

# Let's Create Jubilee Fund

## Guidance for Applicants

### About the fund

The Let's Create Jubilee Fund will support voluntary and community groups to develop creative and cultural activities as part of the Queen's Platinum Jubilee celebrations in June 2022. The fund has been created by Arts Council England (ACE) with funds from the National Lottery. Working with United Kingdom Community Foundations (UKCF), in Greater Manchester the Fund is being managed and distributed by Forever Manchester.

The fund is open to voluntary and community organisations with charitable aims and working towards a common goal which does not have to be based solely around arts and culture. This could include youth groups, parent/carer groups and volunteer organisations.

### What types of projects will the fund support?

The fund will support new creative and cultural activities developed for the Queen's Platinum Jubilee in June 2022. Culture and creativity come in all shapes and sizes, so we do not want to be too prescriptive about what form projects could take; it's more important for you to consider how to deliver creative and cultural activity that your local communities will want to take part in and find a partner who can help you deliver it.

To be eligible projects should engage with at least one of the artforms which ACE supports through its funding. These are:

- Music
- Theatre
- Dance
- Visual arts
- Literature
- Combined arts - including festivals and carnivals
- Museum and library activities.

Projects should be created for and with people and communities in Greater Manchester.

The following are some project ideas, but applicants are encouraged to be as creative and innovative as they like.

- Local residents and artists creating and performing a community play inspired by and about the jubilee
- A neighbourhood inviting artists or a musician into their community space to perform
- A spoken word and poetry event
- A carnival
- A photography exhibition celebrating local images from the last 70 years, chosen and presented by a professional curator and gallery technician
- An outdoor music performance with new music created by local young people
- A street party featuring food, music and art from the different cultures of local residents

**Application Tip – Question ‘What would you like to do’:**

Please tell us as much as you can about the project you want to deliver to celebrate the Queen’s Platinum Jubilee – what/who will be involved in the creation and development of activity leading up to the Jubilee and how will activity culminate in June 2022? The Let’s Create Jubilee Fund aims to fund projects celebrating the Queen’s Jubilee that are ambitious and innovative. This could be because it brings together communities that have never worked together before, or because those taking part will be learning new skills from artists that you wouldn’t normally work with, or you might just have a great project idea that no one has tried locally before. We want to know all about it!

## **Timeline**

We will open for applications at **9am on Tuesday 4th January 2022**.

We will close for applications at **midday on Monday 28<sup>th</sup> February 2022**. Any applications received after this time will not be considered.

We will notify you of the outcome of your application on **1<sup>st</sup> April 2022**. Please do not plan to start any activity until after you hear if your application has been successful.

Funded projects can start from 1st April so that preparation can take place such as rehearsals, art workshops, scriptwriting etc. Projects should culminate in public community events which take place in June near the Queen’s Platinum Jubilee Weekend (2<sup>nd</sup> – 5<sup>th</sup> June).

The project end date can be in August to include any evaluation and final payments, however all project activity and public community events must be completed in June.

## Who can apply?

The fund is open to voluntary and community organisations\* with charitable aims and working towards a common goal which does not have to be based solely around arts and culture. Eligible applicants will also have:

- A business address in England or the wider UK
- A UK bank account in the exact name they're applying in
- A project lead who is at least 18 years old
- Been established for at least 12 months

This fund will not offer funding to the following organisations:

- Non-constituted community or voluntary groups
- Statutory organisations
- Organisations that have been formally established less than 12 months
- Organisations that do not have a proven track record of service delivery
- Companies limited by share, sole traders or partnerships without charitable aims

\*By 'organisation' we mean:

- A group of people working towards a common goal with a governing document that covers the type of project being applied for – for example a charity, a company limited by guarantee, or an unincorporated group.
- We can accept applications for funding from organisations working as a consortium, partnership, network or group.
- For non-constituted consortiums or groups, one organisation must act as the lead organisation and send us the application. If the application goes on to be successful, this organisation would then be accountable for the grant.

For help and guidance on your groups supporting documents and to see what we require to be submitted alongside your application, please refer to our guidance which you can find here: [For Supporting Information](#)

## How much can I apply for?

The minimum award request that will be considered is £750 and the maximum is £10,000.

Applicants are strongly encouraged to partner with an artist, creative or cultural organisation that has been in receipt of ACE funding within the last 4 years to help deliver their project. Although this is not essential in general, we would expect the largest awards (i.e. £5k - £10k) to involve this sort of partnership. You can find out more about ACE supported artists or organisations in your local area by following this link (artists): <https://www.artscouncil.org.uk/national-lottery-project-grants/project-grants-data> and this link (organisations) <https://www.artscouncil.org.uk/funding-map-2018-2022>

**Application tip – application section ‘Project Partners’:**

Before beginning your application, please make sure you have already identified which artist(s) or arts organisations you will be working with, especially if you are applying for £5,000 or more. You will need to know if they are available, how many days you will be working with them for and how, what their costs will be and if they have previously received Arts Council England (ACE) funding. Please note that if you can't find an ACE funded artist or organisation to work with, you can work with other artists as long as they are professionals in their field.

## **What can the grant be used for?**

Eligible costs include:

- costs of organising your events and people needed to manage the project
- artist fees (both creating and delivering the event); there is guidance available on the fair pay of artists here: [https://www.artscouncil.org.uk/sites/default/files/download-file/ACNLPG\\_Fair\\_pay\\_0.pdf](https://www.artscouncil.org.uk/sites/default/files/download-file/ACNLPG_Fair_pay_0.pdf)
- volunteer expenses
- materials or equipment needed for the event or activity\*
- food and non-alcoholic drinks
- marketing costs and promotion of the event
- overheads relating specifically to the project (such as insurance)
- costs of making your event accessible to all, such as BSL interpreters, translation services, additional signage

\* if costs for equipment make up a significant proportion of the grant, please explain how this equipment will benefit you in the long term

## **The grant cannot cover:**

- activities that have already taken place, or to order or purchase goods or services before a decision has been made on the application
- activity that does not culminate in June 2022
- costs of routine activity that regularly takes place and is not adapted or enhanced to do something special as part of the Queen's Platinum Jubilee
- contributions to larger appeals
- activity promoting political or religious beliefs
- activity which should be provided by statutory services
- the mitigation of losses and/or debt mitigation

**Please note that we expect the Let's Create Jubilee Fund to be very popular. In the event that we receive more applications than we can fund, applications will be prioritised as follows:**

- Applicants with an annual income of £200,000 or less
- Applicants who have already secured any other funding needed for their project
- Applicants who can demonstrate that they have previously successfully run projects of a similar scale to the one they are applying for funding for
- Applicants that show that they are engaging with the wider community in developing and delivering their projects
- Applicants working with artists or organisations previously funded by ACE (especially those applying for £5,000 or more)

## **What happens if you are successful?**

If you receive a grant, you will need to:

- accept and run your project in line with the terms and conditions.
- keep clear records of project management and finances (including all invoices) and make these available to Forever Manchester, UKCF or ACE upon request.
- provide information after your project is completed, if contacted by Forever Manchester, UKCF or ACE. This information may include: how the money was spent; activity and beneficiaries; impact and legacy (e.g., new relationships or projects resulting from the activity).
- respond to Forever Manchester, UKCF or ACE if asked to take part in any marketing activity. This could include providing some photos and image permission forms, a quote and availability to do media interviews.
- complete a simple evaluation form. You may also be invited to attend a 2-hour focus group so ACE can find out more about the impact of the project. This would either be in person or online.
- share news of your funding with your community and more widely using the communications pack that we will provide to successful applicants, which will include contributing to a national platform celebrating the Jubilee (you will need to sign up here): <https://platinumjubilee.gov.uk/>
- Include the official hashtags #CreativeJubilee and #LottoGoodCauses in social media posts about your activity

## **Privacy Notice**

UKCF's privacy policy can be found here: <https://www.ukcommunityfoundations.org/privacy-policy>  
Forever Manchester's privacy policy can be found here: <https://forevermanchester.com/privacy-policy/>