



**CAMBRIDGE**  
CITY COUNCIL



**PUBLIC ART S106 GRANTS**  
**2018 ROUND**  
**Guidance Pack**

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## Guide to the Application Form

Question Number	Included Criteria	Notes
1		
2		Refer to 'Types of Public Art' page 8-9
3	A and B	Refer to Criteria A and B on page 5
4		Asks whether your work is permanent or temporary. Refer to 'Types of Public Art' page 8-9
5	D	Refer to Criteria D, page 5. Refer also to notes on 'What we will not fund' page 8.
6	D, E, F and H	Refer to Criteria D, E, F and H, page 6-7
7	C, G and I	Refer to Criteria C, G and I, page 5-7
8	C, G and I	Refer to Criteria C, G and I, page 5-7
9	I	Refer to Criteria I, page 7
10	J	Refer to Criteria J, page 7 and 'Making a Strong Application' pages 10-11
11		'Eligibility Criteria' page 4
12	J	Refer to Criteria J, page 7 and notes on 'Award Budget' page 10
13	J	Refer to Criteria J, page 7 and notes on 'Making a Strong Application' pages 10-11
14	J	Refer to Criteria J, page 7 and notes on 'Making a Strong Application' pages 10-11
15	J	Refer to Criteria J, page 7 and notes on 'Making a Strong Application' pages 10-11
16	J	Refer to Criteria J, page 7 and notes on 'Making a Strong Application' pages 10-11

## Introduction

This guide provides further information about the criteria and process for the Public Art Grants. Please review this information guide and contact staff if you have any further questions about your eligibility.

Email: [publicart@cambridge.gov.uk](mailto:publicart@cambridge.gov.uk)

## Background

Arts and culture boost the economy through attracting visitors, creating jobs and developing skills, attracting and retaining business, revitalising places and developing towns. Arts and culture can have a positive impact on health and wellbeing, and wider social benefits contributing more to social capital and community cohesion.

The key justifications areas for Public Art in Cambridge are its contribution to:

- Public realm enhancement and placemaking
- Quality of life and social cohesion
- City profile and legacy
- Cultural offer and economic development

## Eligibility Criteria

Public art is funded by S106 contributions, which must be used to mitigate the impact of development. We must therefore see evidence of public benefit in your application, to justify use of S106 funding and we ask whether you could fund the project from any other source (your own resources or fundraising).

To be eligible for public art funding, projects should therefore:

- A. Be publicly accessible**
- B. Be within the city of Cambridge**
- C. Engage local communities**
- D. Be new and original**
- E. Be led by a professional artist or craftsperson**
- F. Involve the appropriate remuneration of professional artists**
- G. Be site or context sensitive**
- H. Demonstrate excellent artistic quality**
- I. Have a lasting legacy**
- J. Be feasible, deliverable and have appropriate project management plans in place**

Artworks can take many forms, and both temporary and permanent works may be eligible. Details of permissible forms are included under 'Types of Public Art' from page 7.

Each of the criteria is covered in more detail below. In the case of each criterion, we aim to provide helpful examples but it should be noted that examples are not exhaustive.

## ELIGIBILITY CRITERIA IN DETAIL

### **A. Be publicly accessible**

The art work must be in places that have free right of access to the broadest possible range of people. Access does not mean visibility (i.e. works that are situated in a gated or inaccessible location but are visible from public highway are not usually acceptable).

Any kind of restriction on access, such as opening times or permissions, is not normally acceptable, but projects are considered on a case by case basis (for example, public buildings or schools).

We expect all projects to be as inclusive as possible, given safeguarding requirement and that all projects should uphold the Council's commitment to equality and diversity.

### **B. Be within the city of Cambridge**

The artwork must take place or be sited within the city of Cambridge boundary and involve residents of the city.

### **C. Engage local communities**

Public art requires the involvement of the local community. Members of the public may actively participate in an element of the overall project. This does not necessarily mean that they are responsible for the end design or production, but it does mean that they have been actively engaged in the project development. This can take many forms and is considered on a case by case basis.

Projects should demonstrate how the community will benefit and the relationship that the art work or process has to the people local to it. Examples of public benefit include learning opportunities, engagement with arts and culture, increased sense of connection to local area or environment, etc.

If your proposal is to focus on a small group of people, please explain how your proposal would also involve or be relevant to the wider community.

### **D. Are new and original.**

Projects should be a one-time, single project or a time-limited series (annual or recurring projects cannot be supported as a whole). We would not support a project retrospectively, a project that has been done before or an item that is already in existence. We look for innovative projects that involve cross-discipline or cross-cultural partnerships.

We will consider concepts that have been done before provided that it develops an original outcome given its application in Cambridge and engagement with residents in the city.

**E. Are led by a professional artist**

The project must involve a practising artist who will design, produce or facilitate the work. The artist must provide the project concept, design the process of community input and be responsible for a high quality artistic output at the end of the project.

We support artists at all stage of their careers and consider emerging as well as established artists. Experience of publicly accessible art projects is desirable but not essential provided that expertise is otherwise bought in to support the project.

We would make a distinction between a performance production company and an artist whose practice includes performance. That said, each application is considered on a case by case basis.

The way you appoint your artist can vary. You may select one artist you wish to work with, and have them on board already when you apply. You can also seek to advertise for artists to apply.

If you need further advice about appointing or working with artists, please speak to our Public Art Officers.

**F. Involve the appropriate remuneration of professional artists**

We expect professional artists to be paid appropriately at a standard industry rate and in line with the Council's support for the Living Wage. Fees are subject to each individual artist and their level of experience and expertise. If you need advice about creative industry standards of pay for artists, please contact the Public Art Officer.

In your application form, you will be asked to provide a budget, which will include an artist fee (this can be based on an hourly or daily rate).

**G. Be site or context sensitive**

The work should relate to or be about Cambridge (people and place) – meaning that history, site materials, site layout and local communities are considered as part of the artistic response.

In being specific to Cambridge, the project may help people to build a sense of identity, or make new connections to where they live. It could also improve the local environment or enhance the distinctiveness of the city.

**H. Demonstrate excellent artistic quality**

Artistic quality is often subjectively interpreted, but for the purposes of guidance, we will be assessing three main elements of the proposal:

- the originality and excellence of the artistic concept (is it distinctive, ground-breaking, innovative, challenging, thought-provoking or exciting?);
- the intended process or project approach;

- how the project ensures a high quality output (through approach or the skills of the appointed artist/craftsperson).

In determining quality, we ask 'is this project the best example of its kind?'

Quality of proposals will be judged by the assessment team, which includes specialist art advisors.

#### **I. Have a lasting legacy**

The legacy of a project is captured through documentation. This could include photography, film and audio recordings that are kept online as a record of the work. Legacy is also created through developing skills in the people who have participated, creating memorable experiences, through changing perspectives, building connections between people and so on, but should be documented in some way.

The evaluation records of your project will need to capture the impact that the project has on participants and we will expect to see data that records participant numbers and feedback. We would like to see details of where the records of the work will be kept.

All project records and documents should be publicly accessible (some data may be anonymised in line with Data Protection laws).

#### **J. Be feasible, deliverable and have appropriate project management plans in place**

You should demonstrate in your application that you have thought through how you will deliver the project in detail.

This will include practical considerations such as ensuring you understand who owns the land or building you may be working on, that have the necessary permits or approvals, and that you have a project timeline and budget. You are welcome to include a detailed budget plan with your application.

Make sure that your anticipated start and completion dates are realistic. Funding decisions are likely to be made in June/July 2018, which means that grant payments will not be made before then.

Projects in the public realm should be designed to be safe, vandal resistant and technically feasible. The maintenance of permanent work should be considered and planned for.

If your work is temporary, please specify what happens to the art work after the installation period.

If you do not have a project manager in place, we may be able to provide project management expertise. This should be factored into your project budget and would normally amount to 10% of the overall project cost. If you require project management support from Cambridge City Council, please ensure you discuss this with the Public Art Officer before including it in your application.

## What We Will Not Fund

Public Art S106 funding cannot be used for works that have already been made, mass produced objects, reproductions of original artworks or previously unrealised designs. The funding is not appropriate for projects that do not involve the commissioning of a practising artist. Typically, we would not fund:

- Annual or recurring projects, such as festivals (however, we have funded public art activities within festivals);
- Fundraising, commercially-oriented activities, or third-party advertising
- Demonstrations, marches, and rallies or other politically motivated activity
- Religiously motivated activity
- On-going operations or costs
- Projects and activity outside of Cambridge
- Projects that take place within Cambridge but where Cambridge residents are not the primary participants

Grant recipients should not profit from the sale of any public art work.

## Types of Public Art

Public art projects are defined as creations or collaborations led by practicing artists, intended for installation in freely accessible public areas. Art works can take many forms, including permanent installations, temporary works and process-led work. Whatever medium is used, the involvement of a professional artist is fundamental. We do not fund retrospectively and it is expected that the project is new and original.

Art works that are appropriate include, but are not limited to:

Category	Type of Work
Permanent	Sculpture Water features Kinetic works Sonic works Land art Memorials, plaques and inscriptions Urban or street interventions Text based works - publication or interpretive material Murals Art infrastructure – studios, workshops, galleries
Temporary	Exhibitions Film, video and projections Web based media Bursaries Artists in residence Text/spoken word Performance art Hoardings/posters Street theatre/festival/carnival Local training initiatives for art/artists Temporary work is very appropriate during the development



	<p>process.          In the case of all temporary work arrangements must be made to create a permanent record that can be lodged with a public archive,          e.g. the Cambridgeshire Collection, and is easily accessible.</p>
Process led/Socially engaged	<p>Participation in a shared community space          Developed from or informed by social interaction          Creates a new social group          Catalyses social transformation          Develops civic engagement and discussion</p>
Interior Commissions (in publicly accessible buildings)	<p>Sculpture          Architectural glass          Textiles          Painting, prints, photography          Floor treatments          Furnishings</p>
Embedded	<p>Boundary treatments          Facades and cladding          Lighting          Skyline features          Landscape schemes and trees          Purpose and artist designed street furniture          Architectural detailing, glass &amp; door furniture</p>

Broadly speaking, themes of public art may include (but are not limited to):

- Environment and Sustainability
- Wellbeing/Quality of Life
- Economic fairness
- Innovation
- Equality and diversity
- Connected Communities

### Who Can Apply

We welcome applications from community groups (with a constitution and bank account), schools, social enterprises, charities, arts organisations and practising artists.

However, if you are a group or organisation that is not primarily arts based, you must partner with a professional artists/group of artists or arts organisation.

Arts-based groups or organisations should partner with neighbourhood-based groups or otherwise ensure that the project involves social engagement in some form.

Applications should specify both the artist (or arts organisation) and community group that are involved, and be clear on who is project managing.

The grant funding cannot be paid to an individual. Grant payments are usually received by an organisation with a constitution (i.e. the community group) and then paid to the artist as agreed.

## **Working with Artists**

We expect you to know which artist/s you will be working with when you make your application, or that you have a clear process in place for selecting an artist and have apportioned an appropriate budget for the artist.

It is essential that the process of giving the artist a brief, artist response and artist concept development is followed and that artists are paid fairly for their expertise.

Procedures for commissioning and working with artists are set out in more detail in Cambridge City Council's policy documents, and you may contact Public Art Officers for advice.

If you are a community group or a school and have not worked with an artist before, we may be able to provide project management support and if this is required, we can discuss the cost of a project manager and include it in your grant application.

We can also provide project management support to emerging artists who may not have worked in the public realm before, provided that the grant proposal meets our criteria and objectives.

## **Award Budget**

You can apply for a **small scale public art grant of up to £15,000**.

Project budgets must be inclusive of all artist fees and costs including design, supplies, fabrication, permits, installation, project management, documentation of process and artwork, maintenance provisions, insurance, and a contingency.

Make sure that you have obtained quotes for elements of your project so that your budget plans are as accurate as possible.

As a general rule, a contingency of 15-20% should be included in the initial budget. Other potential costs to consider are project management fees, engineering fees, community notification, site preparation and restoration after project completion, and anti-graffiti treatments.

If you think that you require a grant of more than £15,000 please speak to our Public Art Officer for advice in the first instance.

## **Making a Strong Application**

The grants programme is a competitive process and not all applications will be awarded. To make a strong application, please ensure that:

- Your project fits our eligibility criteria
- Your project achieves our desired outcomes
- Your project will have demonstrable public benefit
- You can evidence the need of the activity for beneficiaries - national, local, own organisation
- You are proposing a high quality art project that is clearly articulated, well planned and sustainable

- You have included the details of the professional artist/s you are working with and have allowed an appropriate fee for the artist within your budget,
- The project is good value; accurate and reasonable budget and appropriate income has been considered and sourced
- Your organisation is sustainable and well managed
- Monitoring systems in place to evidence activity completed, outputs and outcomes achieved
- You have fully completed the application form - clear, concise, coherent, correct - signed and dated correctly
- All requested documents are submitted by the deadline
- There are no outstanding issues from previous years

Your application will be stronger if you have some match funding already in place from other sources to support your project.

### **Assessment and Approvals Process**

All grant applications will be assessed by a group of specialist officers from within Cambridge City Council. Cambridge City Council also refers to the advice of leading experts in the arts via the Public Art Panel who will be consulted on the applications.

The application process is competitive and not all applications will be successful. We will assess which applications best meet the criteria and have the most benefit to the city. The assessment team will be responsible for a range of types of project, spread fairly across the city (according to funding requirements) and a fair and broad mix of participants.

Officers will then make a recommendation to the Executive Councillor for Streets and Open Spaces, which are then subject to Community Services Scrutiny Committee.

### **Grant Agreements**

If your application is successful you will be issued with a Grant Agreement which sets out Terms and Conditions. A copy of the agreement and a generic set of Terms and Conditions are included at the end of this document for information. However, Terms and Conditions are tailored to the individual nature of projects, particularly in respect of staged payments and reporting. If successful, you may see some extra conditions related to your project.

Funding is not released until Grant Agreements are signed and returned to the Council.

### **Project Evaluation**

The funding we award is restricted, which means that it must be spent on the purpose it was awarded for. We will ask for financial receipts and evidence that you have completed the project as you intended.

You will be expected to monitor your project activity and finances throughout and we will ask for evidence that demonstrates how your project achieved its objectives. We want to see how your project has had impact.

We expect project managers to be able to report back on the numbers of participants, how they were engaged, feedback from participants and a presentation of the impact of the project on the community.

If your application is successful we will provide evaluation monitoring forms at the beginning of your project so that you can consider ways to incorporate impact monitoring into your project.

You will be expected to prepare a mid-term and final report including details of how your grant was spent. Project funding is usually issued in milestones upon receipt of your evaluation reports. Funding milestones will be agreed with you and should not inhibit your project delivery.

### **Application Deadlines**

Applications Open: 29 January 2018

Application deadline: 9am Tuesday 3 April 2018

Assessment: April-May 2018

Approvals: June 2018 Community Services Scrutiny Committee

Awards made: July to August 2018

### **Staff Contacts**

Nadine Black, Public Art Officer

Cambridge City Council, Mill Road Depot, Cambridge, CB1 2AZ

Email: [Nadine.black@cambridge.gov.uk](mailto:Nadine.black@cambridge.gov.uk)

Telephone: 01223 458505

Ceri Littlechild, Public Art Officer

Cambridge City Council, Mill Road Depot, Cambridge, CB1 2AZ

Email: [ceri.littlechild@cambridge.gov.uk](mailto:ceri.littlechild@cambridge.gov.uk)

Telephone: 01223 457242

# Cambridge City Council S106 Public Art grant agreement



<b>Partiesto this Agreement</b>	(1) Cambridge City Council (“the Council”)  (2) [insert name of Grant recipient] (“the Recipient”)
<b>Date of this Agreement:</b>	[insert date]
<b>Project:</b>	
<b>Description:</b>	
<b>Grant Recipient:</b>	
<b>Grant-funding for this project (“the Grant”):</b>	
<b>Payment arrangements:</b>	
<b>Expected project completion date:</b>	
<b>Officer contact at Cambridge City Council:</b>	[insert name of officer], Public Art Officer  Email: <a href="mailto:nadine.black@cambridge.gov.uk">nadine.black@cambridge.gov.uk</a> . Telephone: 01223 458505  Address: Streets & Open Space, Cambridge City Council, Mill Road Depot, Mill Road, Cambridge CB1 2AZ

## Terms and conditions for S106 public grant-funding

The Council agrees to pay the Grant to the Recipient to assist it in carrying out the project and on condition that the Recipient complies with all of the terms and conditions set out in this public art grant agreement (“the Agreement”).

The Grant Recipient shall ensure that:

1. the Grant is used only for this public art project (as set out in the Grant application to the Council), in line with the Council's Public Art Supplementary Planning Document - the Grant will not be used for repair or maintenance, nor to generate private gain;
2. it complies with all relevant legislation in implementing this project;
3. it provides a safe environment (not least for children, young people and vulnerable adults) for delivering and displaying the project and/or holding related public events;
4. the project and related events are accessible and reflects the Council's commitment to celebrate diversity and actively tackle intolerance and discrimination. The project and related events are accessible to, provide equal opportunities for and foster good relations between different equality groups (especially those protected by the Equality Act 2010). It reflects the Council's commitment to tackle poverty and issues associated with poverty, which also includes supporting the Council's commitment to the Living Wage;
5. the Grant will not be used in any way to promote a religious or political organisation - in particular, the Grant Recipient will take care to avoid giving the impression that it supports any political party or candidate in an election and will not give publicity to political parties or to individual politicians or candidates in the six-week period leading to an election;
6. the project and related publicity upholds the Council's reputation and recognises the provision of S106 grant-funding by the Council – please speak to the Council's officer contact for advice about use of the Council's logo in publicity and for the issuing of any press releases;
7. when taking photographs of the project, it obtains written consent from anyone whose image would be recognisable – if this includes a person under 18 or a vulnerable adult, consent must be obtained from the parent, guardian or carer;
8. it has adequate public liability insurance cover for the project in place, where relevant - the Council accepts no liability for any consequences from this project that are not caused by its negligence or which cannot be excluded by law;
9. it notifies the Council's officer contact promptly of any significant issues which might put at risk successful project delivery by the expected completion date. Any extension to the completion date should be requested in writing and agreed by the Council;
10. it provides regular updates to the Council's officer contact, including a written mid-point evaluation update report setting out briefly
  - a. what progress has been made with the project and the main next steps that will need to be taken to complete the project,
  - b. how much has been spent so far on the project (net of other income) and how much is likely to be spent (net of other income) by the time the project is completed, and
  - c. when the project (month and year) is expected to be completed;
11. it keeps written records and financial evidence (e.g. of all income and expenditure) related to the project and provides the Council's officer contact with responses to requests for additional information within one week;
12. within one month of the actual completion of the project, it sends the Council's officer contact a written final evaluation report on:
  - a. the outputs and outcomes of the project, and when it was completed,

- b. how the local community has been engaged with the project and/or how the project has made a difference to the local community,
  - c. any publicity and events relating to the project,
  - d. evidence of costs incurred and income received in relation to the project and if the funding has been spent appropriately and in full
  - e. a claim for the remaining amount of Grant payable (net of other income received);
13. it does not assign, sub-contract or transfer its rights and obligations under this Agreement without the prior written consent of the Council.
14. Without affecting the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the Grant (or part of it) if the Recipient:
- a. uses the Grant for purposes other than those which have been awarded;
  - b. provides the Council with any materially misleading or inaccurate information;
  - c. commits or committed an act of bribery, collusion or corruption, or dishonesty related to the project;
  - d. ceases to operate;
  - e. suffers financial difficulties which are capable of having a material impact on its ability to deliver the project;
  - f. fails to comply with any of the terms and conditions set out in this Agreement; or
  - g. the Council considers that the Recipient has not made satisfactory progress with the delivery of the project.
15. The Recipient shall repay the Grant to the Council if:
- (a) it fails to comply with any of the terms and conditions in this Agreement and fails to rectify such failure within 30 days of receiving written notice detailing the failure; and
  - (b) the Council demands re-payment in writing such repayment to be made by the Recipient within 30 days of the Council's written demand.
16. This Agreement does not and is not intended to confer any contractual benefit on any person under the Contract (Rights of Third Parties) Act 1999.
17. A failure or delay by a Party to exercise any right or remedy provided under this Agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy.

18. If any provision of this Agreement is declared by a Court of competent jurisdiction to be invalid or unenforceable in any way, such invalidity or unenforceability shall in no way impair or affect any other provision, all of which shall remain in full force and effect.
19. This Agreement shall be governed and construed in accordance with the law of England and the Parties submit to the exclusive jurisdiction of the English courts.

Signed for an on behalf of

CAMBRIDGE CITY COUNCIL by:

Name:

Position:

Signed for and on behalf of

[INSERT NAME OF RECIPIENT] by:

Name:

Position:



**Declaration by person signing this Agreement on behalf of the Recipient**

I undertake personally, and on behalf of the Grant Recipient, that any Grant money made available by the Council shall be repaid if the grant Recipient is found to be underspent or in breach of the conditions that apply to the Grant. I declare that I am authorised to sign this declaration on behalf of the organisation detailed above and agree to these terms and conditions.

I understand that this Grant, for this specific project, does not mean that any further S106 grant-funding can be expected in future. The Grant Recipient is welcome to apply in any future grant-funding rounds and each application will be considered on its own merits.

<b>Organisation:</b>			
<b>Name:</b>			
<b>Position held in organisation:</b>			
<b>Address</b>			
<b>Email</b>		<b>Telephone:</b>	
<b>Signature</b>		<b>Date:</b>	