

Cultural Development and Innovation Fund Guidance Notes

| | Question | Options | Guidance |
|---|---|--|---|
| 1 | Are you a Registered Charity, SME, micro-business (including freelancers) and/or sole trader? | Yes / No | For the purposes of this grant, an SME is an organisation that employs fewer than 250 people and has annual turnover of less than £39m (50m euros) or a balance sheet of less than £33m (43m euros). A sole trader is a self-employed person who owns and runs their own business as an individual. A sole trader business doesn't have any legal identity separate to its owner, leading many to say that as a sole trader you are the business. |
| 2 | How many employees do you have? | Open text | The Development and Innovation Grant is for micro and SME businesses i.e. those with no more than 250 employees. Registered charities will also be expected to be within this organisational size. |
| 3 | Have you been trading within the sector for 2 years? | Yes / No | Applicants must have a demonstrable trading history of at least two-years through cultural activity. |
| 4 | Can you provide evidence of trading for two years within the culture sector in Tees Valley? | Yes/No | Please use this part of the form to let us know how long you have been trading for. Only businesses/ charities that have been trading in the culture sector for two or more years are eligible for this grant. In the FA we will be seeking more evidence such as description and examples of activity with key dates. |
| 5 | Do you have business bank account? | Yes/No | Only businesses and charities with a bank account are eligible to apply. Please use this part of the form to confirm that you have a business bank account. Checks will be made as part of the full application form and assessment process. |
| 6 | Are you registered with HMRC? | Yes/No | Please indicate whether or not you are registered with HMRC. Only businesses which are can apply for this grant. |
| 7 | Is your business/charity in administration, insolvent or have made a striking-off notice? | Yes/No | Businesses that are in administration, are insolvent or where a striking-off notice has been made, are not eligible for funding under this scheme. Use this section of the form to indicate whether or not any of these situations apply to your business. |
| 8 | Are you a cultural business? See eligible sectors | <ul style="list-style-type: none"> • Visual arts • Performing arts • Heritage • Film & TV • Music • Literature | For the purposes of this grant programme, cultural businesses are those which are focused on the creation, delivery, curation or technical production of the following: visual arts; performing arts; heritage; film & TV; music and literature. |
| 9 | Please provide your company/sector specific SIC code | Free text | Please indicate your SIC code which can be found on Companies House. If you don't have a code and you are not a sole trader or a freelancer then please select 'other' and this will be considered by a TVCA Company Director. |

TEES VALLEY | BUSINESS

| | | | |
|---------|--|--|---|
| 10 – 17 | Various | Free text | Please use this section of the application form to complete your business'/charity's details including full name of lead applicant / primary contact; position in business/charity; phone number; email address; business name; trading / registered address; company registration number |
| 18 | What is your average turnover for the last two financial years up to March 2020 | Free text | Please provide us with your average turnover from the last 2 full years (or 1 if you haven't been trading this long). Please ensure these are the last 2 full years prior to March 2020 to ensure we get the pre-covid levels. |
| 19 | Are you operating in the Tees Valley area? | Yes/No | Only businesses operating in the Tees Valley are eligible for this grant |
| 20 | What local authority area/s does your business cover geographically within the Tees Valley (or beyond) | <ul style="list-style-type: none"> • Darlington • Stockton • Redcar & Cleveland • Hartlepool • Middlesbrough • Beyond Tees Valley | Please select all that apply – indicating whether the activity of your business covers Darlington, Redcar & Cleveland, Hartlepool, Middlesbrough, Stockton-On-Tees or outside of Tees Valley. |
| 21 | What type of company is your business registered as? | <ul style="list-style-type: none"> • CIC limited by guarantee • CIC limited by shares • Industrial & Provident Society • Limited Liability Partnership (LLP) • Partnership • Private company limited by guarantee • Private company limited by shares • Private unlimited company • Public limited company (plc) • Registered charity • SCIO (consortium) • Freelancer • Sole trader • Trust • other (please specify) | Please indicate your organisational type. Please note that franchises and non-registered charities are not eligible for this grant. |
| 22 | Please describe how your business has been impacted by Covid? | Free text | <p>Tees Valley Combined Authority is launching the Cultural Industries Development and Innovation Fund as part of a wider COVID recovery package for the cultural industries and visitor economy sectors. Only applications from businesses which have been demonstrably and negatively affected by COVID-19 can apply.</p> <p>Please use this space to detail the impact the</p> |

| | | | |
|----|---|--|--|
| | | | <p>pandemic has had on the wellbeing and security of your business (e.g. loss of income, loss of staff, loss of contracts etc).</p> <p>Please include details of whether you have accessed any other funding or grants related to the impact of COVID-19 and if so, please indicate the source, purpose (any specifications connected to the support) and financial level of assistance.</p> |
| 23 | How much funding you are applying for ? | Free text | <p>There will be anticipated two tier grant funding approach:</p> <ul style="list-style-type: none"> • Businesses with turnover of more than £100k can apply for grants of up to £25,000 • Businesses with turnover of less than £100k can apply for grants of up to £10,000 <p>Please note that you may only apply once and that the two tier approach will be reviewed on an individual basis and that there could be flexibility for those businesses who are close to the turnover threshold of £100,000.</p> |
| 24 | Will this grant be used to enable new expenditure? | Yes / No | <p>This grant does not cover retrospective expenditure. This grant will only cover expenditure incurred after the date of grant approval and will not fund activity committed to OR undertaken before this date.</p> |
| 25 | Is the intended activity new to your business? | Yes / No | <p>Intended activity must be new to the business i.e. it must enable engagement with new markets; development of new partnerships; new ways of working; development of new products; incorporation of technologies which have not previously been used etc. -</p> |
| 26 | Can you confirm this grant will not be used for research and development (R&D)? | Yes / No | <p>We are inviting applications from businesses with established ideas where finance is a key barrier to implementation. This does not include embryonic ideas that require research and development.</p> |
| 27 | Please advise what the grant funding will be used for? | <ul style="list-style-type: none"> • Developing new products; • Realising new partnerships (including with the wider creative industries & other sectors); • Engaging with new markets; • Deploying new technologies. • Other | <p>Please indicate what you require the funding for. Eligible expenditure includes the following when entirely associated with the proposal:</p> <ul style="list-style-type: none"> • Resource & content development; • Supporting services; • Staff costs; • Expenses; <p>Activity can include some elements of business advice / support although this should not be the main use of funds.</p> <p>Applicants who are invited to submit full proposals will be required to provide a profile of projected expenditure and a rationale for these projections as part of the full application.</p> |

| | | | |
|----|---|------------------------------------|--|
| | | | <p>If it is for more than one of the above activities please provide a breakdown of what funding will be used for which activity.</p> <p>Proposals should be for clearly defined activity which is ready for delivery as a result of established planning and consideration undertaken prior to the launch of this grant fund. Applicants will be required to demonstrate evidence of demand as part of the full application.</p> <p>N.B. Proposals should reflect development of business activity rather than delivery of projects. For example, this programme will not fund a project to be delivered with a specified audience. It will, however, fund the development of tools, resources and engagement activity to enable market engagement and strengthen income generating opportunities</p> |
| 28 | <p>Briefly describe how this grant will support sustainable growth, diversify income streams, safeguard jobs and build resilience in your business?</p> | <p>Free text (up to 500 words)</p> | <p>Please use this space on the form to tell us how this grant will help support your business to become more sustainable/viable through the implementation of well-established intentions to diversify income streams, safeguard jobs and build resilience in your business.</p> <p>These are very uncertain times and we recognise that business planning in this climate is extremely challenging. This programme has been designed with the intention of supporting business adaptation which may help to build resilience against further economic and sectoral shocks and which will help to support longer-term business viability and wellbeing.</p> <p>Please use clear and concise language to articulate how the grant funding will support the long term viability of your business.</p> <p>Applicants should be able to demonstrate how the activity can be developed and delivered in the current operating environment and also how it can be adapted and developed in the future to ensure value to the business and increased sustainability & resilience in the longer term.</p> |