



## Guidance Notes and Application Form 2024/25

### Cultural Sector Development

Working with local heritage and community organisations to help deliver greater access to cultural opportunities within the Sevenoaks district.

Culture plays an important role in bringing people together. The Cultural Sector Development Fund will help support community organisations, businesses, heritage institutions and new/existing arts groups to deliver community-led arts, cultural, heritage or creative programmes, for both residents and visitors to enjoy.

For example, this fund could help to support a programme that teaches new skills or craftsmanship, offers cultural interactions or provides new opportunities for people to participate and experience our rich heritage of local history and traditions. Activities such as these could be delivered as a learned experience, group classes or staged performances.

If you would like to deliver a cultural sector development programme, this fund may be able to support you.

### Criteria for funding

Please read the grant criteria below, as applications cannot be considered for funding unless they adhere to them.

- The fund is available for community-focused arts and heritage activities within the Sevenoaks District, which benefit both residents and visitors to Sevenoaks and the surrounding areas.
- Applicants can apply for a maximum of £1,000 towards revenue projects.
- Organisations / projects can submit a maximum of one application in any financial year (April 2023 – March 2024)
- Applications can only be accepted on the fund's application form. All questions should be completed, and all requested information provided.
- Partnership projects are encouraged, but the lead agency in terms of accountability must be made clear on the application.

## What can the fund support?

Eligible projects supported by the fund must achieve **all** of the following:

- ✓ Provide demonstrable benefits for residents and visitors to Sevenoaks District and the surrounding areas
- ✓ Be able to provide evidence that the project has achieved its objectives.

## Submission and next steps

The deadline for submission is 11.59 pm on Friday 31 May 2024, with a decision due shortly after. To submit, please email this document fully completed to [business.grants@sevenoaks.gov.uk](mailto:business.grants@sevenoaks.gov.uk)

## How are applications assessed?

- Applications must demonstrate that they meet the criteria for funding.
- A panel from Sevenoaks District Council will review and decide on proposals.
- All applications will be appraised against the criteria set out in these guidelines and applicants will be notified as soon as possible.
- Grant payments will be issued in advance of the project commencing as soon as possible after the grant has been approved.

## Conditions of funding

- Specific evaluation requirements will be set out in the grant offer letter.
- The grant must be used solely for the purpose outlined in the application.
- If not provided with your application, bank account details must be provided before any offer can be confirmed.
- Any unspent funds must be returned to Sevenoaks District Council.
- The project should be completed by 28 February 2025 and due to funding restrictions, extensions cannot be provided.
- Project publicity must recognise the grant from Sevenoaks District Council and the UK Shared Prosperity Fund (UKSPF) as per the brand guidelines. <https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6>
- The project must complete, and an evaluation form must be returned to Sevenoaks District Council within four weeks of the completion of the project, including evidence of expenditure and feedback from beneficiaries.
- Sevenoaks District Council reserves the right to suspend a project and recover all or part of the grant in the following situations:
  - Non-compliance with the terms and conditions of the grant as set out in the Guidelines and grant conditions.
  - A fundamental change to the project (as submitted) has been made without the prior consent of Sevenoaks District Council.
  - The delivery organisation is no longer capable of delivering the project.