**Hull 2017 & Big Lottery Fund**

**Tuesday 19 April, 11.30am**

**Danish Buildings , Room 2 (Report to Pacific Exchange)**

**In attendance –James Trowsdale, Claire Drury & David Watson (for Fluid Review Overview) (Hull 2017), Rachel Stephens & Paul Jones (BLF)**

|  |  |
| --- | --- |
| 1 | Welcome and Introductions |
| 2 | **Update of regarding the Creative Communities Programme**  The application portal was launched at 4 March 2016 coinciding with the start of 22 community roadshows taking place across Hull (& Beverley).  The roadshows have been largely well received with a strong interest in the Creative Communities Programme. To date around 130 people have commenced application forms and 7 applications have been submitted. |
| 3 | **Fluid Review online application overview**  David Watson provided a comprehensive overview of Hull 2017’s online grant application process highlighting disclaimers stating that information could be shared with the Big Lottery Fund. |
| 4 | Revised timetable:-  **Closing date**  27th May (Only to be advertised from early May so that most applications still arrive on 16th) Moved to allow applicants across the city to attend the final Roadshows on 22May for application support.    **Individual assessment by the panel**  From 27th May – 7th June  All panel members will need to make time to read and review all applications on Fluid Review.    **Recommendation panel meet**  9th June (potentially plus 8th June)  The panel dates have moved back a week, because of the extended deadline for applications    **Confirmation and agreements**  All applicants will receive an email within a week of the panel meeting to inform them of the decision.  For Hull 2017 funded projects - grant agreements will then be drafted and sent out with the aim of them returning in early July.  Priority will be given to Made in Hull projects so that these agreements are returned asap to meet marketing deadlines for the Season Brochure/September announcement. Final sign off is in July with Brochure going to print 1 August. |
|  | **Programme Delivery**  **Initial check of applications**  CD will conduct an initial review of applications to check if they are compliant & if not request additional information.  **Initial appraisal**  CD will then conduct an initial appraisal of applications on a weekly basis (or as & when there is a sensible volume to do so) to check their quality and suitability for funding and go back to the applicant with any queries.  **Appraisal**  All members of the panel will review all applications prior the panel taking place. Hull 2017 has developed a simple scoring system which will be used to help sift projects and allow focus at the recommendation to be on projects which could be part of the Hull 2017 programme. Hull 2017 members of the panel will use this scoring system to help select projects, Big Lottery Fund members of the panel are welcome to use this system, but as a minimum will consider which projects are or are not suitable for Awards for All.  The outcomes for Awards for All projects are:-   * People have better chances in life – with better access to training and development to improve life skills. * Stronger communities – with more active citizens working together to tackle issues within the community. * Improved rural and urban environments – which communities are able to better access and enjoy. * Healthier and more active people and communities.   It is likely that many applications to the Creative Communities Programme will address at least one of these outcomes and therefore potentially be suitable for an Award for All grant.  If BIG Lottery are unable to use Hull 2017 scoring mechanism based on the criteria in the Creative Communities Programme Guidelines, they can flag applications of particular interest whilst reviewing on Fluid Review.  **Action – BLF to decide who will review projects / sit on panel.**  **Recommendation Panel**  At the recommendation panel primary focus will be on those who have scored highest by using the Hull 2017 scoring. This will then be cross referenced against the A4A suitability. The panel will conclude projects are   1. Project suitable for Hull 2017 funding exclusively 2. Project suitable for Hull 2017 & A4A funding 3. Project suitable for A4A funding exclusively (this shouldn’t be possible given pre application screening) 4. Project decline ?   **Awards for All or Hull 2017 funding?**  In the event a projects being suitable for funding for both A4A and Hull 2017 consideration will be given to who is the most suitable funder with thought given to   1. Focus of project 2. Date that project is due to take place – Given 12 month funding rule for Big Lottery projects A4A could be disproportionately weighted towards the first half of 2017 3. Funding available 4. Match funding issues and opportunities (i.e. the applicant states that they are wishing to apply for A4A independently to provide match funding or does not wish to receive Lottery funding for any other reason)   All parties have indicated that this will be achieved in a sensible and pragmatic manner ensure that applicants have the most straightforward funding arrangements.  If projects are selected for funding by Hull 2017 they will be notified within 2 weeks.  **Awards for All support**  If projects are recommended for funding by A4A they will be notified within 2 weeks that they are being considered for funding by A4A by Hull 2017 and that they should expect communications from A4A. BLF will extract relevant information (i.e. the completed application form as a PDF) from the Hull 2017 portal to be included within A4A normal grant management processes. The project will be appraised for A4A funding utilizing the recommendation made at the panel and any additional checks which BLF are mandated to complete will be conducted e.g. proof of identity. At the conditional offer stage, BLF will inform the applicant at that   1. The grant offer is from A4A 2. A4A are working with Hull 2017 to deliver the Creative Communities programme 3. There will be additional support provided by Hull 2017 to help deliver the project, projects will be listed as part of the Hull 2017 programme, have access to support from the Hull 2017 (as listed in Guidance Notes) and use of the Hull 2017 logo/brand if they complete and return a brand license agreement to Hull 2017 and provide additional monitoring information e.g. audience numbers to Hull 2017 during and upon completion of the project.   **Print deadlines**  The deadline for the final print of the Made in Hull season brochure is 1 August 2016, therefore any projects which we wish to be part of this season need to be cemented as soon as possible (the design of the brochure will commence in May)  Prioritisation therefore needs to be given by both Hull 2017 and BLF to finalise unconditional final grant offers, particularly for projects whose public activity happens in quarter 1 2017.  Hull 2017 will provide ‘wrap around’ support for successful projects to ensure that projects who are funded are fully part of the Hull 2017 programme, this would include things like access to our marketing materials, inclusion within season programmes (print & online) and support to enable the event to happen.  In order for this be successful clear lines of communication need to be in place between Hull 2017, BLF and successful applicants.  **Action – CD to check with DW if Fluid Review system can be altered to keep allow BLF to takeout successful applications for A4A system, whilst Hull 2017 keep them in the system, in separate ‘basket’ so they can continue to get H17 support.** |
|  | **Project Start date**  A4A guidance states that projects must ‘complete your project within 12 months of the date of our letter confirming the grant’. This is potentially challenging for projects in the latter half of 2017. **Action: PJ to check what flexibility there regarding this rule.** |
|  | **Big Lottery Fund promotion**  At present there is limited reference to A4A/BLF within the Creative Communities Programme Guidance and elsewhere on the Hull 2017 website.  Subject to a successful Reaching Communities application the Big Lottery Fund will become a Major Partner of Hull 2017 in May 2016. As a Major Partner BLF will receive rights and benefits e.g. editorial opportunities on the Hull 2017 website, invites to events and become part of the Partnerships and Development group.  In terms of the Creative Communities Programme an announcement regarding the total number of projects could be made in July 2016 with the details of projects as part of the Made in Hull season press launch on 22 September. |