

**GENERAL CONDITIONS**

**All funded organisations specified in this report must comply with the conditions below and any specific conditions of their particular award.**

- 1.** Each organisation must accept the City Council's standard Conditions of Grant Aid for the period of funding. These cover basic financial propriety, including the requirement to submit annual audited accounts. Organisations are expected to comply with these fully. The conditions must be signed by two Board Members of the organisation and counter-signed by a City Council Officer before the release of any grant.
- 2.** Organisations working with children, young people and vulnerable adults must ensure that a safe and secure environment is provided at all times and must have a Safeguarding Policy which meets the minimum City Council standard and follow the relevant child protection procedures of the Birmingham Safeguarding Children Board. (Advice and guidance is available on the Birmingham City Council website at [www.birmingham.gov.uk/arts](http://www.birmingham.gov.uk/arts)). It is a requirement of City Council funding that a named member of the organisation's Board or Management Committee takes responsibility for monitoring of safeguarding within the organisation's programme.
- 3.** Organisations must record and report monitoring and evaluation information requested by the City Council, and provide information under the headings specified in funding agreements.
- 4.** As part of the Grant Schedule, each organisation must negotiate a Service Schedule annually with the City Council which must be signed prior to the release of any funding in any year. The Service Schedule must be based on clear programme proposals for the coming year, including confirmed repertoire, artists, venues and dates of activities.
- 5.** Each organisation will be required to report on targets in the Service Schedule through the Board papers and/or direct to officers.
- 6.** Grant funded organisations must provide a financial plan and cashflow forecast for the year of funding, prior to the release of any grant and, must engage with BCC with regards an annual financial review to assess financial performance achieved for the previous year and business plan in place to support financial sustainability for future years.
- 7.** Funded organisations must comply with the Birmingham Living Wage and where applicable, the Business Charter for Social Responsibility.
- 8. Mid-Year Review.** During the autumn each year a review meeting should be held with each organisation to discuss mid-year performance data and revised projections to the year end. All organisations contribute to the mid-year review, providing up to date performance data and revised projections to the year end.
- 9. Creative Future – Birmingham's Strategy for Children, Young People and the Arts** All cultural organisations funded by Birmingham City Council are required to deliver opportunities for young people to experience culture as creators, participants, audiences and leaders, linked to signposting of progression routes.

**10. Arts Awards** The Creative Future strategy includes a commitment to adopt and promote the Arts Award (for young people). Funded cultural organisations are required to deliver the Arts Award (or support the delivery of Arts Award, subject to agreement of Birmingham City Council) as part of their young people's programme and to provide information and targets relating to this work.

**11. Local Arts Development** All arts organisations are expected to contribute to work in local neighbourhoods as part of the developing model for Local Arts Development - providing co-designed activities for residents including liaison with the Local Arts For a network.

**12. Promoting the City of Birmingham** All funded organisations are required to promote Birmingham effectively through their activities in the City and beyond through use of any relevant branding, strapline or marketing collateral provided by Birmingham City Council. In addition, please note requirements for use of the Council's logo – the Council's support must be credited with the words "Funded by" and the Council logo in a prominent position (e.g. front page) on all publicity. Failure to follow this requirement may lead to withdrawal of funding.

**13. Consultation with Users** All funded organisations are required to consult with people directly affected by their services and to provide clear plans to mitigate against adverse impact on groups with protected characteristics from any proposed changes to planned activities arising from changes in levels of funding from Birmingham City Council.

**14. Culture Data** All funded organisations are expected to submit data in a timely and accurate manner when requested. All funded organisations must be compliant with the new General Data Protection Regulation (GDPR) Legislation.

**15. Governance Audit** All funded companies are required to provide up to date copies of the following policies and related documents prior to the release of any funding. Financial Regulations and Procedures Manual; Internal Audit Process; Code of Corporate Governance; Counter-fraud and Corruption Policy; Risk Register; Gifts & Hospitality Recording Policy; Register of Directors' and Officers' Personal & Prejudicial Interests; Whistle-Blowing Policy; Safeguarding Policy; Equal Opportunities Policy and Quality Assurance Policy.

**16. Communication** Each organisation must send an appropriate senior representative to City Council meetings when requested.

**17. Grant payment release** Grant payments will be withheld until conditions are met to the commissioning officers' satisfaction.

**18. Funding for 2019-20** Funding for 2019-20 is dependent, in all cases, on the retention of funding from Arts Council England.