

**Tendring Local Cultural Education Partnership (LCEP)
Creative Micro-Grants Pilot Programme 2026**

Creative and Culture Application Form

Objective:

The Tendring Local Cultural Education Partnership (LCEP) Creative Micro Grants Pilot Programme aims to support the delivery of high quality, locally based creative and cultural activities for children and young people aged 0-18 (up to 25 with SEND) across Tendring.

The programme seeks to enable organisations, artists and community groups to develop inclusive opportunities that engage young people in arts, culture, and creativity. Funded projects should contribute to widening participation and ensuring that all children and young people, regardless of background, have access to meaningful cultural experiences.

The grants are designed to remove barriers to participation, improve accessibility, and help reduce inequalities in cultural engagement across the district.

GRANT DETAILS

Maximum Fund

A minimum of 4 projects funded.

Key Deadlines

All funded activity must be completed and grant expenditure incurred by 24th September 2026.

Total Funding Allocation

£2,035.45

Timeframe

Activity	Date
Creative Micro-Grants Open	3 rd July 2026
Application Close	12 th July 2026
Scoring and Assessment	13 th July 2026
Notification	15 th July 2026
Delivery and Monitoring Reports submitted	24 th September 2026

KEY POINTS

Target Areas

All activity must take place within the Tendring District to maximise the benefit for local children and young people.

Supporting the Local Creative Economy

The programme aims to work with local artists and freelancers to deliver high quality activities, mentoring and skills development, while supporting the local creative economy. By working locally, the programme aims to help make opportunities more accessible, reducing costs, limiting the need to travel, and increasing the availability of creative activity within the community.

Eligibility and Application Process

Applications are invited from:

- Schools (primary, secondary and colleges)
- Youth organisations
- Community and voluntary organisations
- Cultural and creative organisations
- Individual artists/creative practitioners (in partnership with a school or youth organisation)

Applicants must submit a proposal outlining:

- Confirmation that all pass/fail criteria have been met
- A clear description of project aims, objectives and proposed activity
- A detailed and realistic budget breakdown
- Anticipated outcomes, outputs and overall impact of the project
- Plans for sustainability and legacy beyond the grant period

EXPECTED OUTCOMES

Funded projects should aim to deliver a number of the following:

- Increased access to local creative and cultural activity, with a focus on maximising opportunities for young people
- Strengthened partnership between the Council, schools and cultural organisations
- Delivery of high quality, low cost and high impact programming
- Meaning engagement with local heritage and sense of place, where appropriate
- Development of sustainable, scalable or repeatable activity models
- Improved inclusion, diversity and accessibility in cultural participation
- Positive and measurable impacts on health and wellbeing

ELIGIBLE COSTS

Eligible costs may include:

- Programme or activity costs
- Venue hire
- Hire of equipment
- A proportion of costs associated to salary.

Non eligible costs include:

- Where funding would breach legislation

- Projects outside the area which do not meet residents needs
- Activities which are discriminatory
- Projects not aimed at young people
- Projects that could bring the Council into disrepute
- Cost towards banking charges or repayment of debt
- Illegal activity
- Promotion of gambling or political views
- Gifts and Prizes
- Alcohol

EQUALITY AND ACCESSIBILITY

The Council will endeavour to ensure eligible organisations have an opportunity to bid for funding with a fair chance of success and so will:

- Provide accessible application forms and provide officer or partner support if requested
- Promote funding opportunities for example on the website, sharing with partners and reaching out and highlight eligibility criteria with sufficient time for applicants to bid
- Seek to advance equality of opportunity
- Consider applications from groups targeting protected characteristics as an opportunity to advance equality of opportunity
- Assess applications on their merits and applicability to the grant fund criteria
- Where appropriate, equality impact assessments may be used to support the funding process.

ASSESSMENT

When assessing applications they will be reviewed to ensure they:

- Are consistent with the Corporate Plan and Council priorities and any terms or conditions imposed on the Council where the budget is obtained from an external body.
- Clearly meet the criteria that the Council wishes to achieve and the purpose of the funding
- Identify how the funding will be spent in accordance with the criteria
- Identify the monitoring proposed to be undertaken to ensure the project aims are met
- Comply with all relevant legislation including safeguarding where necessary

See *Appendix A_LCEP Micro-Grants Scoring Criteria* for full guidance on how applications will be assessed.

Conclusion:

The Tendring Creative Micro Grants pilot programme provides an opportunity to support children and young people across the district to access high quality creative and cultural experiences. Through small scale, targeted investment, the programme seeks to:

- Reduce barriers to participation
- Strengthen local partnerships
- Support inclusive and sustainable creative activity

By enabling collaboration between schools, community organisations, and creative practitioners, the programme will contribute to long term cultural engagement, skills development and wellbeing of young people across Tendring.

Please provide details in the **WHITE** text boxes provided.

Tendring Local Cultural Education Partnership (LCEP) Creative Micro Grants Pilot Programme 2026	
<i>Applicant Name:</i>	
<i>School/Organisation/Business Name:</i>	
<i>Preferred Telephone Number:</i>	
<i>Email Address:</i>	
<i>Website Address (if applicable):</i>	
<i>Name of Your Project/Programme:</i>	
<i>Charity/Companies House Number (if applicable):</i>	

Scored question

About you:

- Briefly describe your school, organisation, group, or creative practice. Include what you do and, if relevant, how many people you typically work with.
- Include a brief outline of your track record.

YOUR PROJECT

Scored question

Please tell us more about your project. You can use the prompts below to help guide your answer:

- Why are you delivering this project? What needs or issue does it address?
- What do you want to achieve? Outline the main aims or targets for your projects?
- Who will benefit and how? How will children and/or young people to 16 years old (up to 25 with SEND) in Tendring benefit from taking part?
- How does your project support the Council's priorities? (For example: community wellbeing, inclusion, or supporting young people).
- How will you make the project accessible? Tell us how you will reduce barrier to participation (e.g. cost, location, confidence, transport or inclusion needs).
- When will your project take place? Include how long it will run and key dates or timescales.
- How does your project link to LCEP and Creative Tendring priorities? (For e.g. creativity, inclusion, partnerships, wellbeing or heritage).

DELIVERY AND IMPACT

Scored question

Please provide the following details about your project?

- *Project timing and location.
How long will your project or event run for, and where will it take place?*
- *Partnership working.
Are you working with any schools, youth organisations, cultural organisations, or artists? Please tell us who you are working with and how you will work together.*
- *Legacy and longer term impact.
What lasting difference will your project make? For example, will it lead to ongoing activity, new skills, stronger partnerships, or a model that could be repeated in the future?*
- *Confirmation that all delivery and evaluation reports will be submitted by 24th September 2026.*

FINANCE

Include full finance information outlining costs and any match funding.

- *Have you received grant funding before? Please outline further detail including funder, amount and whether any funding was returned unspent.*

- *What would be the impact of lower funding being allocated on the deliverability of the project.*

- *Details of previous grant awards for the Council within the last five years*

DECLARATIONS OF INTEREST

Please outline any potential declarations of interest if applicable:

--

MONITORING AND COMPLIANCE

Successful applicants will be required to:

- *Provide a short final report, including evidence of how the grant was spent*
- *Share project outcomes, including photographs and participant feedback (where appropriate)*
- *Acknowledge funding support by using LCEP, Tendring District Council and UKSPF logos in all relevant marketing and publicity materials*
- *All funding to be delivered and monitoring and evaluation completed by 24th September 2026*

The following are a list of pass/fail questions

Pass/Fail questions

Please confirm you are able to meet these requirements and that funding is to be spent in accordance with the criteria outlined. **Yes / No**

That you will undertake monitoring and be able to demonstrate a defined impact with evidence that the outcomes have met the project aims. **Yes / No**

Confirm that all activity will take place with young people up to 16 (25 with SEND) within Tendring. **Yes / No**

That you will adhere to all relevant laws, including data protection, health and safety, and employment legislation and safeguarding. **Yes / No**

Confirm that the project can be completed and all funding spent by 24th September 2026. **Yes / No**

Do you owe any debts to the Council. **Yes / No**

Subsidy Control

In line with the Subsidy Control Act 2022, Tendring District Council must establish if financial assistance provided to organisations meets the definition of a subsidy under the regime. For financial assistance to be considered a subsidy, specific conditions must be met.

Have you received more than £315,000 in Minimum Financial Assistance (or similar types of funding) during this financial year and the previous two financial years?
Yes / No

ADDITIONAL FORMS

Your completed application form must be accompanied with the following (absence of information requested will delay processing of application) Insert 'YES' or 'NO' in each box.

Safeguarding Policy	
Public Liability Insurance	
Copy of recent bank statement and bank details (demonstrating that a bank account is held)	

Data Protection: Please tick. I confirm that the above details will be retained by Tendring District Council (TDC) only and may be used to inform me about any other services and/or events. By supplying this information I consent to these details being stored on the TDC database for these purposes and in accordance with the latest GDPR legislation.

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby declare that the information I have provided in this application and all the enclosures is true and accurate and that it fairly reflects my business's affairs and future prospects.

Signed.....

Print Name.....Date.....

Position
in Organisation

Notes:

- Please ensure that all questions are answered fully.
- Absence of information requested may invalidate your application.

Please send your completed form, with all the necessary information requested, either by email to culture@tendringdc.gov.uk or via post, marked 'Confidential' to:

Creativity and Culture Team, Room 101,
Tendring District Council,
Town Hall,
Station Road,
Clacton on Sea,
CO15 1SE