



**ORKNEY**  
ISLANDS COUNCIL

# **Covid Recovery Fund for Culture**

## **Guidance Notes For Applicants**

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# Covid Recovery Fund for Culture

## Applicant Guidance

### Background

Orkney Islands Council is committed to supporting the delivery of cultural activities within Orkney enabling residents and visitors to access the highest quality cultural events and activities through the support of organisations which deliver these programmes. It does this through its annual Culture Fund.

In December 2021 at the Orkney Islands Council Policy and Resources Committee a number of funding packages were agreed to recognise the hardships of various sectors of the community in Orkney due to Covid19 in 2020 -2021. A total of £240k has been set aside as a one-off Covid Recovery Fund for Culture to enable this sector to apply for projects that will enable it to stabilise and move forward.

### What is considered eligible as cultural activity?

The organisation must therefore deliver or promote a cultural programme or have cultural elements in its programme to be considered. Culture, in this instance, is defined as being:

- Arts
- Heritage
- Language (including Orkney dialect)

The fund is now open for applications.

### Criteria

The following criteria have been applied to the fund:

### Who is eligible to apply?

Applications will only be considered from properly constituted charitable or voluntary organisations operating within Orkney which are not-for-profit, and which have clear financial procedures and produce audited accounts in keeping with the scale of their operation.

Applicants must be able to demonstrate organisational track record and success, and/or success in delivering projects/programmes of a similar nature or scale to the proposed activities.

Applications will only be considered for non-commercial activities i.e. projects which do not distribute a profit.

The organisation or project must support delivery of at least one of the Council's priorities or values as described in the Council Plan as follows:

<b>Council Values</b>	<b>Council Priorities</b>
Resilience	Thriving Communities
Leadership	Connected Communities
Equality & Fairness	Caring Communities

Innovation & Enterprise	Enterprising Communities
Sustainability	Quality of life

The Covid Recovery Fund will **not** normally provide funding for activities that are primarily fund-raising events, are heavily branded or branded with charity branding or deploy potential sources of income from an event to a charity, or activities that are social events for an organisation.

### **What is the funding for?**

Funds awarded will be to sustain and develop services during by end of Financial Year **2023-24** or to increase or develop them in response to increased demand caused by Covid-19.

### **How much can I apply for?**

Orkney Islands Council anticipates a very high level of demand for this fund, therefore applications will generally be expected to be in the **range £1,000 to £10,000**, although larger submissions up to a **cap of £50,000** will be considered. Applicants should be aware that if the volume of applications is high, partial awards may be necessary.

### **How is the funding assessed?**

Applications will be assessed by the Cultural Covid Recovery Fund Panel at meetings held for that purpose. The Panel meeting for the fund will be held in June 2023.

### **What happens if the application is successful?**

If successful, the applicant will be issued with a letter of confirmation setting out the award criteria and accompanying Terms and Conditions to be signed by the applicant.

### **How is the money distributed?**

Grant funding awarded will be paid in two instalments by OIC as follows:

Instalment One: 90% on receipt of signed Terms and Conditions

Instalment Two: 10% on acceptance of final finance information and operations report

### **What happens if the Organisation gets other funding?**

Applicants in receipt of other Covid Recovery Funding in the same financial year must disclose this funding in their application. Receipt of Covid Recovery funding from other sources may render the applicant ineligible for further funding from the Orkney Islands Council Covid Recovery Fund for Culture **for the same project and purposes**.

Priority will be given to applicants who have yet to receive Covid Recovery Funding from any source.

**Should funding be unspent by the end of financial year 2023-24, OR the required monitoring documentation is not received, funds may have to be returned.**

### **How will the organisation be monitored?**

Orkney Islands Council will implement regular monitoring of grant funding awarded via the Monitoring form, this is a requirement of grant (see Monitoring Form Appendix Two), with support provided as required/requested.

In accordance with the Code of Guidance on funding external bodies and following the Public Pound, Orkney Islands Council has a duty to always ensure adequate stewardship of Council funds. Any such funding arrangement to the value of £10,000 per annum and above is required to be approved in advance, have a formal Grant Funding Conditions, and be the subject of regular monitoring and reporting. This includes consideration of an annual budget for each organisation, followed by an annual performance review report submitted by the organisation for the year to monitor performance against agreed aims and objectives.

### **Can the Organisation apply for further funding?**

Second applications will only possible if a second round of funding is offered.

### **What are the funding Conditions?**

Applicants must be able to demonstrate compliance with all relevant legislation, court orders and decisions, codes of conduct and guidance issued by the Scottish Government and/or Orkney Islands Council with regard to the expenditure of public funds and provision of services. At the end of the funded period the applicant will be required to report on the amount spent and the impact of the award on the challenges they indicated in their application. A template will be provided (Appendix Two).

It is a requirement of this funding that a grant from the Council is acknowledged in all forthcoming literature and displays pertaining to your organisation or project, and in all press releases. It is also a requirement that, if a grant is allocated to your organisation, all expenditure is completed by end of financial year 23/24.

All projects and activities that receive funding must comply with the Council's Equality and Diversity Strategy. Events must take place within an accessible venue, and there must be no unnecessary barriers to inclusion:

<http://www.orkneycommunities/co.uk/COMMUNITYPLANNING/index.asp?pageid=591868>

### **How do I apply?**

Application should be completed online and submitted by the deadline below:

<https://www.orkney.gov.uk/Service-Directory/S/arts-opportunities-and-funding.htm>

**Closing Date: Friday 9 June, 5pm**