

	<p align="center">Cabinet 15 July 2019</p>
	<p align="center">Report from the Strategic Director Community Wellbeing</p>
<p align="center">Administration of the London Borough of Culture (LBOC) 2020 Culture Fund</p>	

Wards Affected:	All
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One: Appendix 1 - LBOC 2020 Culture Fund Round 1 recommended r applicants
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	<p>Lois Stonock, Artistic Director 020 8937 2571 Lois.Stonock@brent.gov.uk</p> <p>Titania Altius, Community Engagement Manager, 020 8937 1718 Titania.Altius@brent.gov.uk</p>

1.0 Purpose of the Report

- 1.1 This report reaffirms the importance of the Brent' s London Borough of Culture (LBOC 2020) Culture Fund in giving the Community an opportunity to run their own projects in 2020 as part of the LBOC 2020 programme celebrating and exploring Brent's heritage and culture.
- 1.2 The focus of the report is the plan for administering the LBOC 2020 Culture Fund. It sets out the process by which successful applicants to the LBOC 2020 Culture Fund are awarded grants of up to £10,000 to deliver projects as part of

the Brent LBOC 2020 programme and the selection process undertaken in line with established criteria to deliver projects as part of the Brent LBOC 2020 programme.

- 1.3 It also provides an overview of the bids which have been identified from the first funding round. These bids have been through the process described in the report and are recommended for funding.

2.0 Recommendation(s)

- 2.1 That Cabinet delegates authority to the Strategic Director Community Wellbeing, in consultation with the Lead Member for Public Health, Culture & Leisure, to be authorised to award grants up to a maximum value of £10,000 to organisations and £3,000 to individuals, to deliver approved projects as part of the Brent London Borough of Culture 2020 programme, using funds from the LBOC 2020 Culture Fund to make such grants.

3.0 Background

- 3.1 Brent's London Borough of Culture 2020 (LBOC 2020) programme will explore the stories and heritage of Brent as London's longest-running demonstration of diversity and celebrate all that comes from it. The London Borough of Culture 2020 programme is an opportunity for Brent to tell the world about its culture and heritage. We will use this opportunity to improve the lives of Brent residents, make them proud of where they live and put Brent on the cultural map.
- 3.2 One of the main objectives of Brent's LBOC 2020 programme is collaboration with the community. We made a commitment to co-design, co-produce and involve communities in the development of the programme. The LBOC 2020 Culture Fund will ensure that residents and community groups can lead and take forward their own projects as part of Brent's Year of Cultures.
- 3.3 The LBOC 2020 Culture Fund is a £500,000 grants scheme to support cultural projects, events and activities rooted in and inspired by Brent to take place as part of the LBOC 2020 programme. The purpose of the Culture Fund is to ensure that the community can access the funds coming into the borough as a result of Brent being the London Borough of Culture 2020. It will generate around 50 additional projects which will form a significant part of the overall programme.
- 3.4 Individuals, community groups, voluntary and not-for-profit organisations can apply for the LBOC 2020 Culture Fund. Applicants are not required to live or work in Brent, but must be working in partnership with local artists, community groups or organisations and be able to provide evidence for this. Individuals can apply for grants of up to £3,000 and organisations can apply for grants up to £10,000.
- 3.5 The grant budget for each of the three funding rounds is approximately £167,000. If the full budget isn't allocated, any unallocated funding will be rolled over to the next grant round.

- 3.6 Brent Council reserves the right to offer a lower grant than applied for. A lower grant may be offered if the assessment panel find that budgeted items can be provided at a lower cost, or if they can be sourced or provided in-kind, or if they are not considered core to the delivery of the activity applied for. The grant awarded needs only to be enough to enable the activity to go ahead, subject to the grant limits mentioned above.
- 3.7 The LBOC 2020 Culture Fund will support arts and cultural activities at locations across Brent in 2020 including events, performances, workshops, exhibitions, talks, walks, installations, festivals, carnivals, screenings and participatory projects of all shapes and sizes and across all art forms.
- 3.8 All activities will need to meet the following criteria to be eligible for funding:
- ☐ Be creative and cultural activities and involve artists
 - ☐ Be open to the public
 - ☐ Take place in Brent during 2020
 - ☐ Create opportunities for people from different generations or backgrounds to come together
 - ☐ Involve opportunities for local participation and volunteering
 - ☐ Provide young people with roles and opportunities within the leadership of the project
 - ☐ Respond to one or more of the four LBOC 2020 curatorial questions
- 3.9 In addition, a fair geographical spread of projects across the borough is sought, to enable events to be accessible to all residents. Applications for activities in the north of the borough, which has less cultural provision, is particularly encouraged. The geographical location of projects and events will therefore also be taken into account in the assessment process.
- 3.10 The LBOC 2020 Culture Fund will not support projects that are for private gain, or result in a profit. The activities must not be focused on the promotion of a particular political or religious view. Sporting projects cannot be funded. Projects where activities are not considered open for all to engage with, or have content that is considered offensive, will also not be funded.

4.0 The application and decision making process

- 4.1 An overarching timescale has been set out and publicised for all three rounds of funding. Each round is then individually advertised, and funding skills workshops are held for applicants who want to know more, need support with grant applications, or those who would like to improve their bid writing skills. The workshops will cover refining ideas, planning a project, identifying what the funder is interested in; how to demonstrate and measure the success of a project; writing a budget and how to avoid common mistakes.
- 4.2 Following the closing date for each round, the LBOC team shortlist all of the applications and score each one against the Fund's published criteria. The initial shortlisting process also includes a session with representatives from the Council's Strategy and Partnerships team to advise on any applications that

might not meet the LBOC 2020 Culture Fund criteria but might meet other grant funds the council operate such as Neighbourhood Community Infrastructure Levy (NCIL). During feedback applicants will be advised of this and directed to the appropriate grant as appropriate.

- 4.3 The shortlist is then taken to the LBOC 2020 Culture Fund selection panel. The LBOC 2020 Culture Fund selection panel consists of Community Advisors and Young Ambassadors who convene over a day and is facilitated by the LBOC Community Engagement Manager who also acts as chair. At the selection panel the LBOC 2020 Artistic Director will give an overview of all the applications. Each application will be introduced and summarised by the Artistic Director before the panel make their final decisions against the selection criteria.
- 4.4 The projects nominated for funding by the LBOC 2020 Culture Fund selection panel will then be presented to the Strategic Director of Community Wellbeing and the Lead Member for Public Health, Culture & Leisure and recommended for a grant award from the LBOC 2020 Culture Fund. The first round of this process has been completed and a summary of the recommended applicants are attached at Appendix 1.
- 4.5 Successful applicants are then sent an offer letter confirming the amount awarded, the terms of the grant, the payment process, steps for project delivery during 2020 and a project impact form. It is expected that the grant will be paid in two instalments of 80% and 20%. The first payment of 80% will be made once signed acceptance of the offer form has been received and grant recipients have met the conditions of the grant offer, or (subject to the foregoing) 12 weeks before the start date, or at an earlier date by agreement to be decided on a case-by-case basis. The final 20% will be paid on receipt of the project impact form once the project has ended.
- 4.6 The LBOC team will work with successful applicants to support and develop them through workshops and training sessions with both internal and external speakers covering a variety of areas including marketing, building relationships and engaging with the community and audiences. A 'buddy system' will be operated where LBOC 2020 Culture Fund recipients are paired or grouped with each other so that they can share knowledge and expertise. Successful applicants will also have access to the LBOC volunteering programme to support their projects in liaison with the Community Engagement Manager.

5.0 Evaluation and monitoring overview

- 5.1 As part of the ongoing Communications and Marketing strategy, LBOC 2020 Culture Fund projects will be mapped onto the LBOC events timeline and programme. The projects and artists will be profiled on LBOC communication channels including the website, social media channels and Brent Council communications (e.g. The Brent Magazine and website).
- 5.2 The LBOC Community Engagement Manager will meet with all grant recipients to discuss their project, progress and monitoring procedures. The LBOC team plan to see all projects in action and will attend all significant events that occur as part of grant recipients' projects. Where projects do not involve a significant

event, the LBOC Community Engagement Manager will visit recipients to monitor how the grant is being spent and what is being achieved with it.

- 5.3 In order to measure the impact of programmes funded by the LBOC 2020 Culture Fund, grant recipients will be required to complete an impact form which needs to be completed within one month of the project ending. Grant recipients will be expected to keep a record of all expenditure and provide copies of receipts and invoices for expenditure over £50 upon request. Organisations will also need to provide copies of their annual accounts and a copy of their annual report for the period in which they receive the grant. This will all feed into the wider evaluation of the LBOC 2020.

6.0 Financial Implications

- 6.1 The LBOC 2020 Culture Fund has a total budget of £0.5m and is contained within the overall London Borough of Culture budget of £4.6m.

- 6.2 There will be three funding rounds, each with an initial approximate budget of £167k. Any unallocated funding from each of the rounds will be rolled over to the next round of grant funding.

7.0 Legal Implications

- 7.1 The Brent Constitution provides that Strategic Directors have delegated power to make grants but only in certain circumstances. These are set out in the table at section 9 of paragraph 9.5 of Part 3 of the Constitution. According to these delegations, the Strategic Director Community Wellbeing only has authority to award grants of up to £5,000.

- 7.2 Therefore, while the Strategic Director Community Wellbeing is already possessed of the requisite authority to award grants from the LBOC 2020 Culture Fund to individuals up to £3,000 and to organisations up to £5,000 (subject to the other conditions in section 9 of paragraph 9.5 of Part 3 of the Constitution), Cabinet approval delegating authority to the Strategic Director Community Wellbeing to award grants greater than £5,000 is necessary.

- 7.3 With respect to the decision to award the grants, under the Constitution the Strategic Director Community Wellbeing is responsible for awarding these grants. However, there is no issue with the Strategic Director making a formal decision to award (or not award) grants following recommendations from the Community Panel, as proposed. In making a decision to award or not award grants, the Strategic Director should have regard to the grant award criteria together with matters such as the council's best value duties under s3(1) of the Local Government Act 1999 as well as the public sector equality duty under s149 of the Equality Act 2010.

8.0 Equality Implications

- 8.1 This report refers to the purely procedural matter of approving grants which exceed the current threshold of £5,000 and therefore there are no equality implications arising directly from the Recommendation.

9.0 Staffing/Accommodation Implications (if appropriate)

9.1 There are no implications for council staff or accommodation arising from the Recommendation.

Related Documents:

- Cabinet report 13.11.2017 – Bid to become London Borough of Culture 2020
- Cabinet report 12.09.18 – Funding London Borough of Culture 2020
- Community and Wellbeing Scrutiny Committee report 21.11.2018 – London Borough of Culture 2020 programme
- Report from Strategic Director Community Wellbeing to Policy Co-Ordination Group April 2019
- Report from the Strategic Director of Community Wellbeing - London Borough of Culture 2020 – proposal to establish a Charitable Trust 14.01.19

Report sign off:

PHIL PORTER

Strategic Director of Community Wellbeing