

CULTRURAL INDUSTRIES CLUSTER DEVELOPMENT: OPEN CALL

FULL APPLICATION FORM – Mobilise and Scale Up Pathways

We want to hear about your project, what it is going to achieve and the impact/change you want to make. We want to invest in projects that will achieve the programme outcomes ([click here to download the Open Call Guidance](#)) and contribute to the objectives of the Sustainable Sector Growth pillar ([see Sustainable Sector Growth Investment Framework](#)).

Full Application Questions

There is a maximum word limit for each question.

All required questions are marked with an *

Section 1: Basic Details

Name:	
Organisation:	
Job Title:	
Address:	
Email address:	
Telephone no:	

1. Please provide a brief soundbite of your organisation (**Word Count 100 words**)

Section 2: Narrative Questions

1. **Please use this space to explain your proposed project.** * *Please tell us who is the project aimed at, is for audiences or are you looking to market a product or service. This about your market and target audiences/beneficiaries.*

Word Count: 500 words

INFORMATION ONLY

2. Who are your project partners? Please detail their name, organisation and role and whether they are confirmed or TBC? (Word Count: up to 80 words per partner)

Partner Name	Organisation	Role in Project

INFORMATION ONLY

3. Who will lead, manage and deliver the project? *Provide details of your team, their role in the project and their relevant experience, skills and networks. Who will lead the project? What governance structures are in place to monitor the project? Who is responsible for financial management?* **(Word Count: 500 words)**

INFORMATION ONLY

4. How will your delivery team reflect the audiences/participants/beneficiaries you are targeting/working with? (Word Count: 300 words)

INFORMATION ONLY

5. What are the key risks and challenges in achieving the outcomes of your project? *Please detail key risks and challenges in achieving the outcomes of the project and what you will put in place to try to mitigate/overcome these risks and challenges. Are there any interdependencies in achieving your outcomes - i.e., is the deliverability of your project reliant on the circumstances of anyone / anything else? Please enter in the table below up to 6 key risks and how you will mitigate these risks.*

(Word Count: 50 words on each Risk and 50 words on each Mitigation)

Risk	Risk Level (High/Medium/Low)	Mitigation

6. Where will your project activity take place? * Please list specific venues, if applicable, and whether there are any online elements. If you do not have specific venues, please indicate likely locations/towns/areas you will deliver your project in. If your project does not include delivery please provide where the majority of the work will be undertaken, e.g., your base.

Word Count: 200 words

7. When will your project start? * Insert date XX/XX/XXXX

8. When will your project finish? * Insert date XX/XX/XXXX

9. How will you document and evaluate success? *Please describe your evaluation methodology and how you plan to share the outcomes of your project. We will require projects supported by this fund to provide data to the evaluation team

Word Count: 300 words

INFORMATION ONLY

10. Projects supported through this programme must create changes for the longer term and not be a 'quick fix'. How do you intend to do this? What will the legacy of your project be or how will it be sustained after completion of this stage? *

Word Count: 500 words

INFORMATION ONLY

Section 3: Contributing to the outcomes and meeting the programme criteria

Below are questions which relate to how the project will contribute to the outcomes of the Open Call Investment programme. Please answer the questions below which are relevant to your project. We acknowledge that projects will not contribute to all the outcomes of the programme.

How will your project contribute to Strengthening business models?

Please tell us

1. **Will your project create new jobs and how?** *FT/PT/Temporary Contract/Freelance contract.*
(Word Count: **200 words**)

INFORMATION ONLY

2. **Will your project extend or expand existing job roles and how?** *FT/PT/Temporary Contract/Freelance contract.* (Word Count **200 words**)

3. Will your project safeguarded jobs? (jobs that would have otherwise ceased) and how?
FT/PT/Temporary Contract/Freelance contract. (Word Count: 200 words)

INFORMATION ONLY

4. How will your project diversify your income streams and/or help to grow your business? *Describe how this will happen, detail the new income streams you expect to achieve, how the reach of your business may grow. (Word Count: 200 words)*

INFORMATION ONLY

How will you project develop attract and retain skills and talent?

Please tell us

- 5. how your project will deliver skills (formal or informal) or leadership development?** *How many people will this benefit, detail any accreditation people will receive, types of skills developed/intensity of learning. Consider if this will offer people progression routes within the Tees Valley or help to attract people to work in Tees Valley. (Word Count: 200 words)*

INFORMATION ONLY

How will your project foster innovation, collaboration and connectivity?

Please tell us

- 6. whether you are creating something new?** *Describe the innovation, what makes it new or different from what exists already? (Word Count: 200 words)*

INFORMATION ONLY

7. whether your project will develop a network, bring a group of people/organisations together to develop a shared product/service/project? What will be the strengths/collaboration impact of the partnership/network/knowledge exchange/transfer? (Word Count: 200 words)

How will you project increase regional cultural and creative export?

Please tell us

8. If you are creating a new product/service/system for export beyond the Tees Valley? How do you plan to achieve this? Please detail target markets, where these markets are and how it will impact on your business. (Word Count: 200 words)

How will your project benefit the Tees Valley's Cultural Industries?

Please tell us

- 9. how your project has wider sectoral impact beyond your business? Describe what they are, what change you intend to make/see in the sector. (Word Count: 200 words)**

How will your project contribute to growing diversity and representation in the workforce

Please tell us

- 10. how your project grows diversity and representation of the workforce? If so, how? How will you ensure that your project is inclusive and accessible? How will you ensure diverse representation amongst your participants and what will be the impact of this beyond the project? (Word Count: 200 words)**

How will your project improve environmental impacts and demonstrate sustainable leadership?

Please tell us

11. how your project contributes to improving or further understanding yours or others environmental impact? Are you providing models of best practice, demonstrating leadership in this area? What the key practicable actions you will take? (Word Count: 200 words)

Does your project target Music and Visual Arts subsectors identified as priorities?

Please tell us

12. What the impact of the project will be on these sectors? (Word Count: 200 words)

Will your project lead to further opportunities to leverage inward investment (funds/money coming in from outside of the Tees Valley) beyond the lifetime of the project?

Please tell us

13. *How you envisage this will happen, detail potential sources of this investment and indicate potential value. (Word Count: 200 words)*

INFORMATION ONLY

Section 3: Financial Due Diligence

Please consent to TVCA undertaking financial due diligence checks using the information provided in this form. ***required**

TVCA will need undertake financial due diligence on eligible organisations that pass initial assessment on the organisation and its officers and will provide the TVCA Creative Place Team with a risk assessment to inform the final decision. These due diligence checks will be commensurate and dependant on size and type of organisation. We may need to ask you for additional information at this stage.

This may include:

- Authenticating the personal identities of persons with significant control and carrying out a financial/fraud risk assessment.
- Carrying out a general risk assessment of the organisation using Experian and Companies House records.
- Carrying out a financial viability assessment of each organisation using their accounts together with Experian and Companies House records.
- Carrying out a reputational risk assessment of each applicant.
- Validating grantees' bank accounts using Experian and/or CreditSafe.

This may also require additional evidence/information such as:

- Evidence of existing bank account
- Audited Accounts (to prove you have been trading for at least 2 years)
- Details of any person who has control of the business including the completion of a 'fit and proper person' declaration
- Subsidy control declaration (previously known as state aid).

Please note that if you have previously undergone financial due diligence with TVCA, we may be able to use some of the previous checks as evidence in this process.

I **[insert name]** consent to TVCA will need undertake financial due diligence *

Section 3: Finance/Budget

Please indicate the amount you wish to request from TVCA and use the spreadsheet template to provide a detailed breakdown of your project income and expenditure ***Upload your completed Budget Forecast and Methodology/Delivery Plan, latest audited accounts and one optional piece of additional information at the end of the online form.***

1. **Please indicate the total amount you wish to request from TVCA. ***

Enter amount in £

2. **What match funding do you have in place? *** *Please outline the match funding you have in place and detail whether this is secured or not and likely timeline for securing match funding. (Word Count: 200 words)*

INFORMATION ONLY

3. **Project Budget *** *Please provide detailed expenditure including daily rates of project staff using the budget template spreadsheet provided. If your project runs over multiple years, please breakdown by year.*

Please list all sources of income and select secured or unsecured and indicate likely date known using the budget template spreadsheet provided. If your project runs over multiple years, please breakdown by year.

If your business is not VAT Registered and therefore unable to reclaim VAT, then you need to include VAT as part of your costs and ensure that the costs are within the total grant ceiling of the investment level you are applying to.

Section 4: Delivery/Methodology plan

Please complete the Methodology/Delivery Plan table using the template provided. **The Methodology/Delivery Plan should support your narrative answers and should tell us clearly what you're going to do, how and why. ***

Please ensure that your activities and milestones are SMART -

- **Specific:** *The goal should be very precise with no room for misinterpretation.*
- **Measurable:** *The goal should be quantifiable, and progress should be easy to track.*
- **Achievable:** *The goal should be attainable — not outlandish or unrealistic.*
- **Relevant:** *The goal should contribute to your broader, overarching goals.*
- **Time-bound:** *The goal should have a defined start and end date.*

For examples, please see the Methodology/Delivery template.

Please consider how your outcomes align with the intended overall outcomes of the programme.

Application Check list:

1. Complete this application form
2. Email the completed application form to creativeplace@teesvalley-ca.gov.uk by the specified deadline.
3. Make sure you attach your
 - a. Project Budget and Methodology/Delivery Plan using the template provided
 - b. Your most recent audited accounts
 - c. One additional document which supports your application (optional)