

**Guidance notes for**

**Performing Arts Grants in South Oxfordshire**

1. **ABOUT THE ORGANISATION (page 3)**

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| This section is your contact information and details of your organisation.  You have the right to be informed what the council does with your personal data in accordance with the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) and UK General Data Protection Regulation (GDPR).  South Oxfordshire District Council understands the importance of ensuring that personal data, including sensitive personal data, is always treated lawfully and appropriately and that the rights of individuals are upheld.   1. **Why do we need your personal data?**   The Community Arts Team –collect personal data for the following activities:   * To respond to grant enquiries * To process grant applications * To process awards, payments and grant agreements * To monitor grant awards and ensure public money has been spent for the purpose allocated * To provide information about Council grants and voluntary sector support and activities * To seek feedback (with consent) in order to monitor and improve our services  1. **Types of personal data processed**   We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions. We do not process any special category or criminal record types of personal data.   1. **How we collect your data?**   This is the information that you provide to us directly. We are only able to collect your data for the prescribed purposes.  Automated individual decision-making is a decision made by automated means without any human involvement. Additional rules apply to protect individuals if we carry out solely automated decision making. However, this does not apply for processing grant applications.   1. **Lawful processing and your rights**   We will only process your personal data where we have a lawful reason to do so, as set out in article 6 of GDPR. It is in the council’s legitimate interest to process your personal information for the purposes stated above. We have to be accountable for the work we do and public funds we allocate to voluntary sector organisations. All funds must be spent for the purpose allocated and we need to ensure applications, agreements and monitoring relating to such funding is done fairly, in the public interest, and as the public would expect.  With regard to the personal data you provide, you have the right to:   * Know what data the council holds about you; best done through a Right of Access request * Update any incorrect or out of date information, either by amending your own records or asking us to do it on your behalf * Ask us, where appropriate, to stop processing/using your data temporarily * Ask us to permanently remove all your personal data from our system/records.   To exercise one of these rights please contact the data protection officer as detailed below in the Data Controller section.   1. **Keeping your information secure**   We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:   * Encryption on our mobile devices such as laptops * Access controls on systems * Security training for all staff  1. **Sharing your information**   To ensure our record keeping is efficient and to be able to provide excellent customer service we hold your personal information in a centralised, online grants system that can be accessed by officers of the council in order to process your application. Whilst we do not publish personal data, we will publish details of grants awarded to voluntary, community and social enterprise organisations on the council’s website in order to meet the requirements of the Local Government Transparency Code 2015.  We may disclose information to third parties where it is necessary to comply with a legal obligation. The council is required by law to protect the public funds they administer. We may use any of the information you provide with other bodies that are responsible for auditing or administering public funds to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes.   1. **Retention of your personal information**   We only keep your personal information for as long as necessary. We will retain each application for a period of seven years, from when the last payment was made.  There are exceptions to these timeframes for specific types of grants:  Grants with legal agreements attached will be retained for the length stated within that legal agreement, which may be up to 10 years from the date of commencement.   1. **Data Controller & ICO reference**   South Oxfordshire District Council is a registered Data Controller with the Information Commissioners Office.  **Data controller name**: South Oxfordshire District Council Registration number: [Z6629204](https://ico.org.uk/ESDWebPages/Entry/Z6629204)  You can find out more about how we handle your data by visiting the Council’s Privacy Notice page on the [website](http://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/privacy-policy/).  If you believe we have not handled your personal data as we have described here, please contact us by email [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk) or write to the Data Protection Officer at South and Vale District Councils, Abbey House, Abbey Close, Abingdon, OX14 3JE and your concerns will be fully investigated.  If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO).  You can reach them [through this link to their website](https://ico.org.uk/concerns/) or call them on 0303 123 1113 |

1. **YOUR ELIGIBILITY**

(Q’S 1- 6)

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| **Who is Eligible?**  Projects should provide benefit to more than one individual engaged in the performing arts (namely, theatre, music and dance), to groups of residents in South Oxfordshire. The scheme is open to the following organisations:   * Not-for-profit groups and arts or community groups, voluntary, third sector, community organisation, any of whom must have a constitution and committee structure. * Town/parish councils and parish meetings. * Not-for-profit preschools, PTAs and local authority-run schools or Academies (for non-statutory elements of the education programme not funded through school budgets and are out of hours school provision)   **Who is not eligible?**   * Other local authorities/public sector bodies. * Individuals who are the supplier of the service (artists and performers). * Groups raising funds on behalf of or improving/creating facilities that will primarily benefit an ineligible organisation. * Profit-based businesses (private businesses). * Political and lobbying groups. * Nationwide organisations (except with a local constitution and/or local bank account, or projects clearly related to a local hub/branch). |
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1. **PROPOSED PROJECT INFORMATION**

(Q’S 7 – 15)

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| * We will need a brief descriptive title for your project, suitable for use in communications relating to the project. * The more detailed project description should set out what you require the Performing Arts Grant for and what you expect your outcomes to be. * To be considered for funding, we need to know about you full funding package for the project or activity.   + If the grant will not fund the entire project, provide evidence how the shortfall will be met and whether this additional funding has been confirmed.   + Provide a budget breakdown detailing all funding, income and borrowing required to complete the project. * We need to understand your project timescales. We will consider projects that have started; however, we will not be able to fund any retrospective costs.   **What type of projects can we fund?**  Projects that help us to deliver our, could include but not limited to:   * Support for Voluntary and Non-Profit Arts Groups: Funding for local voluntary or community groups to run arts-related events, activities, or training. * Introducing new or improving performing arts projects and opportunities, like theatre, music or dance classes, offered for free or low cost to the community e.g., a Parish Council/ arts group can apply for funding to hire a hall, purchase equipment, pay the tutor and promote the activity. * Introducing an established activity or performing arts opportunity at a **new** location. * Funding professional arts companies to deliver workshops or performances to audiences and participants. * Start-up or hire fees for a new initiative that then become self-sustaining * Activities that address the issues of rural isolation, by offering activities in areas that lack opportunities locally. * Buying equipment, costumes, instruments or other specialist equipment to help **new** groups get established. * Costs associated with marketing and developing **new** audiences or **new** participants. * Initiatives that teach or share performing arts skills, especially for young people, the elderly, or underrepresented groups. * Projects that focus on accessibility, ensuring participation from individuals with disabilities, low-income families, or minority groups. * Capacity Building: Funding for skill development, leadership training, or the purchase of equipment that enhances the capacity of community arts groups. * Partnership Projects: Collaborative arts projects that involve local schools, community centres, or other voluntary organizations to increase impact and reach. * Cultural Diversity Programmes: Initiatives that celebrate cultural diversity through music, theatre, dance, or other performing arts forms.   We encourage applicants to consider the climate and ecological implications of their project. This may include the use of sustainable materials or other climate-friendly options to reduce energy use where appropriate.  **What will we not fund?**   * Food and drink * Building repairs and maintenance of equipment * Retrospective funding for goods/projects/activities that will complete before our decision is made (We will consider projects that have started; however, we will not be able to fund any retrospective costs.) * Projects that do not demonstrate a clear benefit to the community in which they are taking place. * Projects that are contrary to the Equality Act 2010. * Private or Commercial Enterprises: Projects led by for-profit organizations or individuals seeking financial gain. * Core Operational Costs: Routine expenses such as staff salaries, rent, utilities, or ongoing operational costs that are not directly related to a specific project. * Projects Outside the District: Initiatives that take place outside the Council’s district, unless there is clear and direct benefit to the local community. * Political or Religious Activities: Activities that promote political or religious viewpoints, as opposed to inclusive or cultural artistic expression. * Individuals (not part of a community group): Funding is generally not provided to individuals unless they are part of a larger community initiative and can demonstrate a wider impact of their work. * Regular or Long-Term Programs: Ongoing activities without a clear, one-time project outcome, unless they show significant community impact. * Costs related to travel or accommodation for participants or organisers unless it is essential to the project’s success and is proportionate. * Events solely intended to raise funds for a cause, rather than provide direct community benefits through performing arts. |

1. **The Impact of your project**

(Q’s 16 – 23)

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| This section helps us establish the project value. It will be assessed based on;   * + Achieving community benefit and meeting genuine need   + Demonstrates sustainability   + Value for money   + Collaborative approaches will be scored higher   + Reach or breadth of work (ie number of participants or audience members that do not normally access the performing arts or value of work to achieve community impact).   ~~And~~  **Climate Action**  We take our commitment to climate change seriously and wish to ensure that projects use energy and resources efficiently to minimise carbon emissions in line with the council’s Climate Emergency objectives. Please tell us how your Carbon Reduction & Energy Efficiency – measures to use suitable materials, local fabricators, encouraging sustainable transport and content of public messaging/ workshops |

1. **DECLARATION - MINIMAL FINANCIAL ASSISTANCE (MFA)**

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| * Minimal Financial Assistance (MFA) is when a grant is given below a specified threshold (£315,000) to an organisation which is offering goods or services on the market. This is considered a Subsidy, as it is seen as giving the organisation an advantage over private companies competing in the same marketplace which are having to raise their own income. * We are looking to establish how much money the organisation has received this financial year and/or the previous two financial years (the **applicable period**) from us or any other public bodies, as MFA. A financial year is a period of 12 months ending with 31 March. * This doesn’t mean funding in general, just the funding that was given as MFA (which was called de minimis under the previous State aid regime). * If any of the funding the organisation has received has been awarded as MFA, your organisation should have been notified in grant offer letters confirming the amount of the grant and that it was being given as MFA. * We need to understand if at the time of application, together with the grant the organisation is applying for from us, the total MFA received by the organisation during the applicable period has exceeded or would exceed £315,000. |