

## RE:Purpose Small Capital Grants Programme Guidance Notes

*Please read these notes thoroughly before completing the online application form. This document contains important information to help you with your application.*

### What is RE:Purpose?

RE:Purpose is Lambeth Council's initiative to deliver inclusive growth for the creative industries by empowering businesses and organisations to repurpose space for cultural and creative use and to develop sustainable business models that are purpose driven.

With the support of the UK Shared Prosperity Fund (UKSPF), Lambeth Council are running a small capital grants programme for creative industries businesses and cultural organisations based in or operating in the borough of Lambeth.

This specific programme has two **focus areas**:

- To improve cultural assets in the borough.
- To improve spaces where creative industries businesses operate in the borough.

Depending on the focus area, the grant programme has different **key outcomes**:

*For cultural assets:-*

- Improve the general public's experience of the asset's accessibility.
- Improve the general public's perception of the asset's facilities or amenities.

*For spaces where creative industries businesses operate:-*

- Safeguard or create job opportunities for the business.

### What can be funded?

We are inviting applications of up to £25,000 to cover small-scale capital works, which can include the purchase of equipment, for cultural assets or spaces where creative industries businesses operate.

*For cultural assets:-*

- We define 'cultural asset' as any existing physical space or place that is accessible and open to the public to visit. For example, but not limited to:-
  - Arts centres or cultural venues
  - Museums, archives or galleries
  - Theatre, music, dance and performance spaces
  - Open public spaces that house artwork, such as sculptures or statues, or provide infrastructure that enables outdoor performance
- The proposal must deliver capital works that specifically focus either on improving the accessibility of the asset, or improving the asset's facilities and amenities, or doing both of these.

*For a space where a creative industries business operates:-*

- We define a 'creative industries business' as any organisation that works in:-
  - Advertising and Marketing
  - Architecture
  - Crafts
  - Design and Designer Fashion
  - Film, TV, Radio, and Photography
  - IT, Software, and Computer Services
  - Museums and Galleries
  - Music, Performing, and Visual Arts
  - Publishing
- We define 'space' as any non-public space that the business runs its day-to-day operations in. For example, but not limited to:-
  - Office space
  - Maker Space
  - Studios for hire, classes, or other pay-per-use
  - Recording or Music Studios
- The proposal must deliver capital works to the space that directly supports either the safeguarding of at least one at risk job or the creation of at least one brand new job for the business.

*For both types of application:-*

- The applicant must represent the organisation/business which either owns or manages the asset or space. The organisation/business must either own the space/asset outright or be in possession of a lease that enables the organisation/business to undertake the proposed capital works.
- Capital expenditure can include building works, renovation works, accessibility works, or any other physical improvements, including, but not limited to, purchasing equipment (which can include digital assets and technical kit).
- The grant cannot cover any revenue costs such as salaries, overheads, or project management (unless directly related to delivering the capital works).
- Given the nature and timeframe of this programme, we do not require the applicant to have any match funding for the proposal
- For this grant programme, we will only fund projects that can realistically be delivered in the reporting timeframe. If the project proposal includes works that require planning permission or listed building consent, in order to be considered eligible for funding, applicants will need to provide evidence that the relevant permissions have already been granted.
- The capital works must be delivered, and the project must be able to evidence achievement of the required outcomes, by **15<sup>th</sup> March 2025**.

## **Who can apply?**

Applications are welcomed from any formally constituted 'for-profit' or 'not-for-profit' business or organisation. Applicants must also meet the following criteria:

- Be Lambeth based and/or evidence operating in Lambeth
- Have at least two unrelated people on your board/as Directors
- Have a UK bank account in your organisation's name
- Be able to provide annual accounts, on request, for the last 3 years

## We will not fund:

- Projects that are retrospective
- Projects that are seeking continuation funding
- Projects that require significant, as yet unsecured, match funding to achieve

## How to apply

To apply for a grant, please fill out an online application form at [RE:Purpose Small Grants Application Form](#).

Below are the questions you will be asked, so that you can prepare your answers before inputting them into the online form. **Please do not use this form to apply.**

If you have any questions relating to the online application, please email [culture@lambeth.gov.uk](mailto:culture@lambeth.gov.uk) with the subject title RE:Purpose Grants.

## Application Questions for reference

### Organisation details

Please note, the information you give in this section will not be scored as part of your application.

Name of business/organisation applying	
Registered Address of business/organisation	
Contact Telephone Number for business/organisation	
Website for business/organisation	
Please provide a short description of the business/organisation	
Primary point of contact name	
Primary point of contact job title	
Primary point of contact email address	
Primary point of contact phone number	
What is the legal structure of the business/organisation?	
Please Select whether your business/organisation is:-	For Profit      Not for Profit
What is the business/organisation's Company Registration Number?	
What is the business/organisation's Charity Registration Number (if applicable)	
What is the date of company incorporation for the business/organisation?	
What is the business/organisation's VAT Registration number? (if applicable)	
How many Full-Time Equivalent employees does the business/organisation have?	

## Project details

Please indicate which focus area you are applying to (choose one only)	
To improve cultural assets in the borough and improve accessibility or the perception of facilities	
To improve spaces where creative industries businesses operate in the borough and create or safeguard jobs	
Please describe the capital project for which funding is being sought. Please outline how the project will meet at least one of the required key outcomes for the focus area you are applying for. Please refer to the guidance for a detailed breakdown of the outcomes for each focus area, as any application that doesn't adequately answer this question will not be considered for funding. <i>(Max 500 words)</i>	
Aside from the key outcomes, please provide evidence of the need for this project and how it will impact your organisation/business/asset. <i>(Max 500 words)</i>	

## Project delivery

What is the funding ask for the project?	£
Please provide a detailed breakdown of the budget for this project.  If you prefer, you can send your budget as a spreadsheet to <a href="mailto:culture@lambeth.gov.uk">culture@lambeth.gov.uk</a> . In the email, please use the subject line "RE:Purpose Application Budget" and title your spreadsheet with the name of your business/organisation. If you are taking this option, please write "Emailing Budget" in the box below in order to progress to the next section.	
Please outline your plan for delivering this project, including the project team and their previous relevant experience, and expected delivery timeframe including key milestones. All projects must be able to deliver their capital project and evidence achievement of outcomes before 15 <sup>th</sup> March 2025. <i>(Max 500 words)</i>	
How have you identified the risks and challenges that could impact the successful delivery of this project? What are they, how do you intend to mitigate them, and who will lead on monitoring this process? <i>(Max 500 words)</i>	
How will you evidence the success of your project; from achieving the required key outcomes to measuring the impact of your project on the longer-term sustainability of your organisation/business/asset? <i>(Max 500 words)</i>	

The timeline for the grant programme is as follows:-

Stage	Time (indicative)
Grant Programme Opens	21 <sup>st</sup> June 2024
Grant Programme Closes	2 <sup>nd</sup> August 2024 at 12pm
Decision Made by	30 <sup>th</sup> August 2024
Grant Agreement Signed by	30 <sup>th</sup> September 2024
Project completion, Monitoring, and Evaluation due by	15 <sup>th</sup> March 2025

## How your application will be assessed

The council will assess applications using the Application Areas and Scoring Principles. The council may consider applications in comparison with other applications.

Application Area	Description	Weighting
Strength of the Project Proposal and Alignment with focus areas and key outcomes	Clear description of the proposed project, evidencing a clear concept, rationale for need, and innovation in its approach. Clear outline of how the project will meet the required key outcomes and impact one of the identified focus areas.	20%
Impact on organisation, business, or asset	Clear indication of why the proposed improvements are necessary, and how these will positively impact the future of the organisation/business/asset	20%
Deliverability	Clear delivery plan that demonstrates how the project will be achieved within the timeframe and budget and gives confidence in the experience of the project team	20%
Mitigating risk	Demonstrates understanding of the risks and challenges to delivering this project within the timescale. Provides clear management protocols and rationale for how these risks and challenges will be monitored and mitigated.	20%
Monitoring and evaluation	Clear methodology for identifying, monitoring, and measuring the impact of this project in relation to the key outcomes, as well as measuring the impact on the long-term sustainability of the organisation/business/asset.	20%

Score	Scoring Principle
0	The applicant's response is incomplete, or the Applicant has provided responses that are not relevant.
1	The applicant's response is wholly insufficient or unsatisfactory. The applicant's response gives the council no confidence in the applicant's ability to meet the fund's requirements.
2	The applicant's response is superficial and generic. The Applicant's response demonstrates limited experience. The applicant's response gives the council little confidence in the applicant's ability to meet the fund's requirements.
3	The applicant's response demonstrates through suitable and relevant evidence that the applicant has the ability to run a successful workspace facility which gives the council some confidence that the applicant has the ability to meet the fund's requirements.
4	The applicant's response is robust and supported by suitable and relevant evidence of the applicant's experience and that the applicant has the ability to deliver a project which gives the council real confidence that the applicant has the ability to meet the fund's requirements.
5	The applicant's response meets the council's requirements for funding, is outstanding and will bring significant added value/benefit to Lambeth, show innovation and the council has full confidence in the response.

## **Disclaimer**

The council has absolute discretion as to who it awards funding to and the nature of that funding. Applications will be subject to due diligence and negotiation. The council will provide a reason for any application rejection. It is worth noting that applicants to the fund will not have an automatic right to receive funding, and by making an application, applicants agree to do so at their own risk (e.g. time) and expense.

## **Decisions**

Applicants will be informed in writing of the decision of their application. Successful applications will be subject to contract and any completed funding agreement will be the sole basis of the agreement.

## **Monitoring and reporting requirements**

The UK Shared Prosperity Fund requires projects to deliver and report against certain outcomes and outputs. Further information on the output definitions and evidence requirements for projects can be found in Appendix A below. Please familiarise yourself with this guidance.

Projects will be subject to monthly reporting until the end of the funding period. Failure to evidence outputs and outcomes by this date will result in funding being clawed back and returned to central government.

# Appendix A. Outcome Definitions

Summary definitions for the key UKSPF outcomes are enclosed in the table below. These might be further defined in funding agreements, alongside definitions of any other agreed outputs/outcomes for successful applicants.

Outcome	Unit	Definition	Verification
<p>General public's experience of the cultural asset's accessibility.</p>		<p>The number of individuals who report perceived / experienced accessibility as good or very good.</p> <p>As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the perceived / experienced accessibility previously existed and isn't new).</p> <p>Measurement should directly relate to the change perceived / experienced through the UKSPF project (e.g., the building impacted).</p> <p>Accessibility refers to public space having facilities required for disabled pedestrians. These include but are not limited to the provision of dropped kerbs, tactile paving, audible and tactile signals, ramps and lifts.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>Survey data, conducted by the project</p>

<p>General public's perception of the cultural asset's facilities or amenities</p>		<p>The number of individuals who report their perception of facilities / amenities as good or very good.</p> <p>As this is aiming to measure change, it will only be relevant where the user could experience it previously (i.e. the perception of facilities / amenities existed previously and isn't new).</p> <p>Measurement should directly relate to the perception change through the UKSPF project (e.g., the facilities / amenities impacted).</p> <p>Amenity / facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric.</p>	<p>Survey data, conducted by the project.</p> <p>Record of the facilities / amenities which have been improved / created as part of the project.</p>
<p>Jobs Safeguarded</p>	<p>Number of Full time equivalent (FTE)</p>	<p>A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners. Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction). This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). - FTE should be based on the standard full-time hours of the employer. - At risk is defined as being forecast to be lost within 6 months. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employees scheduled hours in relation to an employer's hours for a full-time work week.</p>	<p>Written confirmation from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job and the job title.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many were good jobs</p> <p>Of the jobs created how many were green jobs</p>



Jobs Created	Number of Full time equivalent (FTE)	<p>The number of new, permanent, paid, fulltime equivalent (FTE) jobs created following support. This includes both parttime and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer. - New means it should not have existed with that employer before the intervention. - Created jobs exclude those created solely to deliver the intervention (e.g. construction). - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)</p> <p>- FTE is a measure of an employees scheduled hours in relation to an employer’s hours for a full-time workweek</p>	<p>Written confirmation from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created as a result of the support provided.</p> <p>The confirmation should include details of the job as advertised and started, duration, and the number of hours per week.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many were good jobs</p> <p>Of the jobs created how many were green jobs</p>
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Good Job definition = Definition: Minimum of 16 hours/week and is continuous for at least 12 weeks, pays a basic salary of the London Living Wage or above and does not involve the use of zero hours contracts.

Green Job definition = Employment in activity that directly contributes to – or indirectly supports – the achievement of the UK's net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks.