.

2. Nature of the Scheme

- 2.1 The Major Partnership Fund contributes to core annual revenue costs.

3. Funding Available

- 3.1 The amount of funding available to each applicant is limited by the scale of the fund in each year.

4. Who is Eligible?

- 4.1 Major, independent, non-profit, arts and heritage providers situated in Dundee.

5. Our Assessment Criteria

Applications are assessed against the following criteria:

- 5.1 The extent to which the aims of the application meet the **Aims of the Scheme**.
- 5.2 The relevance of the application to the delivery of quality arts and heritage services in Dundee.
- 5.3 The expected impact of Council support on the applicant organisation's ability to deliver arts and heritage services in Dundee.
- 5.4 Evidence of sound organisational and financial management.
- 5.5 Production of a balanced budget for the year to which the funding applies.

6. How to Apply and Timescales

- 6.1 There is no Application Form
- 6.2 Applicants should place the relevant information before the Director, Arts and Heritage,

- Dundee City Council, by January prior to the financial year the grant is being awarded for.
- 6.3 Relevant information is, at least, a report, budget and estimated financial out-turn for the current year, and a report and budget for the next year.
 - 6.4 A decision will be made by the Arts and Heritage Committee of Dundee City Council at its April meeting.
 - 6.5 The Director of Arts and Heritage will inform the organisation of the Committee's decision by letter, indicating the sum approved together with a finalised Agreement.

7. **Conditions**

- 7.1 The organisation must sign and return the Agreement before payments can commence.
- 7.2 Council support must be acknowledged graphically, and in wording, in forms mutually agreed with the Council.
- 7.3 Payments are made for the programme of work described in the Agreement and are not transferable.
- 7.4 Performance Indicator and Stakeholder information must be supplied to the Council as required.
- 7.5 Other general and specific conditions contained in the Agreement must be adhered to.

8. **Monitoring and Evaluation**

- 8.1 The organisation shall give access to the Council to the information necessary to monitor the performance of the organisation in fulfilling its obligations in the Agreement.
- 8.2 Other, on-going, methods of monitoring and evaluation will be contained in the Agreement.
- 8.3 Audited accounts for the financial year preceding the current financial year must have been lodged with the Council before a grant will be made for the financial year succeeding the current financial year.

9. **Payments**

- 9.1 The manner of payment will be specified in the Agreement.

Dundee City Council

Arts and Heritage Department

Grant Schemes and Payments to Third Parties - Major Projects Grants

1. Aims of the Scheme

- 1.1 To increase provision of good quality, best value, services in the cultural sector in Dundee.
- 1.2 To promote social inclusion through cultural sector activity.
- 1.3 To assist non-profit organisations undertake the delivery of arts and heritage projects in Dundee.
- 1.4 To complement the Arts and Heritage Department's priorities and public programme.

2. Nature of the Scheme

- 2.1 One-off grants against project costs.
- 2.2 Eligible costs are project specific materials; professional fees; marketing and publicity; hire of project specific equipment.
- 2.3 Applications for the same project cannot be made to both the Major Projects Grants scheme and the Small Projects Grants scheme.

3. Funding Available

- 3.1 The amount of funding available to each applicant is limited by the scale of the fund in each year.

4. Who is Eligible?

- 4.1 Independent, constituted, non-profit organisations, including national companies.

5. Our Assessment Criteria

- 5.1 The extent to which the aims of the application meet the **Aims of the Scheme**.
- 5.2 The relevance of the application to the delivery of quality arts and heritage services in Dundee.
- 5.3 The expected impact of Council support on the applicant organisation's ability to deliver arts and heritage services in Dundee.
- 5.4 Evidence of sound organisational and financial management.
- 5.5 Production of a balanced project budget identifying eligible costs upto the sum applied for.

6. How to Apply and Timescales

- 6.1 There is no Application Form.
- 6.2 Eligible projects are considered throughout the year.
- 6.3 Applicants should provide the relevant information to the Arts and Heritage Department. (see 11 below)
- 6.4 Relevant information should include a project description, budget, and identification of eligible costs.
- 6.5 Funding support for the project will be subject to approval, in advance, by the Arts and Heritage Committee of Dundee City Council.

7. **Conditions of Grant**

- 7.1 Council support must be acknowledged graphically, and in wording, in forms mutually agreed with the Council.
- 7.2 Funding is for the project costs identified, and is not transferable.
- 7.3 Other general and specific conditions contained in the Letter of Offer must be adhered to.

8. **Monitoring and Evaluation**

- .1 A project report detailing project outcomes, attendances, participation, a financial statement and a critical assessment of the success of the project, must be submitted within 30 days of the conclusion of the project.

9. **Payments**

- 9.1 The manner of payment will be specified in the Letter of Offer.

10. **General Information**

- 10.1 Enquiries regarding Major Projects Grants should be addressed to:

N Colston
Arts and Heritage Department
Dundee City Council
Dundee Contemporary Arts
152 Nethergate
DUNDEE
DD1 4DY
Tel: 01382 432337 Fax: 01382 432252

Dundee City Council

Arts and Heritage Department

Grant Schemes and Payments to Third Parties - Small Projects Grants

1. Aims of the Scheme

- 1.1 To assist non-profit organisations undertake short-term arts and heritage projects in Dundee.
- 1.2 To complement the Arts and Heritage Department's priorities and public programme.

3. Nature of the Scheme

- 2.1 One-off grants against project costs.
- 2.2 Eligible costs are project specific materials; professional fees; marketing and publicity; hire of project specific equipment.
- 2.3 Grants are limited to one per applicant, per year.
- 2.4 Applications for the same project cannot be made to both the Small Projects Grants scheme and the Major Projects Grants scheme.

3. Funding Available

- 3.1 Small Project Grants will not exceed £500 or 50% of eligible costs, whichever is the lesser.
- 3.2 Grants are available only as long as the fund lasts.

4. Who Can Apply?

- 4.1 Independent, constituted, non-profit organisations.

5. Our Assessment Criteria

Applications are assessed against the following criteria:

- 5.1 The extent to which the project increases public access to arts or heritage opportunities.
- 5.2 The extent to which the project complements, or adds to, already existing provision.
- 5.3 The impact of Council support on the viability of the project.
- 5.4 Evidence of ability to deliver the project, with sound organisational and financial management.
- 5.5 Production of a balanced project budget.

6. How to Apply and Timescales

- 6.1 There is an Application Form.

6.2 Applications are received throughout the year but must be lodged at least 30 days before the project begins.

6.3 You will be informed of the outcome of your application, by letter.

7. **Conditions of Grant**

7.1 Council support must be acknowledged graphically, and in wording, in the format stipulated by the Council and described in the Letter of Offer.

7.2 Other general and specific conditions may be detailed in the Letter of Offer.

8. **Monitoring and Evaluation**

8.1 A project report detailing project outcomes, attendances, participation, a financial statement and a critical assessment of the success of the project, must be submitted within 30 days of the conclusion of the project.

8.2 The Director, Arts and Heritage, will report retrospectively, quarterly to the Arts and Heritage Committee of Dundee City Council with the names of organisations to whom a grant has been made, the amount of the grant, and a description of the project.

9. **Payments**

9.1 Payment is made following the submission of the project report.

10. **General Information**

10.1 Application Forms can be obtained from, and should be returned to:

N Colston
Arts and Heritage Department
Dundee City Council
Dundee Contemporary Arts
152 Nethergate
DUNDEE
DD1 4DY
Tel: 01382 432337 Fax: 01382 432252

Dundee City Council

Arts and Heritage Department

Grant Schemes and Payments to Third Parties - Short Courses

1. Aims of the Scheme

- 1.1 To help individuals increase their skills in arts or heritage subjects by attendance at short courses.

2. Nature of the Scheme

- 2.1 One-off grants against the cost of attending the short course.
- 2.2 Eligible costs are the course fee; travel costs; subsistence costs.
- 2.3 Costs of full-time courses are not eligible.
- 2.4 Costs of attending formal education are not eligible.
- 2.5 Costs of attending courses otherwise subsidised by the Council are not eligible.

3. Funding Available

- 3.1 Grants will not exceed £50 or 50% of eligible costs, whichever is the lesser.
- 3.2 Grants are available only as long as the fund lasts.

4. Who Can Apply?

- 4.1 Anyone whose permanent address is within Dundee.

5. Our Assessment Criteria

- 5.1 The course should be of a professional standard of content and organisation.
- 5.2 The course should be capable to assisting the applicant to a higher attainment level in its subject.

6. How to Apply and Timescales

- 6.1 There is an Application Form.
- 6.2 Applications are received throughout the year but must be lodged at least 30 days before the course begins.
- 6.3 You will be informed of the outcome of your application, by letter.

7. Conditions of Grant

- 7.1 The grant can be used to attend only the course described in the Application Form.

8. **Monitoring and Evaluation**

8.1 The Director, Arts and Heritage, will report retrospectively, quarterly, to the Arts and Heritage Committee of Dundee City Council on the number of grants made, the value of grants made, and a description of the courses which were attended.

9. **Payments**

9.1 Grants are paid after the course is over.

9.2 Within 30 days of the completion of the course send us evidence that you have attended the course in the form of a letter or certificate of attendance signed by the course organiser.

10. **General Information**

10.1 Application Forms can be obtained from, and should be returned to:

N Colston
Arts and Heritage Department
Dundee City Council
Dundee Contemporary Arts
152 Nethergate
DUNDEE
DD1 4DY
Tel: 01382 432337 Fax: 01382 432252