

CULTURAL BRIDGES FUND 2007– 08: GUIDELINES

The **Cultural Bridges Fund** (CBF) encourages greater understanding across cultures in Highland. It applies to inward migrants, minority ethnic communities and the wider communities in the Highlands. It aims to improve social cohesion and integration by providing funding for cultural projects and programmes devised by cultural or community groups for local benefit. Funding at this time is available for projects and programmes taking place in the Highland Council area.

The CBF aligns with Highland 2007's definition of culture; arts, sports, heritage, environment, language and science. It is also part of a wider programme of services developed by the Wellbeing Alliance aimed to welcome migrants to the region, to promote equality and diversity, to help them to settle in and to make sure that they receive the services they are entitled to.

This is an 18 month fund which will make a total of £30K available. Depending on the evaluation of the programme and the availability of funding, the CBF may extend beyond that period. The Highland Council is administering the CBF on behalf of Highland Wellbeing Alliance, which is providing the funding.

Eligible Projects & Groups

- Promoting cultural understanding and social cohesion across inward migrant groups, minority ethnic community groups and the wider communities they form part of through cultural activities must be central to all applications to the CBF
- It is an essential requirement that all projects applying for support seek to promote improved community relations between new residents, minority ethnic community groups and the wider community.
- Constituted community groups, limited companies, co-operatives, charities, local authorities or partnerships of these can apply.

The constitution must contain an equalities statement. If this is not included in your constitution, a separate equalities statement must be provided. For example, 'X is committed to equal opportunities and to treating all participants with dignity and respect. It is the our policy to ensure,

as far as reasonably practicable, that all participants have equality of opportunity and are able to participate in an environment free from harassment, victimisation, discrimination and/or bullying. Everyone we deal with will be treated with respect, regardless of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity.'

- All applicants must have a bank account and constitution
- Projects involving work with children, young people or vulnerable adults must have appropriate child or vulnerable adult protection policies in place
Guidance and templates for community groups on developing these policies are available on "Child Protection Policies for Your Community Group"
http://www.highland.gov.uk/NR/rdonlyres/B8802419-0E16-405A-A1D1-938CDE0AEFB9/0/child_protection_policy_for_communitygroups.pdf
- A maximum of two applications per organisation can be accepted.
- Grants are available for revenue projects only
- Details of ineligible projects and groups can be found at the end of these Guidelines

Levels of Grant

- Grants up to £ 2, 000 will be considered up to a maximum of 100% eligible project costs.
- For applications over £2, 000, funding of up to a maximum of 80% of total eligible project costs may be considered. For these grants, however, potential applicants should bear in mind that the ability to lever in partnership support will be one of the key assessment criteria. Partnership support may be provided in cash, costed in-kind funding, or a mix of both
- The normal maximum level of grant will be £8,000 but it is anticipated that most awards will be considerably less than this.
- In exceptional circumstances, applications for grants of over £8,000 might be considered.

DEADLINE DATE

- The deadline dates for applications are 30th October 2007, 31st December 2007 and 31st March 2008
- All projects must be completed with grants claimed within one year of the award being made.

KEY ASSESSMENT CRITERIA

The following assessment criteria will be used for CBF.

Does the project:-

- Demonstrate how cultural understanding across new resident, minority ethnic communities and wider communities will be improved?
- Promote improved community relations and social cohesion?
- Demonstrate ability to deliver?
- Provide value for money?
- Lever in partner funds or other support?
- Shows clear additionality (i.e. not for mainstream or core activity)
- Demonstrate how the project promotes equal opportunities and diversity?

OUTCOME OF APPLICATIONS

- Applications will be assessed by a panel comprising Well Being Alliance member representatives.
- If an application is unsuccessful, applicants will be informed by letter.
- If the application is approved, a letter of offer will be issued setting out the terms and conditions of the award and the target outcomes that are expected to be achieved
- The general terms and conditions of CBF grants include information on payment and claims, monitoring and evaluation arrangements and publicity requirements

GENERAL TERMS AND CONDITIONS

- All CBF awards must be used for the purpose for which they were allocated.
- Up to a maximum of 75% of an award can be paid once an award has been approved
- Any balance of the award will be paid
 - On production of suitable evidence of eligible expenditure e.g. receipted invoices or project accounts which have been certified as a true and accurate record of expenditure by two office bearers of the organisation
 - And, on production of a final report detailing how the project has met its objectives
- All grants must be claimed by 28th February 2009

- Applicants should publicise or acknowledge financial assistance received from CBF. The following provides general guidance on how this might be achieved.

Press Releases. All press releases issued by successful applicants should acknowledge the CBF contribution, naming key funders.

Promotional Materials. Promotional materials (e.g. adverts, leaflets, programmes, brochures, posters, newsletters, web sites on the Internet etc) relating to the work/project which has received grant aid should acknowledge the CBF contribution. Wellbeing Alliance and funder logos should generally be used for grants in excess of £1000. A copy of the logos can be provided in paper form, by e mail or on computer disk.

Public Events. CBF's contribution must be acknowledged at public occasions relating to work/projects which have received grant aid. Examples of public events are the official launch of a service, the opening of a new facility, exhibitions, conferences etc. Highland Wellbeing Alliance representative should be invited to participate on these occasions.

Plaques. Where a grant has helped to create a new service at a facility used by the public, a durable plaque should normally be displayed in a prominent position acknowledging the CBF's contribution.

Ineligible Projects & Groups

- Applications from individuals, sole traders or from groups without a constitution
- Projects which have already started
- Projects which violate the state aid test
- Organisations whose aims contradict those of Highland Wellbeing Alliance
- Projects which displace other activities
- For the primary activities of organisations with a religious or party political purpose. However, such organisations can receive funding for undertaking activities which are consistent with CBF criteria
- Projects involving work with children, young people or vulnerable adults which do not have and implement appropriate child protection and vulnerable adults' protection policies
- General fundraising appeals

FURTHER INFORMATION & APPLICATION FORMS

Jeannie Graham
Education, Culture & Sport Service
Highland Council
Glenurquhart Road
Inverness
IV2 5NX

Should you require any additional information please e-mail
jeannie.graham@highland.gov.uk

