



# Inspiring London through Culture

## 1. Introduction

The City of London Corporation aims to keep the Square Mile as the creative heart of a world-leading city of culture. It also wishes to fulfil its historic role as a steward of unique heritage of international importance. The City is one of the great cultural hubs of London, much visited from all around the world, with a wealth of things to see and do and a vibrant mix of artistic activity.

The City of London Corporation is one of the UK's major funders of culture and heritage and directly supports a range of institutions and activities in these fields. It also recognises and welcomes the wide range of organisations, large and small, who further enrich the Square Mile's cultural offer and who may benefit from additional support or sponsorship to help initiatives to develop.

## 2. Types of projects and activity to be supported

The scheme deliberately seeks to be open-minded and imaginative in defining the kinds of activities or projects which can be supported. Proposals must meet one or more of the following criteria:

- Promoting access for all to participate in the City of London's cultural offer
- Investing in London's creative future through innovation and excellence
- Enhancing public benefit in the City of London through culture and heritage
- Supporting the development of the City of London's Cultural Hub.

Successful schemes must deliver some or all of their benefits within the Square Mile itself – we do not have funds to support schemes which will be wholly delivered elsewhere in London. Without being prescriptive, we are likely to welcome proposals which demonstrate

- Some level of matched funding – we value opportunities where some City funding can help to lever in funding from other sources
- Partnership with one or more cultural/heritage providers already operating within the City.

The scheme has approximately £ TBD to distribute per annum. This is a modest amount and large projects are beyond its scope. It is anticipated that individual grants will not normally exceed £7,500, though up to £10,000 may be considered for exceptional cases. The awarding Committee has the power to go above this ceiling, but the circumstances would need to be compelling.

Proposals will be considered by a small panel reporting to the Culture, Heritage and Libraries Committee of the City Corporation, where the funding decisions will be taken. There will be two award rounds per year, with closing dates of 31 December (for decision in March), and 31 July (for decision in October).

## 3. Who can apply for a City of London Corporation Grant?

The City of London Corporation Central Grants Programme is open to individuals or organisations that fall into one of the following categories:



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- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable cooperative (Becom)
- Constituted voluntary organisation

If you are an individual wanting to make an application, we ask that you apply for funding through a constituted group, organisation or charity who will be able to support and countersign your application and thus have “ownership” of the project.

#### Overview:

<b>Minimum and maximum grant allowed</b>	<b>Opening date for applications 2016-2017</b>	<b>Closing date for applications 2016-2017</b>	<b>Decision timeframe</b>	<b>Geographical Boundary</b>
£500 min £7500 max	Applications can be received at any time	31 December 2016 31 July 2017	12 weeks from closing date	Projects must have some or all benefits delivered within the City of London although applicants may be based outside the City

#### 4. How do you apply for a grant?

To apply for a City of London Corporation grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the City of London Corporation Central Grants Unit.

You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from your organisation at any one time.

All application forms should be completed through the online City of London Corporation grants web portal. Application forms in large print, Braille or audio tape would be offered to applicants by special request.

#### 5. How are applications assessed?

Once the City of London Corporation has received your online application and all supporting documents it will be passed to one of the City Corporation's Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.



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A Grants Officer may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred to an appropriate Committee or Senior Manager (depending on the level of grant requested).

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

### **6. How do we monitor and evaluate grant recipients once an award has been made?**

If we fund your project we will need you to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

### **7. If your grant application is successful**

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.

### **8. If your grant application is unsuccessful**

Due to the limited budget available and the number of applications for funding we receive, the City of London Corporation unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the City of London Corporation is final.

### **9. Support with your application**

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our Grant Officer led workshops; dates for which will be publicised on our website throughout the year.



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If you have an enquiry that is not covered within the online guidance, please contact the City of London Grants Unit directly, who will be able provide answers to general queries regarding the application process.

### **10. Can you reapply for funding?**

You may reapply for funding to deliver a continuation of the same project however; organisations cannot hold more than one of our grants at any one time

If you are a current grant holder, you will need to have satisfactorily met all our grant monitoring requirements before applying again.

### **11. What do we not fund?**

There are some things we are unable to pay for are shown below.

- activities that have already taken place or start before we confirm our grant
- any costs you incur when putting together your application
- fundraising activities for your organisation or others
- items that are purchased on behalf of another organisation
- loans or interest payments
- projects that actively promote religious or political activities
- purchase of alcohol

### **12. Further information**

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3710, email us at [grants@cityoflondon.gov.uk](mailto:grants@cityoflondon.gov.uk), or visit our website [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk) to find out more.