



A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

Strategic Arts Development Funding 2012-2015

PART OF THE ISLE OF WIGHT
VOLUNTARY & COMMUNITY
SECTOR STRATEGY



Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and the IW Rural Community Council. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

For more information about Prospectuses programme, or to request an accessible version of this document, please contact Martin Johnson at Isle of Wight Council: Tel 01983 823825 or email: martin.johnson@iow.gov.uk

Isle of Wight Council Strategic Arts Development Funding 2012-15 Commissioning Prospectus

Introduction

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to enable services and projects which will widen public access to the arts.

What is a Prospectus?

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the Prospectus, our grant funding process.

This Prospectus is open to new and existing organisations as well as small enterprises of any type.

As with all public funding, successful bidders will help us to deliver a number of outcomes in return for any small grants made.

The Prospectus approach recognises the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. It particularly rewards partnership between different organisations and groups. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact procurement standards to voluntary organisations and small businesses.

Delivering our plans and priorities

Prospectuses must help deliver the main themes and priorities for the council):

- Raising educational standards
- Improving our support to the most vulnerable in our community
- Housing and homelessness
- Regeneration and the economy
- Waste strategy

More detailed explanation can be found on the council's corporate plan:
www.iwight.com/council/documents/docFiles/CorporatePlan2008_2011.pdf

The council's Arts Development Unit has supported these themes through work with Island-based artists and arts organisations. Historically, this has been direct support, through a grants programme plus specific funding for an arts centre. This Prospectus reflects the council's shift toward commissioning out its arts development work. The in-house service will look after this commissioning and also oversee public art projects across the Island which are linked to the planning process.

Why do we want partnership with the voluntary and community sector?

We believe that involving civil sector groups and organisations, and small businesses, in planning and delivering local services and activities, promotes stronger and more active communities as well as value for money.

While not always the cheapest option, funding public services in this way is shown to lead to distinctive and better services that reflect local community needs and strengths. Making grants also makes partnerships between organisations and enterprises easier, as well as providing volunteering and other civic opportunities that strengthen and enrich local communities.

As well as being an agent for change, innovative small businesses and a thriving and independent community sector can also be an important voice, helping us to arrange and fund (commission) more responsive services that are based on the knowledge and experience of local communities.

2. Arts Development Unit – Strategic Arts Development Funding

Our Objectives and Priorities

In future, the council will deliver its intended objectives for arts funding through a community organisation which will be the council's commissioning partner. This Prospectus invites organisations or consortia to be our commissioning partner.

The Isle of Wight Council's objectives are to ensure that arts funding contributes to the Island's economic and social sustainability, to improve the value gained from its current investment in local arts and creative industries, and to be able to demonstrate the impact made by its continued funding of creative industries on the Island.

The outcomes you can help us to achieve

The council is looking for a community organisation that will become a commissioning partner and focal point for arts development on the Island. In return for the award of a grant, the successful bidder should deliver all of these outcomes :-

1. Increased participation in arts and creative industries by children and young people, and their parents and carers, from all backgrounds, across the Island;
2. Increased opportunity for creative industries to develop and to grow, to support the Island's economy;
3. Greater opportunity to showcase excellence and creative innovation by Island artists across all media (visual arts, multimedia, performance, music, literature);
4. The provision of events, attractions and opportunities to enjoy the Island, for residents and visitors alike, which have arts excellence as their focus.

Particular value will be placed on innovation, and the potential for partnership and consortium working between organisations. For example, a successful bid may include opportunities for arts organisations and enterprises from different sectors to use their combined ideas and resources to deliver our outcomes.

Bids that will attract funding and resources from a range of sources will be particularly welcomed, as will bids that increase opportunities for public involvement and the involvement of volunteers in this new commissioning partnership.

3. Making an Application

Funding and resources that the commissioner can make available

The total expected grant funding available through this Prospectus is £90,000 over three years (2012-2015), to be used by a community organisation to fund the commissioning and delivery of the council's commissioning outcomes.

The successful bidder will be an organisation that has the ability to add to the council's grant funding by raising funds from other sources wishing to develop art and creative industries on the Isle of Wight.

To apply for this council grant, you must use an application form that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your ideas and how you will deliver the commissioning outcomes set out above.

The successful bidder(s) for grant funding will be offered a Funding Agreement with Conditions. The agreement will include arrangements that will be put in place to explain how the outcomes are being delivered.

Economic conditions may lead to changes in the amount of funding available for all public services. The council has an agreement with the local community sector, called the Local Compact. This sets out standards for business relationships. The council will apply this Compact if it has to consider any changes to grant funding.

Grants will usually be made in a number of payments on proof that outcomes are being delivered. However, there is some flexibility; for example, an initial start up payment can be claimed if needed.

We may also be able to offer successful bidders some preparation and training. We may also help with the marketing of services and introduction to other groups, activities or enterprises that may help you make the most of your ideas.

Before making an application, [please click here to see the guide to making Prospectus applications.](#)

How will we know that our outcomes are being achieved?

The council will need to show what impact the activities it has supported have had on the outcomes we have set. We will look for a combination of information about how much of something is being done, and how effective it has been. The application process asks how you will tell us these things and because we don't specify in detail what services we believe are needed, we leave you to suggest the best way to do this.

However, we do have to supply information to the Government and other official bodies such as the Arts Council for England. They change the information they ask for, so we need partners who will help us respond to these changes.

The bid should include your proposals for reporting. This is an opportunity to share the big picture so that we get our future commissioning right. The outcome of all grant funding is evaluated. Successful organisations may be considered for future funding.

There are a number of basic reporting requirements that the service will therefore ask you to agree to:

- Meet with the council's commissioner on a quarterly basis to discuss plans and progress.
- Provide the council with evidence of the impact that you have achieved, including how well you have met a number of performance measures agreed with us.
- Attend (or even host) local, regional and national events as agreed, as the council's partner and the focus of the council's arts funding on the Isle of Wight.

The council will need to know;

- How many people attend events that arise from the funding made available through this Prospectus.
- If there are regular events, are there trends in increased interest.
- The amount of funding that successful bidders have been able to attract to Island art activities.
- There will an expectation that some qualitative measures will be needed, to be agreed with successful bidders.

Potential bidders must contact us to discuss a bid before applying. This provides an opportunity to discuss ideas and the council can advise on what information it would be helpful to build into a bid.

When assessing the strength of a bid and how well a service is going, the council regards the views of service users as an important measure of how well a grant funded organisation is doing and how its services will be welcomed. This can tell us if people are able to access the services they need, where and when they want them, and helps us to identify the need for future change and improvement.

In short, the council will need to know how well your proposals are faring and how well outcomes are being delivered.

Some requirements

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. You should have:

- Public, and where appropriate, Liability insurance (minimum £10 million).
- Evidence that you are able to manage grant funding effectively and efficiently.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection

and freedom of information (You can get independent help and advice on these things, see the 'Contacts' section below).

- Enhanced CRB clearance for anyone providing learning opportunities to vulnerable people.
- Recognised qualifications for key roles.
- Compliance with any Codes of Ethics or standards relevant to your bid
- A suitable reference in support of your bid (see the application form)
- Agreement to the use of the Isle of Wight Council and web address on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.

If you can't show that you can meet these requirements, you may still be able to deliver a service by working in partnership another more established organisation. Discuss this with the commissioner or get independent advice.

You may be asked for evidence that you qualify for funding: we are only able to fund properly constituted trading enterprises, voluntary and community groups. Any funding that we provide can only be used for the purposes set out in any funding agreement with the council, and cannot be used to subsidise other activities.

How to apply

Call the commissioning assistant, Nina Cullinane, at County Hall (Tel: 01983 821000) and discuss your idea. This is the only way to secure an approved application form.

Completed applications should be sent to:

Nina Cullinane.
Community Wellbeing and Social Care Directorate,
Isle of Wight Council,
Guildhall, High Street,
Newport,
Isle of Wight.
PO30 1TY.

Applications should be delivered to Nina by 3.00pm on the 25 May 2012. Contact the commissioner to discuss how you will deliver your bid, which can be accepted in a number of ways including by post, hand or email.

Applications received after the closing date cannot be considered.

A panel will meet in June 2012 to consider applications. Successful applications will receive funding by agreement.

We strongly advise that applicants take advice on their bid. **Independent advice is proven to be a significant factor in the likelihood of making a successful bid.** Free and open access to independent advice is available to help prepare grant bids and business-planning (see the 'Contacts' section below for local independent advice).

This is a competitive process and grant funding decisions will be based on the information supplied with the application. Bidders should use the application form to tell the council how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the council will know how well the service is working.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be opportunities to negotiate with successful bidders before and after a funding agreement is made.

Timings

This Prospectus will be issued on or about:	30 March 2012
The closing date for applications is:	25 May 2012 (3pm)
The Appraisal Panel will meet on or about:	8 June 2012

Successful programmes should begin as soon after an award as possible and be completed within the three year duration of the grant funding.

Contacts

To discuss your ideas about how you might help the Council deliver the outcomes in this Prospectus, and to start an application, please contact:

Nina Cullinane on Tel. 01983 821000, email: nina.cullinane@iow.gov.uk

Applicants may also benefit from independent advice and support to maximise their chances of success. For information on getting independent advice on your application, contact:

IW Rural Community Council, Tel 01983 524058 or email mail@iwrcc.org.uk

To find out more about the Prospectus process and how it works, please contact:

Martin Johnson Tel: 01983 821000 or email: martin.johnson@iow.gov.uk

The Small Print and More Information

A short guide with more information about Council grant-making is available. It sets out more information about the Prospectus process and is intended to help all bidders submit the best possible bid. This Isle of Wight Council document also applies to Isle of Wight NHS Prospectuses; [Click here to see a copy of the latest 'Small Print' guide for applicants.](#)