

# Guidance for Applicants

Education, Leisure and Housing Services

Arts, Museums and Heritage



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## Scapa 100 Culture Fund

### Background

As part of the Armistice agreement at the end of World War I, Germany had to surrender most of its Naval fleet. A total of 74 ships of the German High Seas Fleet arrived in Scapa Flow for internment. On 21 June 1919, under the mistaken belief that peace talks had failed, Rear Admiral Ludwig von Reuter gave the command to scuttle the entire fleet in the Flow. A total of 50 ships went to the seafloor and this remains the greatest loss of shipping ever recorded in a single day.

Over the course of the next 12 months several projects led by the Orkney community as well as international contributors will reveal the historical significance of the scuttling, mark its impact and continued legacy in Orkney. Commemorations will remember the 13 German lives lost as a result of the internment and scuttling, the graves of whom are cared for by the Commonwealth War Graves Commission at the Lyness Royal Navy Cemetery, Hoy.

An open pot totalling £5000 is available and applications are invited from organisations who would like to deliver arts and heritage events and activities in response to the commemoration of the scuttling. The council are looking to support projects which actively engage people and communities with this unique story. Projects might include community events, exhibitions, workshops, performances, walks and talks. Together these projects will combine to create a programme of activity around the 21 June 2019.

If you already deliver cultural activities and you would like to apply for Council funding to support an additional project specific to this fund, or if you have an idea for a new cultural project, these notes will explain how to apply to the Scapa 100 Culture Fund.

The Scapa 100 Culture Fund is managed on behalf of Orkney Islands Council by the Arts, Museums and Heritage Service within Education, Leisure and Housing.

### What is considered eligible for this fund?

The organisation must deliver and promote a cultural event or programme in response to the centenary of the Scuttling of the German High Seas Fleet in Scapa Flow to be considered. Culture, in this instance, is defined as being:

- Arts.
- Heritage.

- Language, i.e. Orkney dialect.

### **Which projects are eligible for assistance through this scheme?**

- The cultural activity must take place in Orkney.
- The cultural activity must focus on the scuttling of the German High Seas Fleet.
- The cultural activity must take place near to the 21 June 2019, but organisations are asked to consider the best opportunity for people to engage with the project.
- Applications will only be considered from properly constituted organisations which are not for profit and which have clear financial procedures and produce audited accounts in keeping with the scale of their operation.
- Applicants must be able to demonstrate organisational track record and success, and/or success in delivering projects of a similar nature or scale to the proposed activities.
- Applications will only be considered for non-commercial activities, i.e. projects which do not distribute a profit.

### **Which criteria will be prioritised against to receive funding?**

The organisation or project does not need to fulfil all of the criteria listed below, however, the more of the criteria you fulfil, the more likely it is that your organisation or project will receive funding.

- Organisations which can demonstrate high quality programming and/or service delivery.
- Organisations or projects which can demonstrate participation across all age ranges, including activities for young people.
- Organisations or projects which promote community participation and educational opportunities.
- Organisations or projects which address equalities and break down barriers to inclusion.
- This is a competitive scheme and applications will be determined on the basis of merit.

### **What isn't eligible for funding?**

The Culture Fund will not normally provide funding for the following:

- Organisations based outside Orkney.
- Organisations or activities of a commercial nature, organised to make a distributable profit.
- Trade or professional conferences/conventions.
- Activities that are primarily fund-raising events, are heavily branded with charity branding or deploy potential sources of income from an event to a charity.
- Awards ceremonies or industry events.
- Activities that are social events for an organisation.
- Events that do not comply with the Council's Equality and Diversity Strategy (e.g. that are in inaccessible venues). The Strategy can be found at this link: <http://www.orkneycommunities.co.uk/COMMUNITYPLANNING/index.asp?pageid=591868>.

## **How much can you ask the Council for, through this scheme?**

The total Scapa 100 Culture Fund is £5000. There is no upper or lower limit to the amount that can be requested in applications, but please note that we anticipate a very high level of demand and hope to support several applications. Organisations which are requesting a lower percentage of their total costs from the Council are therefore more likely to be successful.

**Please note that the normal Culture Fund will be open for applications in mid-November 2019 and projects which focus on the scuttling story will also be eligible for that scheme.**

## **Your budget**

Please ensure that you submit a clearly detailed and balanced budget with your application. The amount of (projected or real) income should match the amount of (projected or real) expenditure. Your total project costs should include cash plus in-kind expenditure.

## **How do you claim the grant assistance?**

All disbursements of grant assistance will be evidence based, in the form of vouched expenditure submitted by the organising body and restricted by the maximum percentage of support awarded.

We understand that sometimes it can be difficult to deliver a project without having to make payments in advance for certain services, and therefore it may be possible to arrange for an element of the grant to be allocated in advance. This can be discussed and agreed between the organisation and the Council on an individual basis.

## **When should you apply?**

All applications must be received no later than **17:00** on **Friday 18 January 2019**.

Application should be sent to:

**Antony Mottershead (Arts Officer)**

By email: [antony.mottershead@orkney.gov.uk](mailto:antony.mottershead@orkney.gov.uk)

(Please note: a signed copy of the application must be received by Friday 25 January 2019).

Or by post to:

**Antony Mottershead (Arts Officer)**

Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.

Organisations will be informed of the results of their application in mid-December.

## **Are there any other requirements?**

It is a requirement of this funding that a grant from the Council is acknowledged in all forthcoming literature and displays pertaining to your project, and in all relevant press releases.

All projects and activities that receive funding must comply with the Council's Equality and Diversity Strategy.

<http://www.orkneycommunities.co.uk/COMMUNITYPLANNING/index.asp?pageid=591868>. Events must take place within an accessible venue, and there must be no unnecessary barriers to inclusion.

## **Who is the contact within the Council?**

For all enquiries relating to the Scapa 100 Culture Fund, to discuss an idea or application please contact:

**Antony Mottershead, Arts Officer**

Email: [antony.mottershead@orkney.gov.uk](mailto:antony.mottershead@orkney.gov.uk)

Telephone: 01856 873535 Extension 2406.

Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.