



Culture Investment Programme 2025

Cornerstone (£100,000 plus)

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. Organisation Capacity

| | | | |
|---------------------|--|---------------------|--|
| Full Time Staff No. | | Part Time Staff No. | |
| Freelance Staff No. | | Volunteers No. | |
| Board Members No. | | | |

3. Previous Support

| | | | | |
|--|---------|---------|----|--|
| Has your organisation previously received grant funding from Aberdeen City Council? | Yes | | No | |
| If you answered yes to the above question please state the level of support you have received over the past 3 financial years. | | | | |
| 2022/23 | 2023/24 | 2024/25 | | |
| | | | | |

4. Your Ambition and Activities

4.1 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 4.4 of the application form.

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.

4.2 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.

4.3 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 750 words)

4.4 Please provide detail on the programme of activity you will deliver through Culture Investment support.
(Up to 1000 words).

| 4.5 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) | | | |

5. Beneficiaries and Impacts

5.1 **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 | |

5.2 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 750 words).

5.3 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](#)

5.4 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 | | | |

6. Financial Management

6.1 Please provide a budget summary of your programme of activity including your request to the Culture Investment Programme in addition to any other income. Please note your request cannot equate to more than 10% 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 | 2027/28 |
|---|---------|---------|---------|
| 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 | | | |

6.2 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 |
| £ | £ |

7. 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/consultations/overview-of-the-subsidy-control-regime)

| 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 |
| | | |
| | | |
| | | |
| | | |
| | | |

8. 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.