

Middlesbrough Cultural Ambassadors Grant Fund

Criteria & Guidance

Thanks to the support of several businesses joining the Middlesbrough Cultural Ambassadors Programme, we have a fund of £20,000 to support the delivery of cultural events and festivals in Middlesbrough in 2024.

Within this programme, grants are available for up to £5,000, however, certain limitations are in place, so it is important that you read through these criteria carefully to determine the maximum your group/organisation is eligible to apply for.

Who we can fund:

- Not for profit organisations
- Voluntary organisations
- Registered Charities and Charitable Incorporated Organisations
- Community Interest Companies

What we can fund:

- Both revenue and capital costs to enable the delivery of cultural events in Middlesbrough in 2024. Events should be designed as annual and be open to the public.
- We will prioritise events which seek to engage different communities within Middlesbrough, reflect the diversity of our town and celebrate culture as a way to bring people together and instil pride in place.
- Funding can be used to 'match fund' with other grants but this is not necessary for this programme.
- All grants awarded must contribute in some way towards the objectives set out in the [Middlesbrough Council Plan 2024-27](#)

We cannot fund (any applications received for any of the following will not be considered):

- Things that only benefit you as an individual.
- Illegal activity or that not adhering to government/statutory guidelines.
- Sole traders.
- Commercial event companies.
- Things paid for before a grant is approved.

Grants available:

Grants of up to a maximum of £5,000 are available. However, you should not apply for more than 20% of your event budget.

Note: It is important to include the total costs of your event, not just the amount being applied for in the budget breakdown. You will be asked how much you are requesting from the programme and where the rest of the budget will come from.

Terms & Conditions:

1. The group/organisation applying for this amount of funding must be constituted or have a set of rules which demonstrate they operate for charitable, benevolent, community or philanthropic purposes.
2. The group/organisation must operate to equal opportunity principles.
3. The group/organisation must have appropriate policies and procedures in place relating to the safe running of public events.
4. The group/organisation must have accounts and appropriate financial systems in place.
5. The group/organisation must have a bank account in the group's name.
6. The event must encourage participation from Middlesbrough residents, but this doesn't have to be at the exclusion of other target audiences.
7. This funding aims to fund cultural events which must benefit the people of Middlesbrough; if your project covers a wider geographic area you will need to say how those from other towns are being funded.
8. Middlesbrough Council logo and Middlesbrough Cultural Ambassadors logo must be used in all publicity and promotional materials related to the funded project.
9. Groups will not normally receive more than one grant from Middlesbrough Council in a single year.
10. Monies must be spent within a specified period once the grant has been awarded. If there is a delay, a request to extend the period must be made in writing.
11. Grants can only be spent on what has been agreed; requests to change this must be made in writing and approved in advance with the grants officer.
12. Any monies not spent by the end of the project must be returned to Middlesbrough Council.
13. Projects must participate in any publicity requested by the Council communications team. Please note you must inform any members of your group/participants in publicity of the council's privacy notice, see below. Public tasks power to promote activity of interest to the community. Privacy notice given to participants, and parents/carers of children or people with learning disability.
14. Privacy notice – <https://www.middlesbrough.gov.uk/data-protection-and-privacy/privacy-notices/privacy-notice-community-grant/>
15. Projects must act responsibly when collecting data and, as data controller, must ensure adherence to GDPR.
16. Projects must provide evidence of expenditure, including any receipts, within three months of the grant finishing. Any extension to the three-month period should be made in writing. Failure to do so could result in recovery proceedings.
17. In the event of the group being dissolved or the project being shelved, Middlesbrough Council reserves the right to decide the future of any assets or equipment purchased with the grant and request all unspent monies returned.
18. All successful applicants will be required to attend a training session on findafunder – this will help you know how best to use the site, provide you with a live report showing funders to approach for your project chosen, gives tips and advice on contacting funders and completing applications and link you in with support from MVDA.

If you have any questions about the grant, please contact the Community Grants team at

Email: communitygrants@middlesbrough.gov.uk

Telephone: 01642 729309

How to Make Your Application:

Please complete the online application form at [Community grants | Middlesbrough Council](#)

Closing date for applications to this fund is: **12 noon on Monday 3 June 2024**

Decision Making Process:

All grant applications will be assessed by the grants officer and a report produced; you may be contacted for more information if this is required.

This report will go to a grant panel for decision making on Tuesday 18th June 2024. Successful applicants will be notified week commencing Monday 24th June 2024.

There are three potential outcomes: approved/not approved/deferred. You will be informed of the decision by email. If deferred, you will be contacted for more information on your project.

This is a democratic decision-making process with each panel member having an equal vote and the final decision standing. You may ask for feedback from the grants officer on why a decision was made regarding your application.

PLEASE NOTE

Any information you provide within this application may be shared with other local funders.

Privacy notice: <https://www.middlesbrough.gov.uk/data-protection-and-privacy/privacy-notice/privacy-notice-community-grant/>

Middlesbrough Council will not support applications for any community grants from individuals/organisations who engage in activities which promote narratives inciting individuals into supporting terrorism; or are vocally or actively calling for the death of British armed forces or oppose fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs; and that risk drawing people into terrorism or are otherwise unlawful.