Grant Application Form [RFQ3]

This form must be completed and returned, with the Grant Financial Breakdown [RFQ3a].

Contract title:	Cultural Passport Programme: Grant Agreement
Type of supply:	Grant Agreement - services
Application pack includes:	Guidance and Criteria [RFQ1] Grant Agreement [RFQ2] Grant Application Form [RFQ3] Grant Financial Breakdown [RFQ3a]
Issue date:	27 July 2026
Deadline for responses:	No later than 2.00pm on 24 August 2026, by email: cultural.passport@york.gov.uk

Before completing this application, please refer to the application pack documents.

1 Introduction

Recipients are required to provide sufficient information to City of York Council within the completed '**Grant Application Form**' [RFQ3] and the '**Grant Financial Breakdown**' [RFQ3a] to enable it to respond effectively to the application.

City of York Council must be satisfied that the grant will be effective in creating the creative and cultural events detailed in the proposals, within the Grant Application Form they submit to the City of York of Council.

Received applications will be considered by the panel who will score and assess the applications against agreed evaluation criteria and make the final decision for approval.

The City of York Council will then inform successful Applicants by an Offer of Grant Letter. Unsuccessful Applicants will receive the decision and a brief feedback summary. Please note this is a competitive process with limited funds.

Please ensure that all questions within this document are completed and returned as part of your quotation. Failure to address all questions may result in your quotation being considered non-compliant.

2 Applicant information

Information only (I). An Applicant may be excluded on the grounds of providing insufficient or false information.

1. Name of Applicant:

2. Registered office address of Applicant:

3. Company registration number or Registered charity number:

4. Registered VAT number:

5. Ofsted registration number (if applicable):

6. Name of immediate and ultimate parent company or details of group structure (if applicable):

7. Please indicate trading status:

- ☐ a) public limited company
- ☐ b) limited company
- ☐ c) limited liability partnership
- ☐ d) other partnership
- ☐ e) sole trader
- ☐ f) third sector
- ☐ g) other (please specify):

8. Relevant classifications, please state which category you fall into:

- ☐ a) Voluntary Community Social Enterprise (VCSE)
- ☐ b) Small or Medium Enterprise (SME)
- ☐ c) Sheltered Workshop
- ☐ d) Public Service Mutual
- ☐ e) None of above

9. Contact details for enquiries about this **Grant Application Form** [RFQ3]:

Name:

Job title:

Address:

Telephone:

Email:

If the provision is managed by a voluntary management committee or trustees, have they had sufficient oversight of and approved this application?

☐ No ☐ Yes

3 Minimum insurance requirements

Threshold (T). The following insurances are the minimum standard requirements. You must meet these requirements in order to ensure your quotation submission can be taken into consideration. If you are not able to provide the information requested in this section or meet the standards detailed, then please do not submit a quotation as we will not be able to accept it.

10. **Insurance** - please complete details below and self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated.

    Details of your Employers (Compulsory) Liability insurance:

    Level of insurance (minimum required £5m):

    Insurer:

    Policy number:

    Extent of cover:

    Expiry date (DD/MM/YYYY):

    Attached document file reference:

    ☐ I confirm that I have, or will have, the necessary insurance in place should your quotation be accepted.

Details of your Public Liability Insurance:

Level of insurance (minimum required £5m):

Insurer:

Policy number:

Extent of cover:

Expiry date (DD/MM/YYYY):

Attached document file reference:

☐ I confirm that I have, or will have, the necessary insurance in place should your quotation be accepted.

4 Conflicts of interest

The Authority may exclude the Applicant if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Applicant to inform the Authority, detailing the conflict in a separate Appendix.

Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Applicant.

Information only (I). An Applicant may be excluded on the grounds of providing insufficient or false information.

11. Is any Director, Partner, Associate or Company Secretary of the Applicant an employee or officer of the Authority or been employed by the Authority?

    ☐ No

    ☐ Yes

    If yes, provide details:

12. Does any Director, Partner, Associate or Company Secretary of the Applicant have a relative who is employed by, or is an officer of, the Authority?

    ☐ No

    ☐ Yes

    If yes, provide details:

5 Economic and financial standing

This section will be used to assess the overall financial stability of your organisation. The threshold for each question is that the requested information is provided. The threshold for the whole of this section is that the Authority is satisfied with your organisation's financial stability.

In assessing an organisation's financial stability, the Authority will review the accounts and any relevant accompanying financial information submitted. They will calculate profit and working capital ratios and net worth and review turnover levels, observing trends over recent years.

Financial references and internal credit checks will be undertaken to analyse your organisation's financial position and determine the level of risk it would represent to the Authority, having regard to the contract requirement and value, criticality and the nature of the market. The assessment of risk is based on sound business judgement rather than just a mechanistic application of financial formulae. If the Authority deems the financial position of the organisation to be acceptable, the threshold is passed.

Depending on timescales, further financial checks may be carried out by the Authority between receipt of tenders and contract award which may impact on the contract award decision.

Threshold (T). Provision of copies of last years audited accounts.

13. Please provide relevant documentation which demonstrates that your provision is financially sustainable including a cash flow forecast that indicates financial sustainability following the expansion.

    - balance sheet
    - profit and loss account, including turnover and cost of sales
    - full notes to the accounts
    - Directors' Report and Auditors' Report (if applicable)
    - Charity Commission submitted annual returns, accounts and trustees annual report (where applicable)

    The Authority may need to ask for further information regarding past accounts if there is anything of concern identified in the last years accounts.

14. Track record with Ofsted or Independent Schools Inspectorate **(if applicable)**. Provider is rated Outstanding, Good, Met, or equivalent.

15. Total cost of project is within maximum revenue grant allocation outlined in the Applicant's specification and information pack. (including alternative sources of funding).

16. Minimum of one year's recent experience providing early years and childcare either as an organisation, childminder or in a managerial position in a childcare organisation **(if applicable)**.

Exclusion grounds - Grounds for mandatory exclusion

Regulations 57(1) and (2) - The detailed grounds for mandatory exclusion of an organisation are set out on GOV.UK web page 'Exclusion Grounds: Public Procurement – mandatory grounds', which should be referred to before completing these questions.

See: https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq/annex-d-exclusion-grounds-public-procurement-html.

17. Please indicate if, within the past 5 years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.

    Participation in a criminal organisation:

    ☐ No ☐ Yes

    Corruption:

    ☐ No ☐ Yes

    Fraud:

    ☐ No ☐ Yes

    Terrorist offences or offences linked to terrorist activities:

    ☐ No ☐ Yes

    Money laundering or terrorist financing:

    ☐ No ☐ Yes

    Child labour and other forms of trafficking in human beings:

    ☐ No ☐ Yes

If you have answered ‘yes’ to any of the above, provide further details, including date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted, and if the relevant documentation is available electronically, provide the web address, issuing authority, precise reference of the documents:

If you have answered ‘yes’ to any of the above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

Regulation 57(3) - Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?

☐ No ☐ Yes

If yes, provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines:

Please Note: The Authority reserves the right to use its discretion to exclude an Applicant where it can demonstrate by any appropriate means that the Applicant is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Exclusion grounds - Grounds for discretionary exclusion

Regulation 57 (8) - The detailed grounds for discretionary exclusion of an organisation are set out on a GOV.UK web page 'Exclusion Grounds: Public Procurement – discretionary grounds', which should be referred to before completing these questions.

See: https://www.gov.uk/government/publications/ppn-0324-standard-selection-questionnaire-sq/annex-d-exclusion-grounds-public-procurement-html#discretionary-exclusions-grounds.

18. Please indicate if, within the past 3 years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation:

    1. Breach of environmental obligations?

    ☐ No ☐ Yes

    2. Breach of social obligations?

    ☐ No ☐ Yes

    3. Breach of labour law obligations?

    ☐ No ☐ Yes

    4. Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?

    ☐ No ☐ Yes

5. Guilty of grave professional misconduct?

☐ No ☐ Yes

6. Entered into agreements with other economic operators aimed at distorting competition?

☐ No ☐ Yes

7. Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

☐ No ☐ Yes

8. Been involved in the preparation of the procurement procedure?

☐ No ☐ Yes

9. Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?

☐ No ☐ Yes

Please answer the following statements:

10. The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.

☐ No ☐ Yes

11. The organisation has withheld such information.

☐ No ☐ Yes

12. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.

    No ☐ Yes ☐

13. The organisation has influenced the decision-making process of the City of York Council to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

    No ☐ Yes ☐

14. If you have answered ‘yes’ to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

6 Pre-application criteria

Applicants must read the **Guidance and Criteria** [ref:RFQ1] document and answer ‘yes’ to **all** of the following pre-application criteria in order to apply for this grant funding.

Is the proposed project based within the York and North Yorkshire Combined Authority boundary?

☐ No ☐ Yes

Is your organisation based within the York and North Yorkshire Combined Authority boundary?

☐ No ☐ Yes

For a map of the York and North Yorkshire Combined Authority boundary see: https://www.northyorkshire-pfcc.gov.uk/rrm/current-map.

Is the proposed project targeting attendees from areas of greatest deprivation?

☐ No ☐ Yes

To see proposed areas visit GOV.UK and view a map showing the Index of Multiple Deprivation (IMD). Select a 'Type of deprivation': Income deprivation affecting children (IDACI), then select 'Geography Level': Lower layer super output areas (LSOAs), and ensure you’re inside the York and North Yorkshire Combined Authority boundary that is more deprived than 50% and upwards of neighbourhoods in England. See: https://deprivation.communities.gov.uk/maps?type=imd&geog=lsoa#5.35/52.205/-7.147

Does the proposed project provide a creative and cultural activity or activities free of charge to:

1) young people of secondary school age, 11 to 18 years old

2) based within the York and North Yorkshire Combined Authority boundary?

☐ No ☐ Yes

Does the proposed project increase knowledge and understanding of the positive impact creativity has on health and wellbeing?

☐ No ☐ Yes

Does the proposed project support sustainability and local growth in the creative and cultural sector?

☐ No ☐ Yes

Does the proposed project promote up-skilling and career or educational opportunities?

☐ No ☐ Yes

Does the proposed project develop local creative talent?

☐ No ☐ Yes

Does the proposed project promote community cohesion?

☐ No ☐ Yes

Award criteria

7 Quality questions

Applicants must **fully** answer the following quality questions in order to quote for this grant funding.

These quality questions make up 100% of the scoring process.

1. Overview: word limit: 500, weighting: 5%.
2. Participants: word limit: 550, weighting: 15%
3. Delivery: word limit: 350, weighting: 10%
4. Educational and career development: word limit: 350, weighting: 10%
5. Wellbeing and personal development: word limit: 350, weighting: 10%
6. Accessibility and inclusion: word limit: 350, weighting: 10%
7. Marketing and promotion: word limit: 350, weighting: 10%
8. Financial: word limit: 350, weighting: 10%
9. Local growth: word limit: 350, weighting: 10%
10. Evaluations: word limit: 350, weighting: 10%

Question 1: Overview (word limit: 500, weighting: 5%)

Please provide an overview of the proposed project.

Consider:

- the types of activities
- the short-term and long-term goals
- how they will benefit the participants
- any previous experience or evidence if this is a continuation or extension of an existing project

Question 2: Participants (word limit: 550, weighting: 15%)

Who are the intended young people participating in this project, and why are you targeting them?

Consider:

- targeted age range
- location or area of the participants
- location or area for the activity
- projected attendance overall and per session
- how to ensure the programme reaches participants from areas of greatest deprivation
- how to overcome the challenges of active participation with this age group

Question 3: Delivery (word limit: 350, weighting: 10%)

Describe the delivery plan of the proposed project and who will deliver it?

Consider:

- a timeline of the full life cycle of the programme from planning to the delivery and evaluation stages
- the links with key dates, for example, term times, public holidays, exam season

Question 4: Educational and career development (word limit: 350., weighting: 10%)

How will your programme support participants' future education, career aspirations, and/or employability skills?

Consider:

- links with educational bodies or schools
- links with industry professionals providing 'real-world' experience
- Enhancing broad and unique skillset
- futureproofing the sector for the next generation
- the aims of both the York and the North Yorkshire Cultural Strategy

Question 5: Wellbeing and personal development (word limit: 350, weighting: 10%)

How will the activity give the participant access to new cultural experiences, and how will this benefit their personal development?

Consider:

- participants physical, mental and/or social wellbeing
- the post-pandemic impact on young people
- the increasing reliance on technology
- limitations and barriers they might have faced in the past

Question 6: Accessibility and inclusion (word limit: 350, weighting: 10%)

How will you ensure your project is accessible and inclusive?

Consider:

- both participants and the activity providers or artists
- types of barriers, for example, socio-economic, minority groups, rural communities
- Supporting young people not regularly attending school

Question 7: Marketing and promotion (word limit: 350, weighting: 10%)

Please provide your marketing and promotion plan.

Consider:

- how this ensures maximum targeted participation
- links with schools, youth organisations, community groups etc
- a breakdown of costs which can link to the **Grant Financial Breakdown** [RFQ3a

Question 8: Financial (word limit: 350, weighting: 10%)

How will your proposed project offer value for money to ensure a competitive ‘cost per child’?

Consider:

- quality of experience
- costs for young people with additional needs
- budget and sustainability
- a breakdown of costs which can link to the **Grant Financial Breakdown** [RFQ3a]

Question 9: Local growth (word limit: 350, weighting: 10%)

How will the proposed project impact local growth in the creative and cultural sector? Consider:

- immediate impact and future impact
- promoting community cohesion
- facing current challenges

Question 10: Evaluations (word limit: 350, weighting: 10%)

How will you measure the impact of your proposed project on participants?

Consider:

- quantative data measuring processes
- qualitive data e.g. student case studies
- presenting outputs and outcomes

8 Pricing

Please complete the **Grant Financial Breakdown** [RFQ3a] spreadsheet.

Applicants must fill in whether they are quoting for each line item, and their total price for delivery of the placements within the Grant Agreement.

9 Declaration

It is a mandatory requirement that organisations complete and return this signed declaration with their submission.

Electronic signatures or the name and position of the designated person is sufficient.

To: City of York Council, West Offices, Station Rise, York, YO1 6GA

1. We hereby agree to provide the goods/works/services as specified in this **Grant Application Form** [ref:RFQ3] and set out in the **Grant Financial Breakdown** [ref:RFQ3a] in accordance with the Authority's draft **Grant Agreement** [ref:RFQ2] contained in this application pack. We confirm that the prices set out in this quotation exclude VAT.

2. We agree that this quotation, together with the Authority's written acceptance and the signed **Grant Agreement** [ref:RFQ2] will constitute a contract between us.

3. The organisation confirms that appropriate insurance, safeguarding, risk assessments, Safer Recruitment checks (including DBS) and first aid arrangements are in place before any activity is undertaken.

Signed: _____

Position: _____

Signed: _____

Position: _____

Organisation:	
Address:	
Telephone:	
Email:	
Contact name:	