



Department for  
Digital, Culture  
Media & Sport

# NORTHERN CULTURAL REGENERATION FUND

Guidance notes for Local Enterprise Partnerships

August 2017

## Introduction

1. The purpose of these guidance notes is to provide eligible Local Enterprise Partnerships (LEPs) with the information needed to submit a bid to the Northern Cultural Regeneration Fund.
2. This guidance sets out the funding priorities for the Fund. It then explains the application process, the bid conditions and the indicative timetable.

## Background

3. The Government announced plans in November 2015 for a Great Exhibition of the North. The Exhibition will take place in the summer of 2018 in Newcastle Gateshead, and will celebrate the great art, culture and design of the North of England. Alongside the Exhibition, the Government has announced £15 million for a legacy fund (the Northern Cultural Regeneration Fund) to amplify the impact of the Exhibition and pave the way for future cultural investment in the North of England. The Fund will make capital grants up to a total of £5 million in each of the financial years 2018-19, 2019-20 and 2020-21.
4. The Fund will make three or four large capital grants over the three years of around £3-£4 million each. Decisions on these grants will be made by the end of the current financial year (2017-18). A further round of funding may follow if not all the available funding has been committed.
5. **Funding may be requested to be drawn down in one or more of the years of the Fund (ie 2018-19, 2019-20 and 2020-21). However, please note that any funding awarded will be available to be claimed only during the financial year(s) for which it is made, and not beyond. Before submitting a bid, please consider carefully whether your project schedule would enable you to claim within this timeframe. As it is probable that the majority of projects will seek funding in later years, some priority may also be given to projects that can spend funding in 2018-19. It should be noted that there will be tight restrictions on the profile of funding available over the three years and bidders will wish to assure themselves that expenditure is genuinely achievable in the years requested.**

## Funding priorities

6. Bids submitted to the Fund should contribute to both of the primary funding goals:
  - Encourage sustainable cultural and creative regeneration in the North of England
  - Benefit areas in the North of England that have historically had low levels of cultural and creative investment.

7. The Fund seeks to achieve these aims by supporting projects in the cultural and creative sector that make demonstrable, lasting and sustainable changes to places and spaces.
8. Projects should lead to at least one the following outcomes:
  - Increased opportunities for people, including children and young people, to experience and be inspired by culture and creativity.
  - Better quality of life and wellbeing within local communities.
  - More resilient and sustainable cultural and creative organisations.
  - Innovative and effective partnerships between the cultural and creative sector and other sectors, especially digital and technology sectors.
  - Increased investment and economic growth.
  - Support for a Local Enterprise Partnership's cultural growth strategy, where such a strategy exists.

## **Eligibility**

9. The Fund is open to bids from LEPs in the North of England. The following eleven LEPs are eligible to apply:
  - Cheshire and Warrington
  - Cumbria
  - Greater Manchester
  - Humber
  - Lancashire
  - Leeds City Region
  - Liverpool City Region
  - North East
  - Sheffield City Region
  - Tees Valley
  - York, North Yorkshire and East Riding
10. Applications must be for capital expenditure, ie costs that are capitalised in the grant recipient's accounts.

## **Application process**

11. LEPs are each invited to submit one bid to the Fund, which should be for a single capital project. LEPs should invite and manage bids within their areas, setting local

priorities that fit within the overall priorities for the Fund if desired. We expect LEPs to work with bidding organisations to develop and refine bids; to assess and prioritise bids received; and to determine which bids should be put forward to Government.

12. LEPs may assess bids individually, or can collaborate to put forward agreed bids across more than one area if desired. However, the total number of bids submitted should be equal to the total number of LEPs involved (so where for example two LEPs choose to collaborate, two bids should be submitted, which may be ranked if desired).
13. Decisions on which bids should be funded will be made by DCMS Ministers (see paragraphs 17–19 for further information on the assessment process).

### **Bid conditions**

14. In line with the overall aim of the Fund to encourage sustainable cultural and creative regeneration in areas of the North of England that have historically had low levels of investment, bids are encouraged to maximise the impact of grants through partnership funding: this may encompass public and/or private investment, and grant and/or repayable finance.
15. Projects must be able to demonstrate long term financial sustainability. LEPs are responsible for ensuring that the non-capital costs of bids are fully funded.
16. Bids to the Fund will be considered if they meet all of the following conditions:
  - One bid for a single capital project per LEP area.
  - Funding sought should not exceed **£4 million**.
  - Further to paragraph 14, while there is no minimum partnership funding requirement, we would not normally expect to fund more than **70%** of the total eligible project costs. LEPs are advised to talk to other potential funders at the earliest possible stage. This may include other public funders, including Lottery distributors, as well as private investors and social enterprises. Bids will only be considered if they clearly demonstrate that all non-capital costs are affordable from partnership funding.
  - LEPs must act in accordance with the standards set out in the National LEP Assurance Framework and, in particular, should be able to demonstrate how they have involved local partners in the cultural, creative, digital and technology sectors in their decision making process.
  - It is LEPs' responsibility to check that projects are state aid compliant, seeking legal advice if necessary. State aid is defined by the treaty establishing the European Commission as "any aid granted by a Member State which distorts or

threatens to distort competition by favouring certain undertakings or the production of certain goods.” Funding will frequently fall within this definition and so careful consideration needs to be applied by LEPs to ensure that any funding granted would be compliant with state aid rules.

### Assessment process

17. Bids will be assessed by DCMS before being submitted to Ministers for decision. DCMS may consult other partners and stakeholders for advice and comments, including other government departments (including DCLG and BEIS), other funding bodies, sector experts and the Great Exhibition of the North Project Board.
18. Bids will be assessed against the funding priorities and outcomes set out above. In addition, bids will be assessed against the following criteria:
  - Ambition and rationale for intervention in the local area
  - Value for money
  - Delivery and risk.
19. The full assessment criteria are set out at Annex A.

### Indicative Timetable

20. The indicative timetable is set out below:

30 November 2017	Deadline for LEPs to submit bids
Late 2017	Assessment of bids by DCMS officials
Early 2018	Consideration of bids, decision making and due diligence by DCMS Ministers
By end March 2018	Announcement of awards
From April 2018	Drawdown of Fund awards begins

### Bid Proforma

21. All bids must be submitted on the standard proforma at Annex B, which can also be found on the DCMS website alongside these guidance notes. A business case should also be submitted, which ideally should follow the Five Case Business Case Model, further details of which can be found [here](#).
22. The following guidance is given to assist in completion of the bid proforma:

Project title: This section should give the name of the project for which you are applying for funding.

Total project costs/income: Please provide a clear summary of the overall project costs and income streams, and an explanation of how the project will be financially sustainable in the long term. As detailed in paragraph 15, LEPs are responsible for ensuring that the non-capital costs of bids are fully funded.

Funding sought: Please set out the Northern Cultural Regeneration Fund funding sought, clearly stating the year(s) in which funding would be drawn down. The value of the bid should not exceed **£4 million**, however applications in excess of this limit may be considered on an exceptional basis, depending on the quality of the bid. Funding will be available to be claimed only during the financial year(s) for which it is made, and not beyond. As detailed in paragraph 5, some priority may be given to projects that can spend funding in 2018-19.

Other project funding: In this section you should indicate where other funding for the project is expected to come from. You should list other funding sources and the sums requested from each of them to cover the balance of the total project costs. It would be helpful if you could say whether funding has been secured or, if you are at the application phase, when you expect to be informed of a decision. It is expected that successful bids will leverage additional public and private funds to maximise the impact of grants.

Project overview: This section should detail the scope of the project and the benefits that will be delivered as a result of its implementation. Where funding is sought for an element or phase of a much larger project or long-term development plan, please explain how this element sits within the larger project or development plan and what exactly a Northern Cultural Regeneration Fund grant would be paying for. Please also indicate whether the project is scaleable should funding not be available at the requested amount. **Please note this section should be around 500 words maximum.**

Which criteria does the bid meet?: In this section, please address the project's delivery of the Fund's funding priorities and outcomes. **Please note this section should be around 1,000 words maximum.**

Rationale for intervention in the local area: In this section please provide evidence of the need for the project and the rationale for intervention in the local area, eg from consultations or other research. You should also mention any other evidence of the outcomes that will be delivered by the project and any evaluation that has been used to shape your proposals. **Please note this section should be around 500 words maximum.**

Project costs: This table should be used to show a breakdown of the eligible project costs.

Project timescale: This table should be used to show the key milestones and corresponding target dates from project start to completion.

Delivery and risk: This section should provide evidence of deliverability, capacity and risks, including details of bid partners, project governance and arrangements for monitoring and evaluation. **Please note this section should be around 300 words maximum.**

### **Submitting your bid**

23. The completed bid proforma and business case must be received in DCMS no later than **30 November 2017** and should be sent to the Northern Cultural Regeneration Fund mailbox at [ncrfund@culture.gov.uk](mailto:ncrfund@culture.gov.uk) or by post to:

Northern Cultural Regeneration Fund  
Cultural Cities Team  
Department for Culture, Media and Sport  
4<sup>th</sup> Floor, 100 Parliament Street  
London SW1A 2BQ

### **Enquiries**

24. Please direct any enquiries to the Northern Cultural Regeneration Fund mailbox at [ncrfund@culture.gov.uk](mailto:ncrfund@culture.gov.uk)

## Assessment criteria

Criteria	Consideration	Available marks
Fit with primary funding goals	<p>Demonstration that proposed project will encourage sustainable cultural and creative regeneration in the North of England and benefit areas that have historically had low levels of cultural and creative investment.</p> <p>Consideration will be given to whether the proposed project is located in an existing known area of low cultural and creative investment, informed by indicators including Heritage Action Zones and Creative People and Places projects.</p>	<b>40</b>
Delivery of desired outcomes	<p>Demonstration that the proposed project will lead to at least one of the desired funding outcomes.</p>	
Ambition and rationale for intervention in the local area	<p>A strong rationale for intervention including market failures and opportunities facing the area.</p> <p>Demonstration that proposed project is effective and will lead to a step change in cultural/creative infrastructure, facilities and/or provision.</p>	
Value for money	<p>Explanation of how public and private funds have been leveraged to maximise impact.</p> <p>Clear explanation of costs, income streams and expected outputs, including long term financial sustainability.</p>	<b>30</b>
Delivery and risk	<p>Evidence of partnership strength and commitment.</p> <p>Robust assessment of deliverability, capacity and risks.</p> <p>Clear explanation of delivery routes, timeframes and key milestones.</p> <p>Strong arrangements for local transparency and accountability, monitoring and evaluation.</p>	<b>30</b>

<b>NORTHERN CULTURAL REGENERATION FUND BID PROFORMA</b>	
<b>Name of LEP</b>	
<b>Postal address</b>	
<b>Contact name</b> <b>Telephone number</b> <b>Email address</b>	
<b>Project title</b>	
<b>Total project costs/income</b>	
<b>Funding sought</b>	
<b>Other project funding</b>	
<b>Project overview (maximum 500 words)</b>	

**Funding priorities**

Bids must contribute to both of the primary funding goals:

- Encourage sustainable cultural and creative regeneration in the North of England;
- Benefit areas in the North of England that have historically had low levels of cultural and creative investment.

Please indicate (by ticking relevant box/boxes) which funding outcomes the bid will deliver.

1	Increased opportunities for people, including children and young people, to experience and be inspired by culture and creativity.	
2	Better quality of life and wellbeing within local communities.	
3	More resilient and sustainable cultural and creative organisations.	
4	Innovative and effective partnerships between the cultural and creative sector and other sectors, especially digital and technology sectors.	
5	Increased investment and economic growth.	
6	Support for a Local Enterprise Partnership’s cultural growth strategy, where such a strategy exists.	

**How does the project deliver against the Fund’s primary funding goals and funding outcomes? (maximum 1,000 words)**

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**Rationale for intervention the local area (maximum 500 words)**

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**Project costs**

**Principal items**

**Cost**


**Project timescales**

**Activity**

**Milestone completion date**


**Delivery and risk (maximum 300 words)**