



Culture Investment Programme 2025

Catalyst (Projects £5,000 - £15,000)

Submitting your application form

All applicants are advised to read and follow the guidelines. These are available to download at the above website or can be requested by contacting us on any of the details provided.

Completed forms should be submitted by email to creativefunding@aberdeencity.gov.uk no later than **12 noon 6th November 2024**. Applications received after this date will not be accepted.

Please ensure that you include all required supporting documents with your submission.

1. Contact Details

Organisation		Phone	
Lead Contact		Email	
Address		Website	
Organisation Legal Status			
Primary business address			
Registered address (if different from primary address)			
Number of years operating			
Does your organisation have a business plan? If yes please attach a copy.			

2. Application Summary

Project/Activity Name			
Level of Investment Required Requested			
Have you received any financial assistance from Aberdeen City Council previously?	Yes		No
If yes please provide detail.			

3. Your Proposal

<p>3.1 Please provide a written summary of your proposal describing the activity you are seeking support for. (Up to 200 words). Please note the full proposal can be described in Question 3.3 of the application form.</p> <p>We can support Organisations who meet the criteria and can make a significant difference by increasing opportunities and access to activities that reflect the cultural diversity of Aberdeen.</p>

3.2 Please tell us about your organisation. (Up to 500 words).

Please provide a short summary about your organisation below, outlining your key areas of work, your core aims, your track record for delivering high-quality creative and cultural activity.

3.3 Please provide detail on the programme of activity you will deliver through Culture Investment support. *(Up to 500 words).*

3.4 The Culture Investment Programme has seven thematic priorities, which are aligned to the Local Outcome Improvement Plan (LOIP). Please refer to the guidance for further information on the priorities.

	Experience
	Celebrate
	Our Economy

	Our Children & Young People
	Our Citizens

	Our Place
	Our Community

With reference to the priority themes how will your work benefit the people of Aberdeen?
(Up to 500 words)

3.5 Please consider and write about any risks associated with the project and how you intend to mitigate against the risks.

To answer this question, consider the risks involved in the project management, Times cales and budget and write about how to reduce those risks. A basic risk assessment should be included in the support material. *(Up to 300 words).*

3.6 Please describe a timeline of the activity you propose to undertake; this could include the research period and delivery of the project. *(Up to 300 words).*

3.7 Estimated activity output numbers			
Total number of participants		Total audience numbers	
Total number of volunteers		Total number of volunteer hours	
Total number of project artists employed		Total number of artist hours	
Total number of performances		Total number of training courses	
Total number of exhibitions		Total number of festivals	
Total number of workshops		Total number of publications	
Other (please specify)			

4. Beneficiaries and Impacts

4.1 **Beneficiaries.** Please provide detail on the intended beneficiaries of your activity, and any specific targeting of groups or communities.

Participants: number per age group		Audience: numbers per age group	
Aged 0-5		Aged 0-5	
Aged 6-15		Aged 6-15	
Aged 16-24		Aged 16-24	
Aged 25-44		Aged 25-44	
Aged 45-64		Aged 45-64	
Aged 65-74		Aged 65-74	
Aged 75+		Aged 75+	
Unknown/Not Age Specific		Unknown/ Not Age Specific	

4.2 Impacts: Will your work be targeted at a specific group?
(to mark 'yes' please insert a tick to all that apply)

Low income / income poverty – those who cannot afford regular bills, food, clothing payments.		Material deprivation – those who cannot access basic goods and services, or access to leisure or hobbies	
Area deprivation – consider where people live and where they work (accessibility and cost of transport)		Socio-economic background – social class, parents' education, employment, income.	
Age		Race	
Disability		Religion or Belief	
Gender Reassignment		Sex	
Pregnancy and Maternity		Sexual Orientation	

If you have marked 'yes' against any target group, please provide further detail *(up to 300 words)*.

4.3 Please explain how you will manage data collection and evaluation of your activity (Up to 400 words). Please refer to the *Culture Investment priorities* and the *Culture Investment Impact Framework*.

These toolkits should assist with evaluation -
[Is this the best it can be? Toolkit | Creative Scotland.](#)

Arts Council England also has a self-evaluation toolkit -
[Self Evaluation toolkit | Arts Council England](#)

4.4 Location: Where is the physical location of your activity? This can be your primary venue and any areas where outreach or education activity takes place (You may insert a tick for more than one area).

Airyhall Broomhill Garthdee		Bridge of Don		Dyce Bucksburn Danestone		George Street Harbour	
Hazlehead Ashley Queens Cross		Hilton Stockethill		Kincorth Loriston		Kingswells Sheddocksley	
Lower Deeside		Midstocket Rosemount		Northfield		Tillydrone Seaton Old Aberdeen	
Torry Ferryhill		City Centre		Online Address			

5. Financial Management

5.1 Please provide a budget summary of your programme of activity including your request to the Culture Investment Programme as well as any other income. Please note your request cannot equate to more than 75% of total annual turnover.

Applicants must complete the Financial Proforma as well, applications submitted without full detail on expenditure and income will not be accepted.

	2025/26	2026/27
Culture Investment Programme	£	£
Other public funders		
Trusts and foundations		
Enterprise Agencies		
Private: Sponsorship, Donations, Gifts and Legacies		
Own Resources (cash and / or in-kind, please specify)		
Earned Income		
Cash Total(s)		
Value of In-kind contributions	£	£
Is any of the funding confirmed at this stage?	Yes	No
If yes, please detail amount of funding confirmed		

5.2 Financial Sustainability

Sufficient cash exists to enable the organisation to meet its financial obligations for the foreseeable future (at least 3 months).

Yes		No		Cash Position	£
-----	--	----	--	---------------	---

What is your current financial reserves Position?

Unrestricted	Restricted
£	£

6. Subsidy Control

The purpose of the subsidy control regime is to prevent public authorities from giving financial advantage to enterprises in a way that could distort competition both within the UK and between the UK and a country or territory outside the UK.

In September 2020, the UK Government announced its intent to design a new domestic subsidy control regime for the UK. The Act was introduced to Parliament as the Subsidy Control Bill in June 2021 and came into force on 4 January 2023. It is statutory legislation, meaning we have a legal duty to comply with the rules.

Provide a breakdown of all public funding received by the organisation in the last 3 years. This is to ensure the public subsidy threshold has not been exceeded. An example is shown in the table below.

For more information on subsidy control follow the link - [Overview of the subsidy control regime – a flexible, principles-based approach for the UK - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/overviews/subsidy-control)

Please provide a full breakdown of public subsidy received by your organisation in the past 3 years. Please see guidelines for more information on subsidy control.		
Public Body	Amount Received (£)	Date Awarded

7. Supporting Documents Checklist

The following Documents must be submitted with your application, failure to do so may result in your proposal being rejected. Please note you have the option of submitting additional materials to support your application.

Document type	
All applicant organisations must provide their Equal Opportunities Policy. If you have an Equalities, Diversity and Inclusion Action Plan, please submit this also.	<i>Required</i>
All applications from consortia, must provide a legally binding partnership agreement.	<i>Required</i>
All applicant organisations must provide a copy of your most recent statutory year-end accounts. These are required if you are if you are a company or charity. You should state whether these have been audited or checked by an independent examiner.	<i>Required (unless you are a new organisation)</i>
All applicant organisations should provide at least one of the following: <ul style="list-style-type: none"> a copy of your most recent Management Accounts for their most recently completed financial year the most up-to-date Management Accounts (for the period since their most recently completed financial year) 	<i>Required</i>
Current business plan	<i>Required</i>
Financial Pro-Forma	<i>Required</i>
Governance documents e.g. articles of association	<i>Required</i>
Environmental Sustainability Plan	<i>Required</i>
Safeguarding Policy (e.g. child protection policy etc.)	<i>Required</i>
Articles of Association/Incorporation	<i>Required</i>
Risk Register	<i>Required</i>
Proof of confirmed funding e.g. signed funding agreement	<i>Required</i>
Other supporting items (please detail)	<i>Optional</i>

9. Declaration and Use of Your Information

Aberdeen City Council collects and records information about you for the purpose of managing the application process of Culture Investment. You can find more information here.

<https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-creative-funding-organisations>

I confirm that my programme will be delivered fairly and in line with current legislation such as the Equalities Act 2010 and the Human Rights Act 1998	
I confirm that my organisation will comply with all relevant employment law and that any staff, freelancers and volunteers will have appropriate job/role descriptions and contracts.	
I confirm that my organisation will have appropriate insurance certification – for example, public liability, employer’s liability, professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance will be obtained.	
I confirm that my organisation will meet the statutory requirements for the safeguarding of children and vulnerable adults.	
I confirm that my organisation will carry out appropriate risk assessments.	
I confirm that my organisation will comply with the General Data Protection Regulations.	
I understand that Aberdeen City Council will safely store my details given here in accordance with the Data Protection Act (2018) and will use this data to assess my application and for research and reporting purposes.	

To confirm that all information included in this expression of interest is accurate and that you have read and followed the application guidelines, please sign and date below. By signing this you are confirming you have authority from your organisation to submit this application. If submitting by email an electronic signature or the typed name of the appropriate applicant should be inserted.

Name:

Signature (Electronic or typed name):

Date:

Cultural Policy and Partnership team

creativefunding@aberdeencity.gov.uk

Supplementary sheet if additional space is required for any of the questions.