

‘This is Shropshire’ cultural commissions: clarification of the briefs

Eligibility:

- Activity must be delivered in Shropshire and benefit Shropshire communities, however participants from outside the county are welcome. They should not be your prime focus
- Applicants who are based outside of Shropshire are welcome to apply, provided the activities are delivered within Shropshire and preferably use local providers where possible.
 - Shropshire does not include the Telford and Wrekin local authority area.
- These commissions are for revenue projects only and the money can only support project costs such as supporting salaries, materials, venue hire, insurance, and marketing.
 - **It cannot be used for capital investments like building infrastructure or purchasing large pieces of equipment.**
- It is essential that your proposed cultural activity **actively** involves your chosen audience. We do not want to commission an artist to create a piece of work that has no community engagement.
- We cannot fund religious and political activities.
- For the £15,000 commission, only the lead organisation needs to meet the eligibility requirements. As we will only be contracting with the lead organisation, the partners involved can be smaller operators or cultural community groups (for example) that do not meet the requirements.
- Priority will be given to new activities and those that extend the geographic reach and scale of current projects.
- The commissioned work can be part of a large programme of activity, but your proposal **MUST** detail the exact nature of the element that we are commissioning. It is not acceptable to simply talk about the larger programme of work.

Budget:

- Your budget document can be in addition to the 3 page proposal.
- It does not need to give specific detail but a forecast of the different areas in which you will spend the money. Break it down into useful subheadings: marketing, staff costs, artist costs, materials, venue hire, insurance etc..
- If you are applying for this commission as part of a wider project, this commission needs to focus on a specific area of the project rather than going towards general project costs.
- If your project costs are over the commission rate, we only need to see a budget for the £5,000/£15,000 amounts rather than the full project budget.
- You do not need to have a source of match funding.
 - It will be useful for the panel to know if there are any other sources of revenue or funding that will support the project.
- We have put ‘maximum of £5,000/£15,000’ as your proposal can be for less than these figures. It cannot be for more. **Value for money** is an important factor for scoring proposals and the project budget will be taken into consideration.



Submitting your proposal:

- Please make it clear the exact nature of your activities – assume that whoever is reading your proposal knows nothing about you or your work. Make it plain what you plan to do as part of the commission
- Examples of your work can be in addition to the 3 page proposal.
- Referees can be from people you have worked with professionally or they can be participants that have benefitted from your past work.
- Please provide estimates of the number of participants, events and volunteers that will be involved in your project. Make sure your estimates are realistic as you will be contracted to deliver these and you will have to produce hard evidence to support these numbers at the end of your project.
- One of the factors that your proposal will be judged on, is the quality of the cultural activity and the level of engagement of the participants, as well as the number of people it includes.
- We are looking to commission high quality cultural experiences that provide participants with meaningful cultural experiences. The higher the number of people participating does not mean you are more likely to receive a commission.

Please note:

- You are welcome to apply for multiple commissions, but applicants can only be awarded one commission. It is not possible to combine commissions.
- If your project proposal aligns with multiple priorities, you can indicate this when you submit your proposal. It is essential that you make it clear which brief you are primarily aligning to.
- We may feel that your proposal fits another brief and suggest that your project aligns with that one instead.
- Please make sure your proposal is focused and concise.
- Make sure your proposal addresses all the listed points in the brief and make it clear what you plan to do.
- It is ok to write your proposal in bullet points.
- There is no leeway on the application deadline. Any applications received after 12 noon on 9 June will not be considered.

Access needs

- If you have additional access needs, we welcome proposals in different formats such as video or through an online call. If you have additional needs which make writing a written proposal a barrier, please talk to Alice so we can discuss a better option for you Alice.machin@shropshire.gov.uk

