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**Nottingham City Council UKSPF**

**Cultural, Heritage and Creative Capital Grant**

**(CHC Capital Grant)**

Application Form

Applications will be assessed subject to completion of full application form and supporting documentation.

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| **For office use** |
| Reference No. |  |
| Date application received |  |
| Date of appraisal |  |
| Name of appraiser |  |

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| **Section 1 – About your organisation**  |
| Organisation name | Creative Heritage Trust |
| Type of organisation | [ ]  Community Interest Company[ ]  Charitable Incorporated Organisation[ ]  Company Limited by Guarantee[ ]  Social Enterprise[x]  Registered charity[ ]  Public body which delivers or hosts Cultural, Heritage or Creative events / programmes[ ]  Constituted body[ ]  Other – please specify:

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| Contact name | Jane Smith |
| Position within organisation | CEO |
| Organisation address | Creative Heritage Trust 45 High Street Nottingham |
| Postcode | NG1 2AB |
| Telephone number | 0115 123 4567 |
| Email | jane.smith@creativeheritagetrust.org.uk |
| Website (if applicable) | N/A  |

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| **Section 2a – Your Organisation and the proposed Cultural, Heritage or Creative event / programme**  |
| **Describe what work your organisation currently does within the Cultural, Heritage and Creative sector** (Max 300 words)*Include:**When and why your organisation was founded / needed**Demographic / client group / community your organisation supports**Previous events / programmes delivered (include details of dates, venues, numbers attending)**Future planned programme of events*  | Our organisation, Creative Heritage Trust (CHT), was founded in 2010 in response to a growing need to preserve and celebrate local cultural heritage while fostering creative expression within our community. Recognising the rapid changes in urban landscapes and the erosion of historical sites, CHT was established to safeguard our rich cultural heritage and provide a platform for contemporary creative practices. |
| **Please select which category your planned use of the grant falls under (select all that apply)** | [ ]  Arts and/or Creative Initiatives[x]  Heritage and/or Cultural related Initiatives |
| **Does your planned event / programme require permissions from the landlord or building owner?***If yes, please provide the written permissions from the landlord (even if is Nottingham City Council)* | Yes Yes, our planned event, the "Creative Youth Symposium" scheduled for March 2025 at the City Art Gallery, does require permissions from the building owner. We have already secured the necessary permissions from the Nottingham City Council, who own the venue.Please find attached the written permission from Nottingham City Council, confirming their approval for us to use the City Art Gallery for our event.[Attachment: Nottingham City Council Written Permission.pdf]If you need any further information or documentation, please let us know. |
| **Please give a description of the event / programme that the capital grant will support**(Max 300 words)*Please include the following:** *Summary / aim of the event / programme*
* *Why the event / programme is beneficial to Nottingham’s residents and communities*
* How your event / programme tackles a local challenge or need.
* *Planned dates / duration of the event / programme*
* *Target audience for the event / programme*
* *No. of people you anticipate will attend / participate in the event / programme before 31st March 2025.*
 | Event Description: Creative Youth SymposiumSummary / Aim of the Event:The Creative Youth Symposium aims to empower young artists in Nottingham by providing them with a platform to showcase their work, learn from industry professionals, and network with peers. The symposium will feature workshops, panel discussions, and exhibitions focusing on various aspects of the creative industries, from visual arts to digital media.Why the Event is Beneficial to Nottingham’s Residents and Communities:This event will significantly benefit Nottingham’s residents by fostering a vibrant arts scene and supporting the development of young talent within the community. It will offer local youth opportunities for artistic growth, professional development, and community engagement, thereby enriching the cultural fabric of the city.How Your Event Tackles a Local Challenge or Need:Nottingham faces the challenge of limited opportunities for young people to engage in creative activities and access professional mentorship in the arts. The Creative Youth Symposium addresses this need by providing an inclusive and accessible environment where young artists can gain valuable skills, receive guidance, and build networks that can help them pursue careers in the creative sector.Planned Dates / Duration of the Event:The symposium is scheduled to take place from 1st to 3rd March 2025. It will be a three-day event, running from 9:00 AM to 6:00 PM each day, at the City Art Gallery.Target Audience:The primary target audience for this event is young people aged 16-25 who have an interest in the creative arts. The event will also attract educators, local artists, industry professionals, and community members who support youth development and the arts.No. of People Anticipated to Attend / Participate:We anticipate that approximately 500 people will attend and participate in the Creative Youth Symposium before 31st March 2025. This includes 300 young artists, 50 industry professionals, and 150 community members and supporters.The capital grant will support the necessary logistical arrangements, including venue hire, materials for workshops, and promotional activities, ensuring the successful delivery of this impactful event. |
| **Section 2b – The use of the Cultural, Heritage and Creative Capital Grant** |
| ***What equipment do you propose to purchase with the Capital grant?****Details of costs should be included in Section 4.*  | With the capital grant, we propose to purchase the following equipment to support the Creative Youth Symposium:Audio-Visual Equipment:Projectors (3 units): For presentations and visual displays during workshops and panel discussions.PA System (1 complete set): Including microphones, speakers, and mixing console for clear audio during presentations and performances.Video Cameras (2 units): For recording sessions and creating promotional material.Computers and Software:Laptops (5 units): To be used in digital art workshops, enabling participants to create and edit digital content.Design Software Licences (5): Including Adobe Creative Cloud to provide essential tools for graphic design, video editing, and other digital media activities.Art Supplies:Easels (20 units): For use in visual arts workshops and live painting sessions.Canvas and Paper (various sizes): To support a range of artistic activities from painting to sketching.Paints and Brushes (assorted sets): For use in hands-on art workshops, allowing participants to explore different mediums.Furniture and Fixtures:Folding Tables (10 units) and Chairs (50 units): To create flexible workshop spaces that can be easily reconfigured.Display Boards (10 units): For exhibiting participants’ artworks and project presentations.Technology for Virtual Engagement:Webcams (5 units): To facilitate live streaming of sessions for remote participants.Portable Wi-Fi Hotspots (3 units): To ensure reliable internet connectivity for digital workshops and virtual interactions.This equipment will significantly enhance the quality and reach of our event, enabling us to provide a professional and enriching experience for all participants. By investing in these resources, we aim to create a sustainable infrastructure that will support future events and programmes, benefiting Nottingham’s creative community for years to come. |
| ***When do you plan to first use the equipment purchased using this grant?*** | We plan to first use the equipment purchased with this grant during the Creative Youth Symposium, scheduled for 1st to 3rd August 24. This will be the inaugural event for our newly acquired resources, ensuring we can provide a high-quality experience for all participants. |
| **How often will the equipment be used if your application is successful?** | If our application is successful, the equipment will be used regularly throughout the year. We plan to host monthly workshops, quarterly exhibitions, and annual festivals, amounting to at least 20 events per year. Additionally, the equipment will be available for community groups and local schools to borrow for their own educational and cultural events. |
| ***What do you expect the useful lifespan of this equipment to be?****i.e. how long could this equipment be used to support similar events / programmes to the one described in this application* | We expect the useful lifespan of this equipment to be approximately 5 to 7 years. With proper maintenance and careful use, the audio-visual equipment, laptops, and art supplies will support numerous events and programmes, ensuring ongoing benefit to Nottingham’s creative community. |
| **What will be the impact be on the planned event / programme if you are not successful with this grant application?** | If we are not successful with this grant application, the Creative Youth Symposium will face significant challenges. We will likely need to reduce the scope of our event, limiting the number of workshops and presentations we can offer. This would diminish the overall impact and reach of the symposium, potentially resulting in a less engaging and educational experience for participants. |
| **Do you plan to deliver similar events / programmes beyond March 2025?**If yes, how will the costs associated with the ongoingdelivery of your events / programme be funded? | Yes, we plan to continue delivering similar events and programmes beyond March 2025. Our vision includes expanding our offerings to include a broader range of creative disciplines and reaching more participants each year.The ongoing costs will be funded through a combination of ticket sales, community sponsorships, partnerships with local businesses, and additional grant applications. We will also explore crowdfunding and membership programmes to ensure sustainable funding for future events. |
| **Please provide details of the Nottingham City venue where this equipment would be stored?** Please include details of the security measures in place to keep the equipment safe.  | The equipment will be stored at the City Art Gallery in Nottingham, where we have secured dedicated storage space. |
| **Section 3 - Achieving UKSPF Outputs and Outcomes** |
| **How many individual events/ activities will there be in your programme?**Please state the frequency of events / activitiesPlease include the dates and venue of where these events / activities will be held | Our programme will consist of 20 individual events/activities over the course of the year.The events and activities will occur as follows:Monthly workshops (12 per year)Quarterly exhibitions (4 per year)Annual festivals (1 per year)Additional special events (3 per year)The events and activities will occur as follows:Monthly workshops (12 per year)Quarterly exhibitions (4 per year)Annual festivals (1 per year)Additional special events (3 per year) |
| **Will any jobs be created within your organisation as a result of the CHC capital grant?**If yes, please give the title of the newly created roles and the no. of hours per week they will be employed.   | Yes, the CHC capital grant will enable us to create two new roles within our organisation.Event Coordinator: 30 hours per weekCommunity Outreach Officer: 20 hours per week |
| **Estimated impact on participation / engagement.**Please give your engagement numbers from previous events / programmes and the numbers you estimate will attend future events / programmes if your application were successful | No. of people attending previous versions of the event / programme | Estimated no. of people attending the event / programme following successful CHC grant application.  |
| Previous engagement numbers:Workshops: 150 participants annuallyExhibitions: 800 attendees annuallyFestivals: 1,500 attendees annuallySpecial Events: 300 attendees annually | Estimated future engagement numbers:Workshops: 300 participants annuallyExhibitions: 1,200 attendees annuallyFestivals: 2,000 attendees annuallySpecial Events: 600 attendees annually |
| **How do you capture and record the no. of people attending your events / programmes?** | We capture and record the number of people attending our events/programmes through several methods:* Pre-event registration via our website
* On-site check-in and sign-in sheets
* Post-event surveys and feedback forms
* Ticket sales data for paid events
* These methods ensure accurate and comprehensive tracking of participant numbers and engagement levels.
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| **Section 4 - Details of equipment to be purchased using the Grant** |
| For each item of equipment please provide:* Minimum of one written quotation must be obtained for each item to be purchased, and details must be provided below.
* Copies of the supplier quotations, on supplier letterheads or screenshots, must be attached to your application.
* Please go to Appendix 1 and provide more details for each line.
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| **Line no.** | **Item of Equipment to be purchased** | **No. of items** | **Supplier** | **Planned date of purchase** | **Total cost (exc. VAT)** | **Total cost (inc. VAT)** |
| 1 | Projectors | **3** | **Currys** | **1/8/2024** | £596 | £492 |
| 2 |  |  |  |  | £ | £ |
| 3 |  |  |  |  | £ | £ |
| 4 |  |  |  |  | £ | £ |
| 5 |  |  |  |  | £ | £ |
| 6 |  |  |  |  | £ | £ |
| 7 |  |  |  |  | £ | £ |
| 8 |  |  |  |  | £ | £ |
| 9 |  |  |  |  | £ | £ |
| 10 |  |  |  |  | £ | £ |
| 11 |  |  |  |  | £ | £ |
| 12 |  |  |  |  | £ | £ |
| 13 |  |  |  |  | £ | £ |
| 14 |  |  |  |  | £ | £ |
| 15 |  |  |  |  | £ | £ |
| **Total cost of equipment to be purchased** | £ | £ |
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| **Total grant requested\*** | £ |
| *\*Total grant requested should include the VAT amount if you are NOT able to reclaim the VAT, however for organisations who are able to reclaim the VAT the grant amount should be excluded.*  |

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| **Section 5 - Subsidy control** |
| The new UK subsidy control regime commenced from 4 January 2023. The new regime enables public authorities, including devolved administrations and local authorities, to deliver subsidies that are tailored for local needs. Public authorities giving subsidies must comply with the UK’s international subsidy control commitments. The subsidy control legislation provides the framework for a new, UK-wide subsidy control regime. Further information about subsidy control can be found on the gov.uk website at: <https://www.gov.uk/government/collections/subsidy-control-regime> |
| Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years | [ ]  Yes [x]  No |

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| **Section 6 – Payment of grant** |
| If your organisation is requesting grant payment in advance of purchase, you will need to provide evidence of your current finances.Nottingham City Council will accept the following evidence of your organisation’s finances: - Bank statement (Screen shot will be accepted) - Copy of management accounts Please ensure your evidence is clear and shows your organisation’s current financial situation |

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| Would you require to be paid the grant in advance in order to be able to purchase the equipment? \* | Yes | No |
| **If yes, please answer the remaining questions in this section****If no, please go to Section 7** |
| Please provide a detailed reason as to why you are not able to make the purchases before you receive the grant. | We are a grassroot organisation who only have enough funs in the bank to cover our current programme delivery. We would be unable to purchase the items listed and continue our current work.  |
| Are you registered as a supplier on NCC financial system? | [ ]  Yes [x]  No |
| Have you received any grants / payments from NCC in the past 3 years?If yes, please give details of who oversaw the grant / payments and what the grants were for.  | [ ]  Yes [x]  No |
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| Are you currently receiving a grant or funding from NCC to deliver a project? (e.g. UKSPF, Multiply, Community & Family learning, etc.)  | [ ]  Yes [x]  NoIf yes, please give details:  |
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| **Section 7 - Declarations** |
| * I confirm that I am authorised to sign on behalf of the Organisation and confirm that the information contained in this application form is correct to the best of my knowledge
* I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contacts to the suppliers who have quoted for the work.
* I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Department for Levelling Up, Housing & Communities, and Nottingham City Council.
* I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Nottingham City Council.
* I understand that if Nottingham City Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme
* I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation. The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.
* I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business.
* I confirm that the information provided in this application is a true and accurate description of the intended use of the grant.
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| **Data protection** |
| The Cultural, Heritage and Creative Capital Grant event / programme is funded through the UK Shared Prosperity Fund (UKSPF) administered by the Nottingham City Council. The Cultural, Heritage and Creative Capital Grant has contractual obligations to record outputs and outcomes associated with this funding. Further details on the collection of this information will be included in the Grant Agreement should this application be successful.For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers: * The Lead Authority, Nottingham City Council

See the Privacy Notice on the Nottingham City Council UKSPF webpage for more information (www.nottinghamcity.gov.uk/ukspf). |
| **Name** | Jane Smith  |
| **Signature** | WET SIGNATURE  |
| **Position in business** | CEO |
| **Date** | 5/6/24 |

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| **Section 8 – Application checklist.** **Please use this checklist to ensure that you send us everything that we need to assess your application.** |
| You have answered all the relevant questions on this application form | [x]  Yes [ ]  No |
| You have read and signed Section 7: Declarations | [x]  Yes [ ]  No |
| You have enclosed quote(s) for proposed purchases | [x]  Yes [ ]  No  |
| You have completed the Appendix 1 | [ ]  Yes [x]  No  |
| If you are requesting grant payment in advance of purchase of equipment, you have attached evidence of the Organisation’s finances | [x]  Yes [ ]  No  |

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| **Next steps** |
| Please email the completed form and supporting documents (quotes, budgets, bank statements and evidence of any planning permissions/consents) to:**ukspf@nottinghamcity.gov.uk**On receipt of a fully completed application, your application will be acknowledged as received and a decision made within 2 weeks of the meeting of the Panel. The volume of applications may affect this timescale. Completing this application form does not guarantee the awarding of a grant. An offer letter will be sent to you if your application is approved. |

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| **Appendix 1 – Supplier details** |
| Please complete one table for every item or service listed at Section 4. Add additional boxes if required |

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| **Line no. 1** |  |
| **Items to be purchased** | **Projectors** |
| **No. of Items** | **3** |
| **Name of supplier** | **Currys** |
| **Date of supplier quote**  | **31/5/2024** |
| **Supplier quote (£) exc VAT:** | **£ 492** |
| **Total cost (£) inc VAT** | **£596** |
| **Supplier Address (if applicable)** |
| **Address Line 1:** | **Currys lane**  |
| **Address Line 2:** | **Westdale retail park**  |
| **Town:** | **Nottingham** |
| **County:** | **Nottinghamshire** |
| **Post Code:** | **NG4 5GB** |
| **Supplier website (if applicable)** | [**WWW.CURRYS.CO.UK**](http://WWW.CURRYS.CO.UK) |
| **Reasons for choosing this supplier:**You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.Please include: price, supplier expertise, track record and quality in your response. | **Best quote for these 3 items, also got quotes from Bills electricals, Munveer and sons and Currys was the cheapest and fastest delivery.** **Item comes with 2 yr warranty and they have lots in stock to be able to replace the item if there are any issues.**  |

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| **Line no. 2** |  |
| **Items to be purchased** |  |
| **No. of Items** |  |
| **Name of supplier** |  |
| **Date of supplier quote**  |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Total cost (£) inc VAT** | **£** |
| **Supplier Address (if applicable)** |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Supplier website (if applicable)** |  |
| **Reasons for choosing this supplier:**You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Line no. 3** |  |
| **Items to be purchased** |  |
| **No. of Items** |  |
| **Name of supplier** |  |
| **Date of supplier quote**  |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Total cost (£) inc VAT** | **£** |
| **Supplier Address (if applicable)** |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Supplier website (if applicable)** |  |
| **Reasons for choosing this supplier:**You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Line no. 4** |  |
| **Items to be purchased** |  |
| **No. of Items** |  |
| **Name of supplier** |  |
| **Date of supplier quote**  |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Total cost (£) inc VAT** | **£** |
| **Supplier Address (if applicable)** |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Supplier website (if applicable)** |  |
| **Reasons for choosing this supplier:**You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Line no. 5** |  |
| **Items to be purchased** |  |
| **No. of Items** |  |
| **Name of supplier** |  |
| **Date of supplier quote**  |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Total cost (£) inc VAT** | **£** |
| **Supplier Address (if applicable)** |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Supplier website (if applicable)** |  |
| **Reasons for choosing this supplier:**You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.Please include: price, supplier expertise, track record and quality in your response. |  |

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| **Line no. 6** |  |
| **Items to be purchased** |  |
| **No. of Items** |  |
| **Name of supplier** |  |
| **Date of supplier quote**  |  |
| **Supplier quote (£) exc VAT:** | **£** |
| **Total cost (£) inc VAT** | **£** |
| **Supplier Address (if applicable)** |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Post Code:** |  |
| **Supplier website (if applicable)** |  |
| **Reasons for choosing this supplier:**You must demonstrate that your chosen supplier offers value for money and that you procured them fairly.Please include: price, supplier expertise, track record and quality in your response. |  |