



CONTRACT
FOR THE PROVISION OF
AN ARTS COUNCIL

(Otherwise referred to as the Service Level Agreement "SLA")

Between

SEVENOAKS DISTRICT COUNCIL (SDC)

AND

SEVENOAKS DISTRICT ARTS COUNCIL (SDAC)

For the period 1 APRIL 2021 to MARCH 31 2022

Incorporating Conditions of Contract

Subject to Review

1. Aims of the service

To provide a fully accessible and inclusive Arts Council for the Sevenoaks District (SDAC) that;

- Champions and develops the Arts throughout the District;
- Supports all forms of artistic endeavour (including but not limited to: music; drama; visual art);
- Encourages and publicises all forms of artistic endeavour;
- Promotes collaboration on project ideas;
- Raises awareness of the artistic endeavours and opportunities through publicity including social media.

2. Key Objectives

- Represents and works in partnership with SDC in championing and developing art in the District.
- Provide small grants for artistic endeavours undertaken by Sevenoaks District groups and individuals.
- Provide underwriting grants to cover loss incurred for an event, production or project.
- Recognise, support and champion those from under-represented groups and individuals.
- Actively support partnerships and collaborations between groups and individuals to develop projects for the Arts: this does not have to include the provision of a grant each time but could include one to partners for a project(s).
- Signpost groups and individuals to other relevant potential opportunities.
- Provide opportunities to as many Sevenoaks District residents as possible to benefit from the Arts: as an artist; actor; musician; audience member.
- Enable residents to improve their wellbeing from their involvement in and enjoyment of the District's artistic endeavours.

3. Service provision

It has been agreed with SDAC that as a provider they will:

- Deliver a service that is accessible and suitable for all.
- Provide a small grant scheme open to all Sevenoaks District residents and groups: provide appropriate support to those that need assistance with the application process.
- Provide underwriting grants to cover loss incurred for an event, production or project: provide appropriate support to those that need assistance with the application process.
- Provide a well-publicised website that includes: acknowledgement of SDC's funding and includes the most current SDC logo; the application form and process for the small grants and underwriting grants schemes; news and up-dates on art endeavours in the District and any opportunities available locally, regionally and nationally.
- Actively connect and support collaborations on projects within the District: regardless of whether or not a small grant or underwriting grant is being provided.
- Signpost groups and individuals to other potential opportunities including but not limited to: funding; festivals; awards; larger projects.
- Produce, distribute and publicise a regular newsletter as well as other news releases.
- Co-operate with other Arts organisations and SDC to champion and develop art in the District.
- Attend appropriate meetings including an annual review meeting with SDC.
- Apply for external funding for service provision across the District.
- Have a clear equality and diversity policy, a copy of which must be provided if requested.
- Have relevant risk assessment and safeguarding policies in place.
- Consider the safeguarding needs of the individuals and groups being supported by a small grant or underwriting grant. Ensure that all successful applicants have an adequate and appropriate safeguarding policy in place.

- Ensure at all times that it has a sufficient workforce and resources to provide the services in accordance with the terms of this agreement.

It has been agreed with SDC that it will provide:

- Promotion of the SDAC services/organisation;
- Inform SDAC of any funding opportunities that it becomes aware of that might be suitable to bid for;
- Apply for funding on behalf of SDAC if appropriate;
- Inform SDAC of any other opportunities that it becomes aware of that the SDAC can share;
- Guidance on how to support applicants requesting a grant that might need additional help with the process;
- Guidance on ensuring groups and individuals receiving a grant have adequate and appropriate safeguarding policies in place.
- Guidance on the completion of the monitoring information required.

4. Grant Application Criteria

- The event or production must be within the applicant's artistic, production and administrative capabilities, of sufficient quality, artistic and cultural merit to warrant the commitment of public funds and be soundly budgeted, directed and controlled.
- All requests for financial assistance must be accompanied by certified accounts for the production/event and a statement of the organisation's financial position at the time.
- Applications will be considered only from exclusively amateur groups or for principally amateur productions or events.
- Members may apply for only one event per year.
- Applications should be made at least three months before the event. Where underwriting is guaranteed, claims must be made within three months of the event.
- It is a condition of financial assistance that the logos of SDC and SDAC be prominently displayed on all publicity material, including programmes.
- Any organisation applying must submit a current Safeguarding Policy, in line with SDC's requirements and approved by the Secretary who will also offer help with this if requested.

- All applications are reviewed by SDSC on a monthly basis and successful applicants will be told of the decision within 2 working days of the review.

5. Management and supervision

- The Chair of SDAC will provide supervision for the services.
- Attend an annual review meeting with SDC.
- SDAC will have a full range of policies, protocols and guidelines which support service delivery.

6. Monitoring

Data collected will include, but will not be limited to:

- The total number of grant applications received with summary details of what applied for and if rejected, the reasons for this.
- The number, names of organisation and individuals, value, aims and outcomes of small grants and underwriting grants. Including details of where any under-represented groups or individuals were supported.
- The number of new groups and individuals supported with: grants; signposting; connecting with others.
- Two case studies that have the consent of any named parties to be publicised by SDC to promote the services delivered by the SDAC.
- Data on the number of volunteers and volunteer hours used to deliver the service.
- Feedback on funding applied for and outcome.
- Feedback on emerging issues and themes for the art endeavours both in the District and regionally, nationally.
- The work to be delivered through this Agreement should meet data quality standards and maintain confidentiality in accordance with Data Protection requirements and meet best practice standards.
- A six monthly report must be submitted by the 23rd October 2021 and 23rd April 2022.

Complaints

SDAC shall ensure they have a published complaints procedure. Any complaints to SDAC about the service, should be processed by SDAC and appropriate action taken in a timely manner. Complaints data must be submitted as part of quarterly monitoring processes, as should positive comments.

7. Finance

Financial agreement

That SDAC, the provider named above, be paid £2,500 by SDC for work identified in leading to the delivery of the outcomes identified above, for the year from 1st April 2021 to 31st March 2022.

SDAC may apply for other funding available elsewhere to further extend the reach of its' service provision. SDC will provide letters of support for this.

Where funding opportunities are available to SDC that could further extend the reach of the SDAC's service provision, it may apply. SDAC will support SDC with such applications.

Invoicing procedures

SDAC to send an invoice to SDC, Argyle Road, Sevenoaks, TN13 1HG in April for the full amount in advance.

8. Cessation of agreement

- This agreement can be ceased at any time by mutual agreement, but a minimum of three months' notice must be provided by both parties.
- Neither party will be liable for any delay or failure to perform its obligations under the agreement if the delay or failure results from circumstances beyond their reasonable control. However, both parties must use their best endeavours to fulfil their obligations under this agreement.

9. Sign up

Signed by Chair of SDAC

Signature.....Name.....

Position.....Date.....

Signed on behalf of Sevenoaks District Council

Signature..... Name.....

Position.....Date.....