



Culture Investment Programme 2025

Acorn – Organisations (£500-£2,500)

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 9th June 2025**. 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 (<i>if different from primary address</i>)			

2. Your Ambition and activities

Project/ Activity Name			
Level of Acorn Funding Required			
Start Date dd/mm/yy		End Date dd/mm/yy	

2.1 Please provide a description of your proposal explaining the creative activity or idea you are seeking support for, include information about how the activity aligns to one or more of the Culture Investment Priorities (*Up to 500 words*). [Culture Investment Impacts Logic Model.pdf](#)

Experience: Recognising the intrinsic value of creativity and removing barriers to experiencing culture.

Celebrate: Creating a clearer/ stronger identity and cultural narrative.

Our Economy: Economic resilience and diversity through increased creative industries employment, people in sustained fair employment and reduction in reported skills gaps.

Our Children & Young People: Increased sense of confidence, safety and wellbeing in children and young people, reducing need for Tier 3 services.

Our Citizens: Increased healthy life expectancy through cultural engagement.

Our Place: Addressing climate change by reducing Aberdeen's carbon emissions, protecting our natural and built environment.

Our Community: Building strong personal and community resilience, enabling people to participate in decisions that help change things for the better.

2.2 Please tell us about your organisation. (Up to 400 words).

Please provide a short summary about your organisation below, outlining your key areas of work, your core aims and your track record for delivering high-quality creative and cultural activity. Highlight how this experience will help you to manage and execute your proposed project.

2.3 Please explain who will manage the proposal from your organisation, describe a timeline for the activity you propose to undertake; this could include the research period and delivery of the project. Please include your approach to managing risks associated with your proposed activities (Up to 400 words).

2.4 Evaluation Please explain how you will manage the data collection and evaluation of your activity as relevant. *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.](#)

3. Outputs & Impacts

3.1 Creative Area <i>(Insert a tick for any of the areas that apply to your proposal)</i>							
Visual Arts	<input type="checkbox"/>	Craft/fashion	<input type="checkbox"/>	Music	<input type="checkbox"/>	Film/moving image	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Dance	<input type="checkbox"/>	Literature	<input type="checkbox"/>	Digital based	<input type="checkbox"/>

Other (please specify)	
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3.2 Type of activity <i>(Please enter the estimated number of each activity)</i>							
Performance(s)	<input type="checkbox"/>	Training courses	<input type="checkbox"/>	Workshop(s)	<input type="checkbox"/>	Festival(s)	<input type="checkbox"/>
Exhibitions(s)	<input type="checkbox"/>	Publication(s)	<input type="checkbox"/>	Digital content	<input type="checkbox"/>		

Other (please specify)	
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3.3 Impacts: Will your work be targeted at a specific group? *Please complete (Y/N)*

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).

3.4 Participants							
<i>(Please enter the estimated number of people/ hours involved in the proposal).</i>							
Participants		Audience numbers		Volunteers		Volunteer hours	
Artists		Artists hours		Other (please specify)			

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

4. Financial Management

4.1 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 do not include in kind contributions to the main budget table.

Please provide details of the projected income and expenditure for the project.

Income	Amount	Confirmed?	Expenditure	Amount
Total Income			Total Expenditure	

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

Yes		No		Cash Position	£	
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What is your current financial reserves position?

Unrestricted	Restricted
£	£

Value of in-kind contribution to project	£
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5. 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)

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

6. 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	
Current Business Plan/constitution (<i>as appropriate</i>).	<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 if a charity or company (not required for newly formed companies/charities)</i>
All applicant organisations should provide at least one of the following: <ul style="list-style-type: none"> The most up-to-date Management Accounts (for the period since their most recently completed financial year). or recent bank statement covering 3 months trading baring the name of the organisation. 	<i>Required</i>
Child Protection Policy (or willing to adopt ACC's Child Protection Policy) Child Protection Policy	<i>Required</i>
Proof of any match funding stated in application form.	<i>Required</i>
Other supporting items (<i>please detail</i>).	<i>Required</i>

7. 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.