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| **GRANT APPLICATION FORM**  **Culture and Arts – Literature**  **PROJECT DETAILS** |
| Sandwell MBC are inviting local Voluntary and Community Sector organisations (Definition [**here**](https://www.sandwell.gov.uk/downloads/download/425/definition-of-the-voluntary-and-community-sector)) to apply for a grant of **£16,667 per year over three years** to deliver **cultural activities related to literature.**  For further information and/or to submit completed application form please email:  [samantha\_goode@sandwell.gov.uk](mailto:samantha_goode@sandwell.gov.uk)  The closing date is 5.00pm on 10th June 2025. |
| **PROJECT DESCRIPTION** |
| This grant is to develop literature projects, including but not limited to spoken word, poetry and creative writing.  The grant recipient will develop projects in conjunction with Sandwell Council that contribute to the council’s priorities and benefit Sandwell residents. The projects will be defined through regular development and monitoring meetings with Sandwell Council.  This grant should support enabling hands-on, inclusive, creative opportunities and experiences for Sandwell’s diverse communities. Sandwell residents will be working with local artists and practitioners to co-create activities and outcomes which showcase stories about their lives, cultures and experiences as well as the borough’s rich and diverse history and heritage.  The grant recipient should also be mindful of:   * the Museum Association’s ‘Museums Change Lives’ campaign [https://www.museumsassociation.org/campaigns/museums-change-lives/#](https://www.museumsassociation.org/campaigns/museums-change-lives/) * Arts Council England’s ‘Let’s Create’ campaign  <https://www.artscouncil.org.uk/lets-create> * Libraries Connected Universal Offers, including culture and creativity <https://www.librariesconnected.org.uk/projects/universal-library-offers> * National Archives sector guidance  <https://www.nationalarchives.gov.uk/archives-sector/>   Projects and programmes should encourage a sense of pride, belonging and ownership in the borough and its individual distinct towns and places and support themes around identity, inclusion and community.  Projects should nurture creativity in participants, build confidence, challenge and support wellbeing. Projects and programmes should all be driven by community engagement and include outcomes created by the community which could include performances, exhibitions, pieces of artwork, creative writing etc and must involve an element of showcasing work to the local community as well as lasting legacy relating to partnerships, collections and service development.  Priority should be given to working with artists and practitioners who are Sandwell-born or based, or where this is not possible working within the local area (e.g. the Black Country and Birmingham conurbation). This provides place-based work opportunities for local artists and enables practitioners to develop their skills working with communities and delivering outcomes. Grant recipients should become part of the Sandwell Cultural Forum and respond to and feed into the Forum and the Cultural Compact.  Projects and programmes should support Museums, Libraries and Archives in their contribution to the Council’s key priorities and performance indicators which could be undertaken through a variety of artforms.  The grant recipient should work in partnership with museums, libraries and archives to deliver projects and programmes within museum, libraries and archives and beyond utilising collections, buildings and spaces as inspiration and delivery for project work. |
| **DELIVERY PERIOD** |
| Three years.  1 July 2025 – 30 June 2028 |
| **FUNDING** |
| £16,667 per year over three years (£50,000 total). |
| **ELIGIBILITY** |
| The applicant must be based or working in Sandwell.  The artists or practitioners delivering the project should be living or working in Sandwell.  The applicant must have demonstrable experience in developing and delivering cultural and arts projects in Sandwell over the past three years. |
| **PROJECT AIMS** |
| **Project brief:**  Develop and deliver a programme of innovative and inspiring projects, in conjunction with Sandwell Council. These will run throughout each of the grant years and must contribute to Sandwell Council’s priorities, be driven by community engagement and insight, and could include (but not be limited to) spoken word, poetry and creative writing,and must involve an element of showcasing work to the local community.  Individual projects will be delivered in Sandwell, utilising venues within Sandwell.  **What we would like to see in your application:**   1. Demonstration through evidence and participant feedback of previous experience and projects you have delivered. This should show the impact of the project or activities on communities and demonstrate how you fulfil the criteria and eligibility. 2. Within the framework detailed in this document we would like to see your creative response to the brief, your general approach and how you might deliver a programme of projects over the 3 years of this grant. Demonstrate how you would develop your ideas through conversation with Sandwell Council and community participants. 3. We will be looking at how your approach delivers against Sandwell Council priorities. We are particularly looking for projects developing:  * Children and young people up to the age of 18, or up to age 25 with special educational needs * projects supporting wellbeing particularly preventing loneliness in adults. |
| **PROJECT OUTCOMES** |
| The individual projects developed will increase engagement with culture and arts and:   * nurture creativity in participants * develop skills, learning and opportunities * build confidence * inspire and motivate * support wellbeing * create a lasting legacy relating to partnerships, collections and service development |

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| **APPLICATION FORM**  **SECTION 1: YOUR ORGANISATION** | | | | | | | | | | |
| **Unique reference number (office use only)** | | | | |  | | | | | |
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| **1.1** | **Details of your Organisation** | | | | | | | | | |
| Organisation Name | | |  | | | | | | | |
| Address | | |  | | | | | | | |
| Post code | | |  | | | | | | | |
| Website | | |  | | | | | | | |
| **1.2** | **Contact for this Application** | | | | | | | | | |
| Name | | |  | | | | | | | |
| Position | | |  | | | | | | | |
| Contact Number | | |  | | | | | | | |
| Email | | |  | | | | | | | |
|  | | | | | | | | **YES** | | **NO** |
| **1.3** | Does your organisation have voluntary or charitable status? | | | | | | |  | |  |
| **1.4** | Does the organisation have a constitution and bank account? | | | | | | |  | |  |
| **1.5** | Is the organisation based in or delivering services in Sandwell and has most beneficiaries from the Borough? | | | | | | |  | |  |
| **IF YOU HAVE ANSWERED ‘NO’ TO 1.3, 1.4 OR 1.5, YOUR APPLICATION WILL NOT BE CONSIDERED.** | | | | | | | | | | |
| **SECTION 2: PROJECT DELIVERY** | | | | | | | | | | |
| **2.1** | Please provide background details about your organisation (e.g. aims, experience or track record of delivering (maximum words 500) | | | | | | | | | |
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| **2.2** | Tell us how the project intends to deliver against the aims and outcomes (maximum words 750) | | | | | | | | | |
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| **2.3** | How do you propose to deliver the project? (include your approach and capacity to deliver, how plan to work with partners, the services/activities/target audience/hard to reach groups) (maximum words 1000) | | | | | | | | | |
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| **2.4** | Tell us how many people will benefit from the project (include protected characteristics of individuals where necessary) (maximum words 500) | | | | | | | | | |
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| **2.5** | How will you evaluate the impact of the activities/services? How will you measure this at the end of the project? (include surveys and case studies where necessary**)** (maximum words 750) | | | | | | | | | |
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| **SECTION 3: STRATEGIC THEMES** | | | | | | | | | | |
| **3.1** | | Tell us how your project will contribute to at least **one** of the Council Plan Strategic Themes listed below. Full details can be found [**here**](https://www.sandwell.gov.uk/downloads/download/960/council-plan)  (maximum words 750) | | | | | | | | |
| 1. Growing up in Sandwell 2. Living in Sandwell 3. Healthy in Sandwell 4. Thriving Economy in Sandwell | | | | | | | | | | |
| **SECTION 4: MARKETING AND PROMOTION**   |  |  | | --- | --- | | **4.1** | How will you promote the project to ensure you reach your target audience? (maximum words 500) | |  | |   **SECTION 5: FINANCE** | | | | | | | | | | |
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| **5.1** | Please use this table to indicate what the grant aid will be spent on (e.g. salaries, activities, etc). Please give some thought as to how you will realistically spend or apportion any grant aid before completing this section. You can include details of any in-kind contribution provided by your organisation. | | | | | | | | | |
| **Item** | | | | **Breakdown/Calculation of Expenditure Items** | | Grant Amount Requested | In Kind Contribution | | Total Project  Cost | |
| Staff Costs (please specify-Including hourly rate)  Volunteers expenses (e.g. travel, etc. please specify) | | | |  | | £ | £ | | £ | |
| Play Equipment/Resources | | | |  | | £ | £ | | £ | |
| Premises costs  (e.g. venue hire etc. - please specify) | | | |  | | £ | £ | | £ | |
| Marketing and Promotion | | | |  | | £ | £ | | £ | |
| Admin costs | | | |  | | £ | £ | | £ | |
| Other costs (please detail) | | | |  | | £ | £ | | £ | |
| TOTAL | | | |  | | £ | £ | | £ | |

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| |  |  | | --- | --- | | **5.2** | Has your organisation previously received funding (grant or contract) from Sandwell Council, Sandwell Children’s Trust or Sandwell Public Health? If yes, please provide details |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Specify Grant or Contract** | **List the Activities/Services funded** | **Council Contact Officer** | **Funding period e.g. 2020-2021** | **Amount Awarded (£)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **SECTION 6: DECLARATION OF RELATIONS** | | |
| Please note: Should you provide any information under this section; it will only be used for the sole purpose of grant administration for this programme only. | | | |
| Please include the name and details of any:   * Sandwell Council officer * Councillor * Relative * Close associate of any Sandwell Council officer or Councillor who: * Is a member of your managing body or paid staff. * Is (to your knowledge) a relative or close associate of any of your management members or senior staff. * Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding. | | |
| **Please give names and details if relevant:** | | |
| **Name** | | **Nature of involvement** |
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| **Declaration** | | |
| **I confirm that to the best of my knowledge and belief (choose one):** | | |
|  | I have listed above the names of Sandwell Council Officers or Councillors with an involvement in this project or grant application | |
|  | No Sandwell Council Officers, or elected members have any involvement in this project or application | |

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| |  | | --- | | **SECTION 7: DATA PROTECTION** | | The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200.  The Data Protection Officer can be contacted at the above address and through email at:  [dataprotection\_officer@sandwell.gov.uk](mailto:dataprotection_officer@sandwell.gov.uk).  Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.  Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g. police, etc.).  You have the right to withdraw your consent at any time, should you wish to do so please contact: samantha\_goode@sandwell.gov.uk | |     **SECTION 8: DECLARATION OF SIGNATORY** | |
| I confirm that the organisation named in Section 1 of this application form has authorised me to sign this agreement.  I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.  I understand that any offer of grant funding will be subject to grant conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.  I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.  I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.  I understand that completing this form is not a guarantee of receiving the funding.  I understand that the funding panel’s decision is final and that there is no right to appeal. | |
| **Print Name** |  |
| **Position in Organisation** |  |
| **Signature** |  |
| **Date** |  |

**Before submitting please check you have: Answered all questions, signed the form and attach any requested supporting documentation by deadline date. Incomplete or late applications will be rejected.**

**Email the completed form to:samantha\_goode@sandwell.gov.uk**

Reviewed March 2025