

Item: 7

Education, Leisure and Housing Committee: 9 November 2022.

Covid Recovery Fund for Culture.

Report by Corporate Director for Education, Leisure and Housing.

1. Purpose of Report

To consider scheme for distributing COVID-19 recovery funding.

2. Recommendations

The Committee is invited to note:

2.1.

That the Council supports arts and culture through two grant schemes, the Visual Arts and Crafts Makers Award Scheme (VACMA) and the Culture Fund.

2.2.

That the arts and culture sector was severely impacted by the COVID-19 pandemic.

2.3.

That, on 21 December 2021, when considering the allocation of one-off funding towards a series of projects considered to provide excellent recovery prospects from the COVID-19 pandemic, the Policy and Resources Committee recommended the allocation of funding to a series of recovery projects, which included a one-off allocation of £300,000 towards Cultural Fund Recovery Funding.

2.4.

The draft Guidance, Monitoring and Application Forms in respect of the proposed Covid Recovery Fund for Culture, attached as Appendices 1 to 3 to this report.

It is recommended:

2.5.

That a Covid Recovery Fund for Culture, funded by the one-off allocation of £300,000 referred to at paragraph 2.3 above, be established with the following aims:

- To supplement funding provided to organisations that receive priority funding through the Culture Fund by allowing the Key Clients to apply for additional support through the Covid Recovery Fund.
- To increase the Open Pot element of the Culture Fund.
- To provide wider assistance to community arts and performance groups.

2.6.

That an advisory panel, comprising the undernoted membership, be established to consider applications to the Covid Recovery Fund for Culture:

- Orkney Islands Council:
 - Chair, Education, Leisure and Housing Committee.
 - Vice Chair, Education, Leisure and Housing Committee.
 - Corporate Director for Education, Leisure and Housing.
 - Head of Community Learning, Leisure and Housing.
 - Service Manager (Leisure and Culture).
 - Team Manager (Culture).
 - Arts Development Officer.
- External Advisers:
 - Two representatives from Voluntary Action Orkney.
 - Two representatives from Creative Scotland.
 - One representative from Museums Galleries Scotland.

2.7.

That powers be delegated to the Corporate Director for Education, Leisure and Housing to determine applications for funding from the Covid Recovery Fund for Culture.

3. Background

3.1.

On 21 December 2021, when considering the allocation of one-off funding towards a series of projects considered to provide excellent recovery prospects from the COVID-19 pandemic, the Policy and Resources Committee recommended the allocation of funding to a series of recovery projects, which included a one-off allocation of £300,000 towards Cultural Fund Recovery Funding.

3.2.

The report to the Policy and Resources Committee held on 21 December 2021, included the following information in respect of the proposed allocation:

- The county has a wide variety of festivals, music events and cultural organisations that have been severely impacted by restrictions on gatherings and performances.
- It is proposed that the allocation is used to supplement the funding provided to organisations that receive priority funding through the Culture Fund, to increase the Culture Fund open pot and provide wider assistance to community arts and performance groups.

- A scheme for distributing the funding will be required to be developed and reported through the Education, Leisure, and Housing Committee.

3.3.

The Council supports arts and culture through two grant schemes, the Visual Arts and Crafts Makers Award Scheme (VACMA) and the Culture Fund.

3.4.

In 2021/22, £159,298 was distributed through the Culture Fund. £14,048 was disbursed to 11 small grants from the 'Open Pot' following an application process. £139,250 was disbursed to the following six standing 'Key Clients':

- Birsay Heritage Trust.
- Orkney Folk Festival.
- Orkney Traditional Dance Association.
- St Magnus Festival.
- Orkney Natural History Museum (Stromness).
- Pier Arts Centre.

3.5.

An additional £6,000 was awarded as a one-off to the George Mackay Brown 100 Public Art Commission.

3.6.

A further £7,500 is distributed through the Visual Artists and Craftmakers Award (VACMA) which is derived from the following funders:

- £5,000 – Creative Scotland.
- £1,500 – Orkney Islands Council.
- £1,000 – Highlands and Islands Enterprise.

3.7.

In 2021/22, there were 12 recipients of VACMA funding with the maximum award granted being £750.

4. Covid Recovery Fund for Culture

4.1.

The proposed application process draws on the successful mechanisms used to distribute the Culture Fund and VACMA funding.

4.2.

The proposed Guidance, monitoring and applications forms are attached as Appendices 1 to 3 of this report.

4.3.

Applications will be advertised locally and considered by an advisory panel, comprising the undernoted membership, who will make recommendations to the Corporate Director for Education, Leisure, and Housing, who will determine final awards. Funds will be disbursed on receipt of signed Terms and Conditions.

- Orkney Islands Council:
 - Chair, Education, Leisure and Housing Committee.
 - Vice Chair, Education, Leisure and Housing Committee.
 - Corporate Director for Education, Leisure and Housing.
 - Head of Community Learning, Leisure and Housing.
 - Service Manager (Leisure and Culture).
 - Team Manager (Culture).
 - Arts Development Officer.
- External Advisers:
 - Two representatives from Voluntary Action Orkney.
 - Two representatives from Creative Scotland.
 - One representative from Museums Galleries Scotland.

4.4.

Eligible Culture is defined as Arts, Heritage and language including Orkney dialect. Eligible organisations are properly constituted charitable or voluntary organisations operating within Orkney which are not-for-profit. Further details on eligibility can be found on the Application Guidance attached as Appendix 1 to this report.

4.5.

Successful applicants will be required to demonstrate compliance with all relevant legislation, acknowledge their grant from the Council, and report on the amount spent and the impact of the award on the challenges outlined in their application. All expenditure will have to be completed by the end of Financial Year 2023/24. Further details can be found on the Application Guidance attached as Appendix 1 to this report.

4.6.

It is anticipated that there will be a very high level of demand for this fund, therefore applications will generally be expected to be in the range £1,000 to £10,000, although larger submissions up to a cap of £50,000 will be considered. Applicants should be aware that if the volume of applications is high, partial awards may be necessary.

4.7.

It is anticipated that, if agreed, the fund will be open for applications from January 2023 and accept applications until the deadline of 31 March 2023. The Panel will then determine the applications in April 2023. Should funds remain undispersed at the end of the process, subsequent rounds will be advertised until the Covid Recovery Fund has been fully distributed.

5. Links to Council Plan

5.1.

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priority theme of Quality of Life.

5.2.

The proposals in this report relate directly to Priority 5.8 'Further promote and administer Culture Fund through core funding and grant assistance scheme to support community cultural activity' of the Council Delivery Plan.

6. Links to Local Outcomes Improvement Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priority of Community wellbeing.

7. Financial Implications

7.1.

The approved net budget for the culture fund for financial year 2022/23 was set at £176,600. On 21 December 2021, the Policy and Resources Committee recommended the allocation of funding to a series of recovery projects, which included a one-off allocation of £300,000 towards Cultural Fund Recovery Funding.

7.2.

There is no allocation towards administration of the applications in the Culture Fund budget. As a result, all administrative costs associated with the scheme have to be met from the approved revenue budgets of the Service.

7.3.

There will be additional member and officer resource required to administer this scheme, including the advertising of the scheme, the selection of awards and the monitoring. The monitoring required is both quantitative and qualitative. There is no indication of action to be taken if monitoring responses are not satisfactory, or any penalties or repayments are required.

7.4.

The requirement to ensure all expenditure will have to be completed within Financial Year 2023/24 will remove additional year-end financial reporting requirements.

8. Legal Aspects

8.1.

In terms of the Local Government and Planning (Scotland) Act 1982, Section 14, the Council shall ensure that there is adequate provision of facilities for the inhabitants of their area for recreational, sporting, cultural and social activities.

8.2.

In terms of section 15(2) of the Act, the Council may provide or do or arrange for the provision of or doing of, or contribute towards the expenses of providing or doing, anything necessary or expedient for the purpose of ensuring that there are available, whether inside or outside their area, such facilities for recreational, sporting, cultural or social activities as they consider appropriate.

8.3.

In terms of section 17 of the Act, the Council has the power to contribute by way of grant or loan towards the expenses of any organisation or body which, in the opinion of the Council, provides or promotes the provision of cultural activities or facilities whether inside or outside the area of the Council. This includes the power to make such contributions as will promote music, theatre, dance, opera, visual art or other art forms and museums and galleries.

8.4.

For all grant assistance a legally-binding Grant Funding Agreement or set of Terms and Conditions requires to be entered into between the Council and the recipient setting out the terms on which the funding is being provided.

9. Contact Officers

James Wylie, Corporate Director for Education, Leisure and Housing, extension 2401, Email james.wylie@orkney.gov.uk.

Frances Troup, Head of Community Learning, Leisure and Housing, extension 2450, Email frances.troup@orkney.gov.uk.

Garry Burton, Service Manager (Leisure and Culture), extension 2440, Email garry.burton@orkney.gov.uk.

Nick Hewitt, Team Manager (Culture), extension 2716, Email nick.hewitt@orkney.gov.uk.

Emma Gee, Arts Officer, extension 2406, Email emma.gee@orkney.gov.uk.

10. Appendices

Appendix 1: Covid Recovery Fund for Culture Applicant Guidance.

Appendix 2: Monitoring Form.

Appendix 3: Application Form.



Covid Recovery Fund for Culture

GUIDANCE NOTES FOR APPLICANTS

School Place, Kirkwall, KW15 1NY

Telephone (01856) 873535

leisure.culture@orkney.gov.uk

www.orkney.gov.uk

[Version1 3.10.22]

Covid Recovery Fund for Culture 2022-2024

Applicant Guidance

Background

Orkney Islands Council is committed to supporting the delivery of cultural activities within Orkney enabling residents and visitors to access the highest quality cultural events and activities through the support of organisations which deliver these programmes. It does this through its annual Culture Fund.

In December 2021 at the Orkney Islands Council Policy and Resources Committee a number of funding packages were agreed to recognise the hardships of various sectors of the community in Orkney due to Covid19 in 2020 -2021. For this reason, £300K has been set aside as a one-off Covid Recovery Fund for Culture in 2022-2023 to enable this sector to apply for projects that will enable it to stabilise and move forward.

What is considered eligible as cultural activity?

The organisation must therefore deliver or promote a cultural programme or have cultural elements in its programme to be considered. Culture, in this instance, is defined as being:

- Arts
- Heritage
- Language (including Orkney dialect)

The fund is now open for applications.

Criteria

The following criteria have been applied to the fund:

Who is eligible to apply?

Applications will only be considered from properly constituted charitable or voluntary organisations operating within Orkney which are not-for-profit, and which have clear financial procedures and produce audited accounts in keeping with the scale of their operation.

Applicants must be able to demonstrate organisational track record and success, and/or success in delivering projects/programmes of a similar nature or scale to the proposed activities.

Applications will only be considered for non-commercial activities i.e. projects which do not distribute a profit

The organisation or project must support delivery of at least one of the Council's priorities or values as described in the Council Plan as follows:

Council Values	Council Priorities
Resilience	Thriving Communities
Leadership	Connected Communities
Equality & Fairness	Caring Communities
Innovation & Enterprise	Enterprising Communities
Sustainability	Quality of life

The Covid Recovery Fund will **not** normally provide funding for activities that are primarily fund-raising events, are heavily branded or branded with charity branding or deploy potential sources of income from an event to a charity, or activities that are social events for an organisation.

What is the funding for?

Funds awarded will be to sustain and develop services during by end of Financial Year **2023-24** or to increase or develop them in response to increased demand caused by Covid-19. In line with Creative Scotland Recovery Fund guidance organisations must demonstrate that they will promptly deliver public benefit in one or more of the following categories of activity:

- Developing programmes of publicly available cultural activity led by the organisation and/or artists they support.
- Activity that is designed to encourage people to re-engage with the organisation and its activities.
- Partnership and collaborative working to maximise impact and reach
- Business change and development projects, including opportunities to diversify or enhance income streams.
- Strengthening organisational reserves.

How much can I apply for?

Orkney Islands Council anticipates a very high level of demand for this fund, therefore applications will generally be expected to be in the **range £1,000 to £10,000**, although larger submissions up to **a cap of £50,000** will be considered. Applicants should be aware that if the volume of applications is high, partial awards may be necessary.

How is the funding assessed?

Applications will be assessed by the Cultural Covid Recovery Fund Panel at meetings held for that purpose. The Panel meeting for the fund will be held in March-April 2023.

What happens if the application is successful?

If successful, the applicant will be issued with a letter of confirmation setting out the award criteria and accompanying Terms and Conditions to be signed by the applicant.

How is the money distributed?

Grant funding awarded will be paid in two instalments by OIC as follows:

- Instalment One: 90% on receipt of signed Terms and Conditions

- Instalment Two: 10% on acceptance of final finance information and operations report

What happens if the Organisation gets other funding?

Should funding be unspent by end of financial year 2023 -24, it will be required to be returned to the Covid Recovery Fund.

Applicants in receipt of other Orkney Islands Council Covid recovery funding in the same financial year must disclose this funding in their application and are not eligible for funding from the Covid Recovery Fund for Culture 2022-2023 **for the same project and purposes**, under the terms of this funding as this would constitute double funding.

How will the organisation be monitored?

Orkney Islands Council will implement regular monitoring of grant funding awarded via the Monitoring form, this is a requirement of grant (see Monitoring Form Appendix Two), with support provided as required/requested.

In accordance with the Code of Guidance on funding external bodies and following the Public Pound, Orkney Islands Council has a duty to always ensure adequate stewardship of Council funds. Any such funding arrangement is required to be approved in advance. Those in excess of £10,000 must have formal Grant Funding Conditions and those below £10,000 formal Terms and Conditions, and be the subject of regular monitoring and reporting. This includes consideration of an annual budget for each organisation, followed by an annual performance review report submitted by the organisation for the year to monitor performance against agreed aims and objectives.

Can the Organisation apply for further funding?

Second applications will only possible if a second round of funding is offered.

What are the funding Conditions?

Applicants must be able to demonstrate compliance with all relevant legislation, court orders and decisions, codes of conduct and guidance issued by the Scottish Government and/or Orkney Islands Council with regard to the expenditure of public funds and provision of services. At the end of the funded period the applicant will be required to report on the amount spent and the impact of the award on the challenges they indicated in their application. A template will be provided (Appendix Two).

It is a requirement of this funding that a grant from the Council is acknowledged in all forthcoming literature and displays pertaining to your organisation or project, and in all press releases. It is also a requirement that, if a grant is allocated to your organisation, all expenditure is completed by end of financial year 23/24.

All projects and activities that receive funding must comply with the Council's Equality and Diversity Strategy. Events must take place within an accessible venue, and there must be no unnecessary barriers to inclusion:

<http://www.orkneycommunities.co.uk/COMMUNITYPLANNING/index.asp?pageid=591868>

How do I apply?

Application should be completed online and submitted by the deadline below:
<https://www.orkney.gov.uk/Service-Directory/S/arts-opportunities-and-funding.htm>

Closing Date: Friday 31 March, 5pm.



End of project monitoring report

Why do I need to complete this form?

Orkney Islands Council believe that the public funding of the arts is a vital part of our lives, enriching society in a myriad of ways.

In order to demonstrate the positive benefits of our funding, all those in receipt of support must provide data to show the reach and impact of the creative activity supported; and also to highlight the impact of the great work you do.

Completing this form will enable the Council to process any remaining outstanding payments as per the payment schedule agreed in the Terms and Conditions.

When should I complete this form?

The project monitoring form should be returned to the Council **within 12 weeks** of the conclusion of your funded activity. When answering the questions, please refer back to your original application and the Terms and Conditions you signed.

Please note that for accounting and audit purposes, this form, and particularly the Certified Income and Expenditure statement (Appendix 1), must be physically signed off by the lead contact for the application to indicate a true and accurate representation of income and expenditure. A scanned/electronic version of this signature is acceptable.

Once completed, you should return this form by email to:

Emma.gee@orkney.gov.uk

Wherever possible please complete the project monitoring form and return it by email. However if you wish to send a typed or handwritten version, do so using **BLACK INK** and **BLOCK CAPITALS** throughout. You can post the form to:

Emma Gee, Arts Officer, Council Officers, School Place, Kirkwall, Orkney, KW15 1NY.

A. You and your activity

1. **Applicant name:**

2. **Organisation name:**

3. **Please give the start and finish dates for the funded activity:**

Start date:

dd/mm/yy

Finish date:

dd/mm/yy

If these were not the dates you originally outlined in your application, please explain briefly the reason for the change and describe the impact the change had on your project, if any:

4. **Tell us how this support has helped your organisation recover from the impacts of Covid-19 and/or the subsequent cost of living crisis.**

Please refer back to the original purpose of your funding application. What was it for? Tell us what worked well and about any challenges you faced (and how you dealt with them).

5. In terms of your organisation, tell us what you think the long-term benefits of this Covid Recovery funding will be for the organisation?

We're looking for you to tell us what this funding will mean in terms of your artistic or organisational development. Has it enabled you to develop your organisation, opened up new opportunities, or made you more resilient?

6. Did any of the following groups specifically benefit from the funded activity?

We're just looking for a Yes / No for each group – you don't need to detail any specific numbers for each.

Black, Asian or minority ethnic groups	
Children and Young People	
Disabled people	
Faith / religious groups	
Gender Group	
Health / wellbeing groups	
LGBTI (Lesbian, Gay, Bisexual, Transgender, Intersex) people	
Looked after children	
Older people	
Refugees / Asylum seekers	

B. Others involved in the project / activity

7. Tell us how many people were paid or employed as part of your funded activity?

Please include any other artists, collaborators, staff, employees, workers. Don't include anyone involved in a youth employment role or volunteers (we'll cover them in the next 2 questions).

8. How many people were involved in the funded activity as part of any of the following employment initiatives?

Paid work placements	
Unpaid work placements	
Paid apprenticeships / traineeships	
Unpaid apprenticeships / traineeships	
Paid internships	
Unpaid internships	

9. Not including anyone listed in answer to Q.10, how many volunteers were involved in the funded activity?

10. In total, how many hours were contributed by volunteers?

11. Tell us how many artists and creative practitioners were involved in the funded activity, and what their involvement was?

Commissions to produce new work			
Completed residencies			
Other events or activities		Please describe:	
Support-in-kind		Please describe	

C. Reaching people

12. Please tell us how the funding has reached people and benefited the public and / or the wider creative sector?

Questions 14-17 will allow you to give us some of the specific numbers so in this question we're looking for you to tell us how the reach of the project compares to what you anticipated when you applied. Please refer back to your original application and highlight any unanticipated outcomes.

(Continue on a separate page if necessary.)

13. Please tell us about any public events delivered as part of the funding.

If any or all of your funding was specifically to tour work, you must also complete the Touring Schedule (see Appendix 2). Where categories are not applicable to your activity please use N/A.

	Number	Actual or estimate
Numbers of performances		
Number of participants		
Number of attendances		
Ticket sales		

Number of exhibitions		
Number of participants		
Number of attendances		
Ticket sales		

Number of other public events			Please specify	
Number of participants				
Number of attendances				
Ticket sales				

Please note:

- *Participants are those actively learning, being trained or taking part in the activity; attendees are those who attend an exhibition, screening or performance as an audience member.*

14. Please tell us about any learning and outreach sessions delivered as part of this funding:

	Nursery, school, college or university groups	Other	Actual or estimate
Number of sessions			
Number of early year participants (0-4 years)			
Number of children (5-17 years old)			
Number of young people participants (18-25 years old)			
Adult learners (26+ years old)			
Other participants, please specify below:			
<i>Insert details</i>			
Total number of participants			

* Where you have delivered a programme of learning and outreach activity delivered, please count each session within the programme. Individual participants should only be counted once, whether attending a one-off activity or a programme of activity over a number of weeks

15. Please tell us about the number of sessions supporting artists / artistic development / professional training:

	Number	Actual or estimate
Numbers of sessions		
Total number of participants		

16. Please tell us about any of the following activity supported by the Covid Recovery Fund for Culture

Books	Number
Number of new titles	
Book sales – new titles	
Book sales – backlist titles	

Newsletters, magazines, journals	Number	Circulation
Total number of physical publications		
Total number of electronic publications		

CDs and DVDs	Number
Total number of CDs / DVDs produced	

Downloads / streaming	Number
Paid for music / audio downloads	
Paid for film streaming / downloads	

Digital activity	Number
Number of unique visitors to your website	
Number of website sessions	
Number of website users	

D. Financial management

17. Please provide the following summary budget information and send a certified financial statement using the attached form (see Appendix 1).

Forecast total project cost	£
Actual total project cost	£

If there were any significant changes (over 10% variation) between actual and forecast figures, please detail these below. If costs increased, please tell us how you managed the shortfall:

E. Application and funding process

18. Did you find the application and funding process clear?

Yes/No

19. Referring to your answer above can you tell us more about how we did?

Please be honest! Give us your feedback on our processes and management, telling us what we do right, and what we can do better - so that we can try to improve how we do things in future. This can include how we present the information (in guidelines and online), the advice or guidance we give (through emails, speaking to our staff or the enquiry service), the assessment and decision making process, the payment of funding, or any support during delivery of the project.

Signature:

Date:

Certified income and expenditure statement

APPENDIX 1

Name of applicant:

Grant reference:

Please include all income and expenditure, both cash and in-kind, using the headings given in your application form and in the same order. Where headings include a number of different types of expenditure, you should provide a breakdown showing how the figure has been arrived at. Please provide explanations of any significant variations between budget and actual (greater than 10%) in question 19 in the end of project monitoring report. If you need to use additional pages please include the grant reference number on each page.

Income			Expenditure		
Source	Budget (£)	Actual (£)	Item	Budget (£)	Actual (£)
Total			Total		
Total surplus / deficit on the project (actual income less actual expenditure):				£	

Signed: _____ **Date:** _____

Printed name: _____ **Position (if signing on behalf on an organisation):** _____

Important information about the data you submit in this form:

Openness and accountability

Information supplied by you will be held in manual files. It will then be summarised and details transferred to a computer-based grants management system. Reports from the information you supply and from any comments made by external assessors and staff members are likely to be held on both manual and computer-based systems. The information you supply will be made available to those assessing any other grant applications you make.

Data protection

Data held on our grants management system is used for statistical and accounting purposes. We view your signature on your application form as acceptance of the use of your data outlined above.



Covid Recovery Fund for Culture

Application Form

1. Organisation details

Organisation Name.	
Main Contact.	
Email address.	
Type of organisation.	
Is your organisation registered for VAT (include VAT number if applicable)?	
Do you have any specific communication access needs?	

2. Detail the aims and objectives of your organisation and how they relate to Orkney Islands Council's Values and Priorities

3. Challenge(s) faced as a result of Covid-19 and cost of living

Please choose all that apply:

Closure.	
Redundancies.	
Reduction in staff hours.	
Inability to respond to demand.	
Cancellation of project(s) and/or programme(s).	
Additional costs incurred in producing projects that are Covid safe.	
Inability to develop due to financial pressures.	
Reduced resilience following pandemic-related drawdowns from reserves.	
Other.	

4. What are you seeking Covid Recovery Funding For?

5. Current Funding Position

Amount of Income required for 2023-24.	Total Amount of funding secured for 2023-24.	Outstanding funding applications.	Name of Funder(s).	Expected date of decision.
£	£	£ £ £		

Reserves currently held:

Reserves allocated for:	£ £ £
Unallocated reserves	£
Total reserves	£

Any comments on current funding position:

6. Cash Flow Projection

Please complete the attached template and submit with your completed application form.

7. Amount Requested

£

8. Bank Details

Bank Name.	
Sort Code.	
Account Name.	
Account Number.	

9. Please enclose with your application:

- Completed cash flow projection
- Copy of your most recent audited accounts

Signed:

(authorised signatory)

Date:

Closing Date: 31 March 2023, 5pm.