**FESTIVAL COLLECTIVES CHALLENGE FUND - APPLICATION FORM (OFFLINE VERSION)**

TVCA want to hear about your project, what it is going to achieve and the impact and change you want to make. We want to invest in projects that will achieve the fund’s outcomes and contribute to the objectives of the Festival and Events pillar of TVCA’s Growth Programme for the Creative and Visitor Economies ([see Festivals and Events Investment Framework)](https://teesvalley-ca.gov.uk/business/wp-content/uploads/sites/3/2023/03/Tees-Valley-Festival-and-Events-Framework.pdf).

\* required question

**Section 1: Main Contact – of Lead Organisation**

**1a. Title\*:**

**1b. First Name\*:**

**1c. Surname\*:**

**1d. Job Title\*:**

**1e. Preferred Contact Telephone Number\*:**

**1f. Email Address\*:**

**1g. Confirms Email Address\*:**

**Section 2: Company Details of Lead Organisation**

**2a. Where does your business trade from?\***(which borough in the Tees Valley?):

**2b. Company/ Organisation Name\*:**

**2c. Trading Address\*:**

**2d. Website Address\*:**

**2e. Type of Business Ownership\*:**

**2f. Company no, CIC number or Unique Tax Reference\*:**

**2g. If you are a registered charity, please supply your charity no\*:**

**2h. Trading start date (DD/MM/YYYY)\*:**

**2i. Annual Turnover:**

**2j. Confirm you have a business bank account which is not a personal bank accounts\*: Yes/No**

**Section 3: What’s the Big Idea?**

**3a. Project Title\*:**

**3b. Please provide a brief soundbite of your festival collective and what you want to achieve through this project?\*** (Up to 300 characters)

*(E.g., A partnership of music festival organisers, venues and independent hospitality businesses from Darlington, Redcar and Hartlepool, committed to working together to promote local talent and grow audiences.)*

3**c. Tell us about the festivals at the heart of your proposal.\*** (300 characters per question). On the online application form you can add details of each festival in your collective.

**Festival Name\*:**

**Lead Festival Delivery Organisation/Business\*:**

**Type of Business ownership\*:**

**Description\*:**

**Existing Festival or New Festival?\*:**

**Dates\*:**

**Tees Valley Location\*:**

**Venues used\*:**

**Audience size** (as of 2022)\*:

**Audience description** (Key demographics)\*:

**Key Partners** (please list any other key delivery partners)\*:

**Key funding mechanisms I.e., majority publicly funded, majority commercial/ticketed. Please list key funders/income streams\*:**

**3d. Tell us about any other members in your collective. What do they bring to the table? (Limited to 300 characters per question)**

**Name of organisation/business :**

**Type of Business Ownership:**

**Description of business/organisation:**

**Operating base/main delivery area:**

**Role in the Collective:**

**3e. Why is this the right group of organisations to work together?\*** (Up to 1500 characters)

*Outline any previous instances of partnership working between any of the organisations/business/individuals listed or if you have not worked together before provide rationale as to why now? You could provide evidence of other successful partnership working.*

**3f. What are the challenges and opportunities that you will address together?\*** (Up to 2000 characters)

*Are there shared challenges in your current delivery models or business operations? Are there or have there been areas of opportunity that you haven’t been able to take up due to capacity or other reasons? Can you evidence need?*

**3g. How will you do it?\*(**Up to 3000 characters)

*Tell us about what you will do as part of this project. How does it align to the Challenge Fund objectives? What will the investment enable you to do that wouldn’t otherwise be achieved?*

**3h. Who is the project aimed at and how will you reach them?\*** (Up to 2000 characters)

*Who are the beneficiaries? These may be the partners in the collective, audiences, staff, artists etc. Tell us about how you will reach your target market and/or audiences/beneficiaries. If your project is specifically focused on collective marketing please provide an overview of your planned Communications and Marketing Plan.*

**3i. What does success look like and how will you know if you have been successful?\***(Up to 1000 characters)

**3j. How will this contribute to longer-term sustainability of the festivals?\*** (Up to 1000 characters)

*What step changes will the project enable? What will the legacy of your project be or how will it be sustained after completion of this project? How will the festival collective continue to work together beyond the project? What difference will this project make to the Festivals and Events cluster in Tees Valley?*

**3k. How will you ensure that your project is inclusive and accessible?\*** (Up to 1500 characters)

*How will you ensure diverse representation amongst your workforce and beneficiaries and what will be the impact of this beyond the project?*

**3l. How will your project contribute to improving or further understanding yours or others environmental impact?\*** (Up to 1500 characters)

*Are you providing models of best practice, demonstrating leadership in this area? What are the key practicable actions you will take?*

**SECTION 4 – How will you manage the project?**

**4a. Please outline the Lead Applicant’s experience and why they have been chosen to lead this project.\*** (Up to 1000 characters)

4**b. How will the collective lead, manage and deliver the project?\*** (Up to 2000 characters)

*What governance structures are in place to monitor the project? How will the festival collective operate? What mechanisms will you put in place to ensure successful collective working? How will you make decisions? Detail who will lead on which areas of the project.*

**4c. If you’re planning on procuring services / goods as part of the project, please explain your procurement policy? (A process for purchasing goods and services).** (Up to 1000 characters)

**4d. What are the key risks and challenges in achieving the outcomes of your project?\*** (Up to 300 characters on each Risk and Mitigation)

*Please detail key risks and challenges in achieving the outcomes of the project and what you will put in place to try to mitigate/overcome these risks and challenges. Are there any interdependencies in achieving your outcomes - i.e., is the deliverability of your project reliant on the circumstances of anyone / anything else? Please enter in the table below up to 6 key risks and how you will mitigate these risks.*

*RISK* *MITIGAGATION*

1.

2.

3.

4.

5.

6.

**4e. Where will your project activity take place? \***

*Please list specific venues, if applicable, and whether there are any online elements. If you do not have specific venues, please indicate likely locations/towns/areas you will deliver your project in. If you project does not include place-based delivery please provide where the majority of the work will be undertaken, e.g., your base.*

*Remember! The project must operate/impact at least three boroughs of the Tees Valley.*

When will your project start? \* Insert date XX/XX/XXXX

When will your project finish? \* Insert date XX/XX/XXXX

**Section 5 : Project outputs**

We would like to know what tangible outputs the project will achieve. Please provide as realistic as possible figures/forecasts/targets for your project on the following. If not applicable enter 0.

**5a. How many new FTE (full time equivalent) jobs (salaried/PAYE) will this project create? N.B. These are only roles that did not and would not exist without the project/funding.**

**5b. How many of these jobs listed above will be sustained beyond the project delivery period?**

**5c. How many jobs will be extended e.g., an existing role moving from PT to FT?** (N.B. that are not included in Q5a.)

**5d. How many jobs will be safeguarded** (that would otherwise be lost)?

**5e. How many freelancers/contractors will be employed on this project and how many days of work will this equate to** (enter no. of freelancers and no of days work)? E.g.,10 freelancers for a total of 100 days.

**5f. What is the total value (£) of freelancer/contractor contracts?**

**5g. What percentage of staff and freelancers working on this project will be based in Tees Valley?**

**5h. How many people will benefit from training/skills development? N.B this should only be counted if it is additional, that would not have been received without funding/the project.**

**5i. How many events and festivals will this project support/work with?**

**5j. What was your total collective audience reach in 2023?**

**5k. What was your total collective audience reach of people from outside of Tees Valley in 2023?**

**5l. How many people as NEW audiences will your festivals reach as a result of this project/funding?**

**5m. What percentage of this NEW audience will be from outside of Tees Valley?**

**5n. How many people as volunteers will this project engage?**

**5o. How many new products/works will this project create?**

**5p. How much (estimated) income will be generated from touring these products/works outside of Tees Valley?**

**5q. How much cost savings (estimated) will be made from collective working?**

**5r. How much additional new funding will be leveraged by doing this project? (e.g., Arts Council England funding, Trusts and Foundations, Sponsorship)**

**5s. How much additional earned income will be generated through this project (excluding touring new product/work income)?**

**Section 6: Financial Due Diligence**

**6a. Please consent to TVCA undertaking financial due diligence checks using the information provided in this form.** \*required

TVCA will need undertake financial due diligence on eligible organisations that pass initial assessment on the organisation and its officers and will provide the TVCA Creative Place Team with a risk assessment to inform the final decision. These due diligence checks will be commensurate and dependant on size and type of organisation. We may need to ask you for additional information at this stage.

This may include:

Authenticating the personal identities of persons with significant control and carrying out a financial/fraud risk assessment.

Carrying out a general risk assessment of the organisation using Experian and Companies House records.

Carrying out a financial viability assessment of each organisation using their accounts together with Experian and Companies House records.

Carrying out a reputational risk assessment of each applicant.

Validating grantees’ bank accounts using Experian and/or CreditSafe.

We may request additional documentation in order to complete these checks such as;

Evidence of existing bank account

Details of any person who has control of the business including the completion of a 'fit and proper person' declaration

Subsidy control declaration (previously known as state aid).

**I consent to TVCA undertaking financial due diligence \*:**

**SECTION 7: Subsidy Control**

**To be completed by Lead Organisation only.**

The UK subsidy control regime began on 4 January 2023. It enables public authorities, including devolved administrations and local authorities, to give subsidies that are tailored to their local needs, and that drive economic growth while minimising distortion to UK competition and protecting our international obligations. Under the Subsidy Control Act 2022 (‘the Act’), Tees Valley Combined Authority is under a legal obligation to design any subsidy to ensure that it complies with the Act.

**7a. Is your organisation (lead organisation only) engaged in economic activity i.e., offering goods and services on the market? Please state yes or no and give a brief outline of the economic activity your business is engaged in.** (Up to 1000 characters)

**7b. Please provide an explanation as to why this intervention by way of funding is necessary to achieving the aims you have identified in this application.** (Up to 1000 characters)

**7c. Please provide a detailed analysis of how you propose to utilise the funding applied for in this application.** This should clearly identify how you will utilise the funding in order to change what you do and the way in which you do it, to achieve the outcomes you have specified. This answer must recognise that the funding applied for cannot be used to fund ‘business as usual’ or costs that you would have funded in the absence of this application. It should demonstrate ‘additionality’. (Up to 2000 characters)

**7d. Please confirm how much public funding you have received in the last 3 financial years which has been classified as ‘De-Minimus’ under the former State Aid regime or Minimal Financial Assistance or Services of public economic interest under the Subsidy Control Act 2022.**

**Enter Amount in £**

**Section 8: Finance/Budget**

Please indicate the amount you wish to request from TVCA and use the template spreadsheet template ‘Project Budget and Delivery Plan’ to provide a detailed breakdown of your project income and expenditure.

\*Remember to upload your project budget at the end of the online application form.

**8a .Please indicate the total amount you wish to request from TVCA. Please note expected investment will not exceed £100,000** \*

Enter amount in £

**8b. Please confirm you have funds in place to deliver the festivals within your collective on a ‘business as usual’ basis**. *Match funding towards delivery of your proposed Festival Collectives project is not a requirement, however if you do have match funding in place for this project, please list it here. \* Please outline the source, detail whether this is secured or not and likely timeline for securing match funding. (Max 1000 characters)*

**8c. Request advanced quarterly payments**

TVCA grant funding is, as a rule, issued in arrears, however we are aware that some of the businesses we support operate on a project-by-project basis without significant reserves/cash in the bank. Therefore, without advance funds delivery of the project would be difficult to cashflow.

**If you require advanced quarterly payments please provide a short statement detailing your financial position and why you would need an advance in order to deliver the project. Your request will be sent to the finance department to verify and check from your accounts and approve or otherwise. You will be required to supply TVCA with a quarterly forecast in advance of releasing the payment. Leave blank if you do not need advance payments.** (Max 1000 characters)

**Project Budget \***
When completing your project budget using the template provided please only input expenditure and income related to delivering your Festival Collective project. We do not require you to input the full costs of festival delivery. For income, please only input income related to, or forecast as a result of delivering the Festival Collectives project.

Festival Collectives Challenge Fund could include a wide range of project costs. These include:

* Staff costs - new or expansion (e.g., increased hours, from part-time to full-time) of existing roles – where roles are dedicated to collective working for project delivery.
* Contribution towards costs of existing collective members of staff to develop and deliver the project. Max 10% of total project costs.
* Management fees (if lead applicant is an independent sector business) for lead applicant to manage TVCA financial investment and reporting requirements.
* Consultancy costs.
* Skills development and training.
* Strategic programme development.
* Small capital expenditure to support majority revenue-based project (max 20% of total TVCA request).
* Costs towards development / commissioning / co-commissioning of NEW artistic work / product that will generate income back into the Tees Valley from touring/exporting outside of the Tees Valley.
* Access costs.
* Marketing and communication costs, including documentation of project activities such as photography or filmmaking.
* Research costs.
* Evaluation costs.
* Implementation of environmental / accessibility action plans.

If your business is not VAT Registered and therefore unable to reclaim VAT, then you need to include VAT as part of your costs and ensure that the costs are within the total grant ceiling of the investment level you are applying to.

 **Section 9: Delivery Plan**

Please complete the Delivery Plan table **using the template provided**. The Delivery Plan should support your narrative answers and should tell us clearly what you’re going to do, how and why. \*

Please ensure that your activities and milestones are **SMART** -

**Specific**: The goal should be very precise with no room for misinterpretation.

**Measurable**: The goal should be quantifiable, and progress should be easy to track.

**Achievable:** The goal should be attainable — not outlandish or unrealistic.

**Relevant:** The goal should contribute to your broader, overarching goals.

**Time-bound:** The goal should have a defined start and end date.

For examples, please see the Delivery Plan template.

Please consider how your outcomes align with the intended overall outcomes of the programme.

**Application Check list:**

Complete and submit the online application form by the published deadline. You can save and return to the online application form, however we advise preparing your application using the offline version of the application form which can be downloaded from the Festival Collectives web page. Once ready please upload your information to the online application form.

Make sure you upload the following:

* Project Budget and Methodology/Delivery Plan using the template provided.
* Your most recent audited accounts (Lead Applicant only)
* An income and expenditure breakdown for each festival business that will be delivered within your collective that shows two previous years of festival delivery, (with minimum of one year if festival has only been delivered once before.) Any member of the collective which is delivering a new festival must provide a forecast budget for Y1 delivery. You can use your own template for this. Please make sure the budget clearly details income sources and provides a basic breakdown of areas of expenditure.
* One additional document which supports your application (optional)

UPLOAD YOUR DOCUMENTS