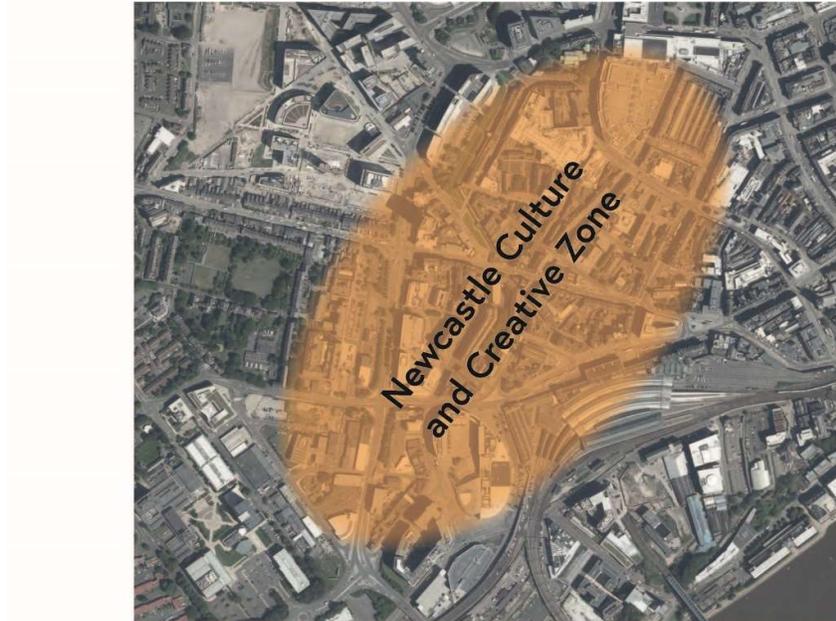


Newcastle Culture and Creative Zone



Skills & knowledge to support our current & future cultural and creative sectors – pilot projects

Open Call documentation

Version 1 – October 2022

This project is part funded by the North of Tyne Combined Authority

The North of Tyne Combined Authority is a partnership of three local authorities: Newcastle City Council, North Tyneside Council, and Northumberland County Council and the North of Tyne Elected Mayor.

**NORTH
OF TYNE**
~~~~~  
**COMBINED  
AUTHORITY**

**Newcastle**  
City Council 

**Contact Details**

Should you want to know more about the open call; or need help completing the application form, you can contact Vikki Leaney, Economic Development Officer, Email: [Vikki.leaney@newcastle.gov.uk](mailto:Vikki.leaney@newcastle.gov.uk)

This document is available in large print. Please contact us to request a copy.

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## 1. What is the Newcastle Culture and Creative Zone

Newcastle's new Culture and Creative Zone (CCZ) is located in the heart of the city centre's conservation area; bordered by the Grainger Market to the north, Centre for Life to the south, Discovery Museum to the west, and Common Room to the east. The Zone is at the forefront of the reinvention and revitalisation of Newcastle city centre, while also packed with architectural interest and a rich history. Already populated by a wealth of well-established cultural and creative organisations and with excellent communication and public transport links, our ambition is to make the area the destination in the North-East to develop a creative career – with a distinctive profile and ambience; workspace, skills and business development opportunities available cheek-by-jowl; and creative making, sharing, networking and social facilities on every street and street corner.

Accessible and easily navigated by pedestrians, the Zone is close to the two universities, Newcastle College and the diverse communities of the west end of the city, and will appeal to, and support, artists and creative entrepreneurs who want to establish and develop practices and businesses that that will flourish in the future.

The programmes and opportunities provided by the Zone will be tailored:

- to meet the needs of existing cultural operators
- to attract and retain creative talent
- to facilitate the development of a diverse and highly skilled creative workforce for the future
- to champion the development of sustainable, low-carbon, cultural production; and
- to catalyse the growth of the cultural economy and the wider economy of the city

We also aim to create a distinctive new cultural destination for participants, residents and visitors.

We have secured £1.7m from the North of Tyne Combined Authority (NTCA) to deliver a programme of activity over the next 5 years that will help us achieve our vision for the Zone. Our new funding will allow us to fund programmes of activity and events that will help boost the local cultural and creative sector and hopefully catalyse further investment. The way this support is provided is likely to change over the next 5 years.

In the first instance, we are inviting organisations to come forward with their own proposals to run '**pilot projects**' (these could be in the form of workshops, training, events or networks for example) that will help address key challenges identified by the sector. We are keen to invite applications from organisations or partnerships with a range of experience and are particularly keen to see activity that is new or enhances existing good practice available to the sector.

The relative success of these 'pilot projects', and the process of awarding funding, will help inform how we direct our remaining resources throughout the programme's 5 year time frame.

## 2. What will be supported?

There are three broad strands of activity that form the focus for this open call. These are:

- A. Young people (16 – 25) & those not currently working in, or without access to, the sector
- B. Artists and freelancers (business skills and creative practice)
- C. Developing the skills of those already in the industry

Within each strand of activity, we have identified a range of **challenges**. Within the application form, applicants will need to explain which **challenge(s)** will form the focus of their pilot project, and how their activities will address them. There is no requirement to address more than one **challenge**.

**A. Young people (16 – 25) & those not currently working in, or without access to the sector**

**1. Challenges**

**Advice on the opportunities available with established creative organisations in the city** and how to find and make the most of them

**2. Advice around starting up a creative business.** This could include 1:1 in-person support, group activities, online content, events etc. Focused on the practical steps involved (which could include, for example, legal and financial responsibilities, finding and securing workspace, setting up a website, learning how to sell yourself and your work, time management, keeping skills up to date, public relations and forging positive relationships with press and media, how to build networks), alongside broader confidence building. Support could include bursaries and small grants. This could include the involvement of successful individuals/businesses from the sector with real world experience (e.g. freelancers/agents/artists/artists representatives/gallery owners/theatre managers), encouraging 'critical friends'.

**3. Raise awareness of varied careers in 'backstage' roles; and improve pathways into them.** As an example, theatre producers, music managers, music publishers, prop makers, sound engineers, lighting designers, camera operators, make-up artists, marketing, business management, fundraising, artists agents/representatives, public sector funders/policy makers.

**4. Tailored provision for 'mature' entrants to the sector and those wishing to change career,** reflecting their specific challenges and attributes.

**B. Artists and freelancers (business skills and creative practice)**

**Challenges**

**1. Informal mentoring of grassroots artists and freelancers by trusted colleagues and peers**

**2. Events programmes bringing artists and freelancers together to focus on business skills and creative practice,** perhaps peer-led, featuring experts based locally and nationally

**3. Activity that links creative practitioners with businesses in other industries**

**4. Activity that enables the development of a sustainable creative career.** This could include advice around pitching for work; bid writing, identifying new markets; business models; pricing; payment; tax and regulations, promotion (offline and online, including social media and websites), specifically related to cultural and creative sub-sectors and/or the relative maturity of the artist/freelancer

**5. Opportunities for networking with similar organisations in similar situations**

**C. Developing the skills of those already in the industry**

**Challenges**

**1. Development of skills in the 'business of creativity'** e.g. theatre producers, music managers, music publishers

**2. Development of backstage technical skills** e.g. prop makers, sound engineers, lighting designers, camera operators, make-up artists

3. **Developing an understanding of what is required to develop/operate your own sustainable cultural and creative workspace.** Themes this may address include planning; maintenance; regulations (inc. temporary events notices); legal; financial; business models; securing investment
4. **Developing the skills of those who wish to preserve the heritage of buildings and their surroundings**
5. **Developing an understanding of what is required to establish a culture and creative sector focused not-for-profit organisation**

While the beneficiaries (i.e. the individuals and businesses that will benefit from these interventions) do not need to be based within the Newcastle Culture and Creative Zone; all applicants will be expected to demonstrate how their activities will have a tangible (visible / noticeable) impact within the Zone and/or the Zone's objectives. Those with the greatest tangible impact will be scored more favourably.

Some of the beneficiaries of your activity may be based outside of Newcastle, North Tyneside or Northumberland. This is allowable, as long as they only make up a small percentage of your overall beneficiaries. These cannot be included within your output targets.

This call is focused on funding 'pilot projects'. That means we want to prioritise funding towards activities that are trying something new, or expanding an existing programme of support in a different way. As an example, applicants may wish to think about different ways of delivering support; sharing and promoting activity; exploring more unusual artforms or practices; or tailoring activity to address specific underrepresented groups.

Each applicant should be able to explain how their pilot project could be used as a learning exercise to inform future delivery and why it would (uniquely) accelerate the growth of the cultural and creative sectors.

By their nature, pilot projects are relatively short-term. There should be no expectation of follow-on funding from the Culture and Creative Zone programme. As such, it may be difficult to identify where your beneficiaries could progress to once the funding ends. Applicants able to give this some consideration will be scored more favourably.

#### **D. Can I apply?**

You can apply if you are a legally constituted body e.g. a voluntary and community organisation, a social enterprise, a private business, a registered charity, a statutory or non-statutory public organisation etc. For the purpose of this document we will use the word "organisation" to describe all who can apply.

We do not approve projects submitted by informal groups, individuals or sole traders. If this excludes you from applying, you may wish to consider submitting a partnership bid – further details are found in the next section. If you are an informal group interested in applying for funding, we may be able to offer some advice and support to help you become a formalised group.

An organisation can only submit one application under this call, unless they are also part of a wider partnership application. Applicants can be part of more than one partnership application.

It is possible to submit an application where your organisation is the sole deliverer, and also form part of other partnership bids.

**E. Can I apply in partnership with other organisations?**

Yes. You can submit a joint application with your partners. You will need to identify one lead partner who will submit the application, sign the grant agreement on behalf of all the partners and will be responsible for the whole project (including activities delivered by other partners). You will need to have a Partnership Agreement in place which will clarify roles and responsibilities of each partner before we issue a grant agreement for your project.

An applicant is able to be part of more than one partnership bid (for instance if they are providing wider admin services for a range of other partners), but you must be able to demonstrate in your application that you would have sufficient capacity to fulfil all your partnership bids should they be successful.

**F. Where does my organisation need to be located to apply?**

There are no formal requirements for where your organisation has to be located. However, you must be able demonstrate you have a clear understanding of the needs of the local culture and creative sector. This implies that you may be located in close proximity to the communities you support.

**G. Where can my project's activities take place?**

There are no restrictions on where your activity should take place, or whether this activity should take place in person or virtually. However, where it is appropriate to do so; we will look favourably upon activity that takes advantage of the existing cultural and creative assets both inside buildings and in the public spaces found within the Zone.

When considering where your activity should take place, consider the needs of our target beneficiaries; all of whom should be based within Newcastle, North Tyneside or Northumberland.

**H. What outputs does my project need to deliver?**

As a minimum your project will need to deliver against one or more of the following outputs.

- **Direct jobs created** - Permanent (minimum of a 12-month contract) full time equivalent (minimum 35 hrs a week) jobs created as a result of the NTCA investment. Verification includes sign-off by a senior rep of the organisation, and details of type of job will be required (e.g. job title, salary, contract type). We assume 10-15% of businesses supported will create 1 FTE job. Part time jobs created will be reported at a pro-rata basis.
- **Direct jobs safeguarded** - An existing permanent job which is at risk of being lost prior to support. At risk is defined as being forecast to be lost within 1 year had it not been for the intervention. Verification includes formal documentation confirming job was at risk, and details of the type of job (e.g. job title, salary, contract type). We assume 10% of businesses supported will safeguard 1 FTE job. Part time jobs safeguarded will be reported at a pro-rata basis.
- **Number of enterprises receiving support** – this could include consultancy, information, diagnostic advice and guidance to individual businesses, as well as financial assistance for

investment that results in the production of goods and/or services. Open to all sizes of business. Activity can be delivered face-to-face, by telephone or web-based dialogue, through conferences, seminars, meetings, and workshops, and can include one-to-one or in groups. Activity should ultimately improve the performance of the business. Business should be registered as trading, but could include freelancers and individual artists. There is no requirement for each intervention to last a certain number of hours in order to be valid.

- **Number of residents who have received a direct intervention in line with the aims of the programme** – Beneficiaries must be able to evidence they reside in the North of Tyne area (Newcastle, North Tyneside or Northumberland) and are legally able to take paid employment in the UK. We must record evidence of registration, evidence of intervention, and evidence of exit and impact. Further evidence on participants including but not limited to age, gender, socio-economic disadvantage, disability, employment status will be required upon entering and on leaving the programme/intervention.

You will need to assess and explain in your application which of these outputs your project will be capable of achieving and what your target numbers are. If your project is successful, they will be included in your grant agreement and you will be monitored against your progress towards meeting these targets. You will be required to collect and retain evidence of achieving these targets – a list of items of evidence for each output is included in **Annex 2 – Eligibility of beneficiaries**.

**I. How much funding is available?**

The maximum level of funding you can apply for is £50,000. This is the same for both individual and partnership bids. The minimum level of funding you can apply for is £5,000. If the cost of your activity is likely to fall below £5,000, you may wish to form a partnership bid with other like-minded organisations. If this is the case, you can speak to the Culture and Creative Zone team and we will happily point you towards other organisations you may wish to partner with.

Applications at the higher end of this range will be expected to deliver a proportionately higher number of outputs and/or address a broader range of **challenges** and/or focus on a specific underrepresented group(s) that means engagement and/or delivery is more expensive.

We have initially earmarked £250,000 of our overall budget towards grant awards through this particular call. Depending on the quality of the submissions, we may choose to increase our budget so we can award more grants.

**J. Do I need to have any other funding for the project?**

No. We can fund 100% of your eligible costs. However, you may want to consider whether the scale of your project could be increased if you were able to secure additional sources of funding (e.g. other grants, own resources, staff / volunteer time, crowdfunding etc).

**K. When does this activity need to take place?**

In this funding round we will be investing in 'pilot projects', the success of which we will monitor and evaluate before we open a second round of funding. The maximum duration for pilot projects is therefore 12 months. It is reasonable for the completion of project spend and the collation of output evidence to continue after the delivery phase of your project has ended.

Project delivery can commence immediately after a project has been approved. The earliest we currently envisage delivery could start would be November 2022, though most activity is likely to take place throughout 2023/2024.

Those projects able to start delivering (i.e. spending or recording outputs) early will be scored more highly than those that take time to ramp up.

#### **L. What is the application process?**

We have a two-stage application process:

##### **Stage 1 – Expression of Interest**

- Carefully read this document and ensure you are clear on the rules and requirements.
- Attend our information sessions or visit our webpages for any updates <https://www.newcastle.gov.uk/our-city/culture-newcastle/cultural-and-creative-zone>
- Speak to our Culture and Creative Zone team by emailing the CCZ project Manager Vikki Leaney [vikki.leaney@newcastle.gov.uk](mailto:vikki.leaney@newcastle.gov.uk) to outline your idea and arrange a conversation if required **This outline and subsequent conversations are your expression of interest (there is not a form to fill in at this stage).**
- Should our team then be satisfied your proposals are in line with our requirements, you will be added to the pipeline and provided with a Full Application Form.

##### **Stage 2 – Full Application**

We will send you a Full Application Form (as mentioned above).

We recommend that you do the following before you submit your Full Application:

- Continue to liaise with Culture and Creative Zone team who can help you complete your application.
- Ensure you are clear on rules and requirements, if in doubt, ask.

You need to fill in the application form and email it to: [businesssupport@newcastle.gov.uk](mailto:businesssupport@newcastle.gov.uk).

Assessments of the applications will take place on a rolling basis (currently there is no deadline on this call, this may change later on in the process as more projects are supported) with the first assessment meeting taking place in November 2022; and then approximately every month after that.

The panel will be largely made up of Council officers, but may also include representation from the North of Tyne Combined Authority and the Arts Council.

#### **M. How will my application form be assessed?**

Our panel will discuss your application, score it and decide if it should receive the grant. Before we make our decision, we may have some queries or may need some clarifications. If this is the case, we will contact you and you will need to provide clarifications within a given deadline. The panel will consider the following:

| <b>Essential Considerations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Does the project contribute to achieving the Newcastle Culture and Creative Zone’s aims and objectives?</li> <li>• Does the project address the specific <b>challenges</b> highlighted in the Open Call document?</li> <li>• Does the project address <b>challenges</b> highlighted in the Open Call that others haven’t?</li> <li>• Will the project support our target beneficiaries?</li> <li>• Can the project start delivering outputs quickly?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Additional Considerations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• How well does the applicant understand the current needs, obstacles and barriers faced by individuals and organisations within the sector?</li> <li>• How well do the project activities address the needs, obstacles and barriers of the applicants target group of beneficiaries?</li> <li>• Are the project’s activities clearly defined?</li> <li>• How well does the project incorporate inclusivity and environmental sustainability into its activities?</li> <li>• What is the level of outputs the project proposes to achieve and is it proportionate to the level of funding requested? A special consideration will be given to new or innovative projects acknowledging these approaches</li> <li>• Does the project provide value for money? i.e. is there evidence that the applicant has taken reasonable steps to keep costs low where possible</li> <li>• Does the applicant ensure there is no duplication of activity with other similar projects?</li> <li>• What is the added value of the project? i.e. what will be achieved as a result of this project that wouldn’t have happened anyway? Will there be any knock-on positive effects resulting from this project?</li> <li>• Does the applicant have the capacity to deliver the proposed project?</li> </ul> |

**N. When will I get a decision on the Full Application?**

After the first assessment panel, we aim for the panel to report back the outcome to applicants within 10 working days. Further panel meetings will take place approximately every month until the call closes or while there are applications to consider.

**O. What happens if I’m not offered a grant?**

If your application is not successful, we will explain the reasons. You cannot appeal the decision. However, if you choose to address the issues and apply again at a later date, you are welcome to do so and there will be support available to help. You may also apply in the future for a different project.

**P. What happens if I’m offered a grant?**

We will write to you and explain if we need to receive any additional information / documents from you. This may include a copy of a signed Partnership Agreement (if relevant) etc.

Once we have received all the information and documents from you, we will issue your grant agreement and send it to you to be signed by a person authorised to represent your organisation.

Once you have returned your signed grant agreement to us, a representative of Newcastle City Council will sign it and we will send you back your original.

We expect that your project will start soon after signing the grant agreement (in line with the start date that you stated in your application form).

We will arrange to meet with you to discuss all aspects of the delivery of your project and Terms and Conditions of the grant. This will be the opportunity to talk in detail about payments, reporting, monitoring, evidence etc.

Throughout the project, we will keep in touch, and continue to help you make a success of your project.

**Q. How will I be paid?**

You will be paid in arrears. This means that you need to pay for project's costs, invoices and receipts first and we will reimburse you.

In exceptional circumstances, advance payments may be possible. These would be considered on a case-by-case basis, and there should be no assumptions about their availability.

You can be paid on a quarterly basis. In exceptional circumstances, we may be able to pay on a monthly basis. This will be agreed with you at the point of signing the Grant Agreement.

You will be paid based on the actual costs of the delivery of your project and not on the outputs you achieve. However, if there are signs of significant problems with the delivery of your project (including the delivery of the outputs), we will discuss this with you and we may decide to suspend payments or even terminate the grant agreement.

This is the process we will follow to pay your claims:

- You pay for project's costs: invoices, receipts, staff salaries etc.;
- You e-mail a list of all the transactions (paid for in a given quarter) and a grant claim (templates will be provided) to this address: [businesssupport@newcastle.gov.uk](mailto:businesssupport@newcastle.gov.uk) by an agreed deadline;
- You send us certified copies of all financial evidence related to this claim (e.g. staff salary records such as pay slips, employers costs, payroll payments, staff timesheets as well as invoices, receipts, bank statements, check stubs etc.) by an agreed deadline; you can choose if you send:
  - o scanned evidence (pdf files) to [businesssupport@newcastle.gov.uk](mailto:businesssupport@newcastle.gov.uk);
  - o or hard copies to the address: Vanessa Nogueras Programme Support Officer, Newcastle City Council, Place Directorate, Economic Development Unit, Civic Centre, 9th floor, Newcastle upon Tyne, NE1 8QH;
  - o either way, all evidence needs to be certified to be a true copy of the original;
- Vanessa Nogueras, Programme Support Officer, will check your grant claim and verify evidence for all your transactions – she may visit you to check the original financial documents (invoices, receipts, salary records, bank statements, check stubs etc.);
- Once all the checks are successfully complete, Newcastle City Council will release the payment. We will aim for the payment to reach your bank account within 10 working days of us successfully completing the checks.

**R. How will my project be monitored?**

We will monitor all aspects of the delivery of your project:

- Activities,
- Outputs,
- Budget,

therefore you must collect and keep all the original materials linked with the delivery of your project e.g. client files, event materials (leaflets, posters, signing in sheets etc.), photos, videos, required output forms and templates, quotes etc. We would also encourage regular dialogue with our Culture and Creative Zone team so we can help address any challenges at the earliest opportunity.

The quarterly monitoring process will be as follows:

- You will e-mail quarterly progress reports and output lists (templates will be provided) to this address: [businesssupport@newcastle.gov.uk](mailto:businesssupport@newcastle.gov.uk) by an agreed deadline.
- Vanessa Nogueras, Programme Support Officer, will check your reports and output lists and she will usually visit you to check the original evidence you have kept to back them up;
- We will compare your achievements in a given quarter with your plans described in the Application Form and will use a “traffic light system” to let you know how your project is performing:
  - o Green – your project is progressing well,
  - o Amber – minor issues or delays that you can resolve next quarter,
  - o Red – major issues or delays, you will prepare and agree with us a plan of action to resolve them, we may withhold payments until certain actions have happened;
  - o Black – issues not corrected; we may terminate your grant agreement.

Our overall Newcastle CCZ project will also be subject to an evaluation and you may be required to provide information requested by the evaluators.

**S. Will I be required to link with other organisations that have received grants?**

We will encourage you to work together.

We will help you connect with the wider cohort of other organisations that will have received grants from us, perhaps through events and workshops.

We would like to create an environment where all the organisations feel comfortable working together and do not compete for clients or outputs. We will also listen to your ideas on how best to do this.

## Annexes

**Annex 1: Eligibility of costs**

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## Annex 1: Eligibility of costs

You **can** include the following costs in your project budget:

a) **Direct Staff Costs** for staff directly working on the project:

- salaries and on-costs including NI and superannuation and benefits which are part of the contractual conditions (taxable incentives linked to pay and pension contributions),
- includes internal (employed) staff or external staff (employed through agencies and/or by named delivery partners),
- please see below more information on how to calculate direct staff costs for staff members who work on more than one project;

b) **Direct Costs** which are other costs directly related to the delivery of the project (not shared or apportioned):

- Contractors and consultants who have been procured to work on the project and claim against their invoice value,
- Fees (e.g. of independent consultants / contractors),
- Accounting and audit costs,
- Bank transaction costs,
- Marketing, publicity and evaluation,
- Stationery, consumables,
- Business trips, other travel and subsistence,
- Equipment used exclusively for the project,
- Premises costs and running costs (e.g. rent, gas, electricity, water, insurance) if used exclusively for the delivery of a project,
- Projects supporting individuals can also include some of their costs e.g. costs of travel to courses, childcare costs, allowances
- Other procured goods/services/works directly related to the delivery of the project and not shared or apportioned;

c) **Shared Costs** which are other costs that would normally be shared between different projects in your organisation:

- Examples include: electricity, gas, water, insurance and other running costs in relation to premises that the project staff shares with non-project staff; course accreditation costs shared between different projects that your organisation runs;
- You can include these costs only as a flat rate calculation: 15% of eligible Direct Staff Costs (as in a) above);
- In your project budget you do not need to provide a breakdown of these costs;
- When you are delivering your project, you will not need to evidence these costs;
- It is your choice if you would like to include them in your budget or not.

Direct Staff Costs and Direct Costs must be paid for (= payment to leave your bank account) after the start date of your project and before the end date of your project.

You can include VAT in your budget if your organisation cannot claim it back from HMRC.

Types of costs that **cannot** be included in your project budget:

- Notional amounts (e.g. fees charged between departments within the same organisation, staff hours that might have been worked by staff on maternity/paternity/sick leave),
- Costs exceeding market value
- Debt interest
- Lost opportunity costs

- Costs paid for (= payment left your bank account) before the start date of your project or after the end date of your project
- Costs in relation to activity intended to influence or attempt to influence the UK Parliament, Government, or political parties,
- Costs in relation to activity attempting to influence the awarding or renewal of contracts or grants
- Costs in relation to activity attempting to influence legislative or regulatory action in the UK

**Staff working on more than one project in your organisation:**

If a staff member shares their time between more than one project, then in your budget you can only include the number of hours they actually spend on this project. To do so, before your first claim is submitted you must provide us with a written declaration from your HR department or senior figure within your organisation confirming the following for each member of staff:

- Name of staff member
- Role
- Hourly rate = latest documented annual gross employment costs / 1720 hours. If a staff member works part time, a corresponding pro-rate of 1720 hours is to be used e.g. if a staff member works 0.5 Full Time Equivalent, divide by 860 instead of 1720.
- The number of hours your staff member will work on the project.

The 'latest documented annual gross employment costs' should be evidenced by HR records and a payroll report illustrating previous 12 consecutive months' payments. For new posts or those less than 12 months old, the salary used must be comparable to those in existence for posts on a similar grade (where there is no direct benchmark, a job description, contract of employment and rationale for proposed salary should be provided). Individuals returning from maternity/paternity leave or long term sick leave (where the 12 month reference period may show reduced or no payments) should be treated as a new post.

## Annex 2: Eligibility of participants

The information below is taken from the North of Tyne Combined Authority website <https://www.northoftyne-ca.gov.uk/documents/ntca-outputs-guidance/> as is dated 4<sup>th</sup> Nov 2020. Successful applicants will be expected to report outputs and maintain evidence inline with this guidance. Should any of this information change, we will inform successful applicants at the earlier opportunity.

| <b>001 Direct jobs created</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                   | <b>Definitions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Description</b>             | Permanent (minimum of a 12-month contract) full time equivalent (minimum 35 hrs a week) jobs created as a result of the NTCA investment. All jobs counted will be additional above the agreed baseline position prior to support.                                                                                                                                                                                                                  |
| <b>Verification Evidence</b>   | Sign off by a senior representative of the organisation. Information about each job created must be available including the type of job, job titles, minimum level of qualification required for the role, salary level (or pay scale point), duration of contract, contract type. Equality and Diversity information will also be required. Evidence provided will be monitored against the employment baseline figure provided prior to support. |
| <b>Measurement Unit</b>        | FTEs                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>003 Direct jobs safeguarded</b> |                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                       | <b>Definitions</b>                                                                                                                                                                                                                                                                                                                             |
| <b>Description</b>                 | An existing permanent job which is at risk of being lost prior to support. At risk is defined as being forecast to be lost within 1 year had it not been for the intervention.                                                                                                                                                                 |
| <b>Verification Evidence</b>       | Formal document which confirmed the jobs at risk prior to support and includes information about each safeguarded job as a minimum information on type of job, job title, level of qualification, salary level (or pay scale point), duration of contract, contract type. This must be signed off by senior representative of the organisation |
| <b>Measurement Unit</b>            | FTEs                                                                                                                                                                                                                                                                                                                                           |

| <b>005 Number of enterprises receiving support</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                                       | <b>Definitions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Description</b>                                 | An overall figure for the number of enterprises supported or assisted by the project. The following criterion detail what can be counted as part of this output: <ul style="list-style-type: none"> <li>• consultancy, information, diagnostic advice and guidance to individual businesses, as well as financial assistance for investment that results in the production of goods and/or services.</li> <li>• all size of business - sole trader, micro business, small and medium-sized enterprise, large business. It includes social enterprises where these engage in economic activity.</li> <li>• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.</li> </ul> |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>• Assistance can include one-to-one or in groups.</li> <li>• Activities should support the project's objectives and be directed towards ultimately improving the performance of the business.</li> </ul> <p><b>Note:</b> Specific calls for proposals or specific conditions may require contracted projects to work with particular types of businesses. Furthermore, eligibility rules and specifically state aid rules may limit the type of businesses that may be supported.</p>                                                 |
| <b>Verification Evidence</b> | <ul style="list-style-type: none"> <li>• Record of business - Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project.</li> <li>• Support claimed through hours supported or support claimed for direct financial support: A record, electronic or paper, of support meeting the minimum threshold verified and signed by a senior member of staff in the enterprise assisted, including time period claimed.</li> </ul> |
| <b>Measurement Unit</b>      | Business Count                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>007 Number of residents who have received a direct intervention in line with the aims of the programme</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                                                                                                  | <b>Definitions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description</b>                                                                                            | Delivery partners are required to submit figures for each output in line with what was agreed at application stage on a quarterly basis. Further evidence on participants including but not limited to age, gender, socio-economic disadvantage, disability, employment status will be required upon entering and on leaving the programme / intervention. The delivery partner will also be required to submit outputs on an annual basis for verification. A sample test of this evidence may also be performed by NTCA. This may include evidence of employment, employer information, job information & participant registration forms. |
| <b>Verification Evidence</b>                                                                                  | There is no set verification template for this output (and subsets), as this may vary depending on the programme, however your response must contain information outlined in the 'verification evidence' section. Delivery partners should have some form of database or CRM system to be able to collect and provide this data. There must be data sharing agreements in place with NTCA and third-party data sharing agreements in place between the delivery organisation and participants. These agreements will be contained within the grant funding agreement.                                                                       |
| <b>Measurement Unit</b>                                                                                       | People Count                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Additional requirements for '007 Number of residents who have received a direct intervention in line with the aims of the programme'**

For a resident to participate in, and benefit from a North of Tyne Combined Authority investment, they must be eligible for support. A resident is eligible to receive support if:

- they reside within Newcastle-upon-Tyne, North Tyneside or Northumberland local authority boundaries;

- they are legally able to take paid employment in the UK;
- they are within the scope of the project outline you are delivering;
- they meet any project specific eligibility criteria (e.g. are a carer or a young person).

For each resident accessing or benefiting from an investment made by NTCA, we require evidence of eligibility to be captured and recorded. A list of acceptable evidence is available in Table 1 – Acceptable evidence of eligibility. Eligibility will be checked as part of the NTCA audit process.

**Table 1 – Acceptable evidence of eligibility**

| Eligibility criteria                        | Examples of evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proof of residence in North of Tyne</b>  | <ul style="list-style-type: none"> <li>• Utility bill (within the last 3 months)</li> <li>• Phone bill (within the last 3 months)</li> <li>• Passport</li> <li>• ID card with photo and address</li> <li>• Letter from DWP (Universal Credit or Jobcentre Plus) addressed to the individual</li> <li>• Letter from DWP (Universal Credit or Jobcentre Plus) to you acknowledging the participant is in receipt of benefits.</li> <li>• Council tax letter (within the last 3 months)</li> <li>• Any other Government or Local Authority letter addressed to the participant with address detailed.</li> </ul> |
| <b>Proof of the right to work in the UK</b> | <ul style="list-style-type: none"> <li>• Any item acceptable for proof of North of Tyne address.</li> <li>• National Insurance number</li> <li>• In some projects, eligibility of right to work may not be required. This will be agreed with NTCA in your project implementation meeting.</li> </ul>                                                                                                                                                                                                                                                                                                         |
| <b>Within the scope of the project</b>      | <ul style="list-style-type: none"> <li>• Signature from a member of staff responsible for the registration of the individual that criteria has been met.</li> <li>• Project criteria will be agreed with each project and detailed in the Grant Funding Agreement.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |

Partners are required to check eligibility in advance of supporting the resident. Where evidence of a resident’s eligibility is unavailable at the registration stage, you have a period of 3 months, or one claim period, to validate the participant’s eligibility. Participants can receive support during this time at risk to the organisation. Where participants need support to acquire evidence to prove eligibility, you can use your project budget to assist in purchasing the required evidence. We encourage you to include provision for participant support in your programme budget. Discretion must be used when incurring costs for acquiring evidence and NTCA encourage you to explore free, or cost-efficient approaches. A participant can be counted only once per Grant Funding Agreement signed with NTCA.

You must capture, record and be able to produce evidence of the resident's interaction with your project. This includes:

- Evidence of registration;
- Evidence of intervention;
- Evidence of exit and impact.

| Stage of participant journey | Minimum Information required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Acceptable evidence                                                                                                                                                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evidence of registration     | <ul style="list-style-type: none"> <li>• Name</li> <li>• A current address or postcode within North of Tyne.</li> <li>• A start date at which they joined registered.</li> </ul> <p>Although not required as standard, NTCA are serious about addressing inequalities through the investments we make. We encourage all of our partners to collect information on the participants receiving support to help us understand the impact our funding has on equalities and inclusion. Where outputs relate to a particular demographic or characteristic, further evidence may be required to prove that output.</p> <p>The equalities information NTCA would like to monitor are:</p> <ul style="list-style-type: none"> <li>• Age at joining</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Disability status</li> <li>• Socio-Economic status</li> </ul> |                                                                                                                                                                                                                                                                             |
| Evidence of intervention     | NTCA support a variety of programmes in line with our economic vision and the scope of each programme will differ greatly. You will be expected to monitor what the participant receives from the intervention, and provide the evidence collected along the way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Personal development plans and goal setting exercises.</li> <li>• Activities recording signposting and referral to positive destinations</li> <li>• Record of achieved goals i.e. supporting participant to create a CV</li> </ul> |

|                             |                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evidence of exit and impact | <ul style="list-style-type: none"> <li>• A date for which the participant has exited the programme</li> <li>• A record of the impact of the programme on the individual in line with scope of the programme. For example, any changes in economic status.</li> <li>• Evidence of any output claims for the individual</li> </ul> | <p>Evidence that a participant has left the programme includes:</p> <ul style="list-style-type: none"> <li>• A signed programme exit form</li> <li>• A signed record of a conversation between the participant and representative of the programme</li> <li>• An e-conversation where screenshots or messages are saved.</li> <li>• An audio recording of the conversation where there is sufficient evidence to prove the participant is that which the records relate.</li> </ul> <p>Where organisations are not able to collect a record of exit from a participant, they must demonstrate effort has been made to do so. Examples of this include:</p> <ul style="list-style-type: none"> <li>• Phone records to the participant</li> <li>• Direct electronic messages and texts made to the participant</li> <li>• Recorded mail sent to the address of the participant</li> </ul> |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Evidence can be collected as a screenshot, a scanned version or a photo provided the detail is sufficiently clear to validate the claim being made, and its association to the individual. Further evidence specific to the scope of the programme may be requested by NTCA. Details of this further evidence will be detailed in the grant funding agreement.

### **Annex 3: Publicity**

To support our efforts to publicise the Newcastle Culture and Creative Zone, you will be expected to make reference to the Zone in project promotional materials where applicable (e.g. websites, press releases and social media content), stating that your project/activity it is funded or part-funded by the North of Tyne Combined Authority and Newcastle City Council and using each organisation's logos (a logo pack will be provided).

An example of the wording you should use is set out below:

"This project has been supported by the Newcastle Culture and Creative Zone programme, funded by the North of Tyne Combined Authority and Newcastle City Council".

You will be expected to provide copies or screenshots of promotional materials at various stages throughout the lift-time of your project, and/or with your final claim. You should also be open to participating in wider promotional activity, organised by Newcastle City Council or the North of Tyne Combined Authority.

## Annex 4: Procurement

You will have to ensure and evidence that everything that you buy for the project (be it goods, services or works) has been purchased in a transparent and fair way and provides value for money. Procurement is a very complex area and auditors always check procurement records in great detail. Errors could result in financial penalties. We recommend that you use the table below to decide what procedure you need to follow:

| Value            | What to do?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| £0 - £2,499      | You can buy what you need without competition but you have to be able to evidence that the price is not excessive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| £2,500 - £50,000 | <p>It is not sufficient to say “we are using this supplier because we have always used them”. We need to be satisfied that your chosen supplier is providing you with the best price possible.</p> <p>Our preference is that you collect 3 written quotes or prices to demonstrate value for money. You do not have to opt for the cheapest quote if your chosen supplier provides a better level of quality.</p> <p>In some instances, it may not be possible to collect 3 written quotes or prices due to a shortage of potential suppliers. In these instances, you will need to explain what efforts you took to identify potential suppliers; and explain why your approach still demonstrates value for money.</p> |
| Over £50,000     | In the unlikely situation that you will incur a single cost in excess of £50,000, you should seek advice from the Culture and Creative Zone team before submitting your application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

All these values are net of VAT. You cannot artificially divide your purchases to lower their individual value. E.g. if you are planning 5 training sessions and would like to find a catering company to provide lunch for participants, you should estimate your catering costs based on 5 sessions and not just 1. If you are estimating that the value of your purchase may be very close to one of the thresholds listed above, we recommend that you use the more rigorous procedure.

If you are going to carry out a formal tender, we recommend that you contact us for further guidance and support and that the procurement is carried out by staff experienced in this area.

## **Annex 5: Subsidy Allowance**

The provision of any funding to the recipient is made on the basis of the Project's compliance with the Subsidy Control Rules and in line with the information provided within the recipient's approved application form.

To secure transparency that the funding will be used exclusively for the project as set out within the approved application form, the funding shall be ringfenced within the recipient's accounts.

The recipient shall comply with the Subsidy Control Rules at all times in respect of its receipt of the funding and its delivery of the project. The recipient shall ensure that all requirements of the proposed Subsidy Control compliant route are met. In those limited circumstances where the State Aid Rules are engaged by the funding, the recipient shall comply with all applicable European Union regulations and guidance in respect of State Aid. This includes, but is not limited to, those obligations relating to monitoring, aid intensities and maximum aid thresholds.

The Recipient confirms that it has and shall inform Newcastle City Council of any other public funding applied for or awarded against the Eligible Expenditure covered by this Agreement.

No payments shall be made to the recipient if it becomes subject to a recovery order following a decision from the UK Monitoring and Enforcement Body, or any other court or competent body, declaring any of the funding to be unlawful and/or incompatible with any of the Subsidy Control Rules. In those limited circumstances where the State Aid Rules are engaged by the funding, a competent body for the purposes of this clause shall include the European Commission and the European Court of Justice (ECJ).

Where the funding (or any element of it) constitutes a subsidy, the body awarding the funding is responsible for recording and publicising the award of that subsidy. The recipient consents to such disclosure as is required by the Subsidy Control Rules, in respect of awards made by Newcastle City Council including the following information being made publicly available, on an official website or a public database, within 6 months of the award being made:

- the legal basis and policy objective or purpose of the subsidy;
- the name of the recipient of the subsidy;
- the date of the grant of the subsidy, the duration of the subsidy and any other time limits attached to the subsidy; and
- the amount of the subsidy or the amount budgeted for the subsidy.

The recipient also consents to the disclosure of such information as Newcastle City Council considers necessary in responding to any interested parties who have requested an explanation of how the award of the funding respects the principles of the UK-EU Trade and Cooperation Agreement (TCA). The recipient shall be responsible for the transparency obligations of awards made by it and agrees to provide any reasonable information relating to fulfilling the compliance requirements of the Subsidy Control Rules as may be reasonably requested by Newcastle City Council.

Newcastle City Council and the recipient will be jointly and individually responsible for maintaining detailed records with the information and supporting documentation necessary to establish that any conditions set out in a funding agreement. Such records shall be maintained for 10 years following the granting of any Funding and shall be made available to the Newcastle City Council, or any of our partners, within a period of 20 working days if requested.

No funding will be released to the recipient until any information requested or required by Newcastle City Council to provide it with assurance as to Subsidy Control compliance has been provided.

Newcastle City Council may vary or withhold any or all of the funding and/or require repayment of the funding already paid, together with interest from the date of payment of the funding, if Newcastle City Council is required to do so as a result of a decision by the UK Monitoring and Enforcement Body, or any other court or competent body. The interest rate payable will be as determined by the UK Monitoring and Enforcement Body or such other competent body as has made the decision.

The Recipient agrees to take all reasonable steps to assist Newcastle City Council to comply with the Subsidy Control Rules and, where applicable, the State Aid Rules. This includes but is not limited to assisting Newcastle City Council in responding to any investigation(s) into the funding or the project instigated by the UK Monitoring and Enforcement Body or such other competent body.

## **Annex 6: Documentation Retention**

You will have to collect and keep all your project documentation for a number of years after the project finished. It could be as long as 2033. The date can be different for different projects and we will inform you what your date is. If you are unable to keep all the records for that long, let us know and we will collect your documents and archive them at no cost to you.

These are the types of documents you will have to keep (this list is not exhaustive and only provides examples of the most typical documents; not all of them may be relevant to your project):

- Financial documents e.g. invoices, receipts, bank statements, check stubs, cash books, salary and payroll records;
- Output documents e.g. beneficiary and output forms, evidence collected from beneficiaries to confirm they are eligible for support from your project;
- Evidence that you procured goods and services in a fair and transparent way (e.g. advertising, quotes, tenders, scoring etc.)
- Publicity e.g. photos, leaflets, posters, press releases, press articles, screen shots of websites etc.;
- Evidence that subsidy allowance rules have been met e.g. declarations from businesses, letters issued to businesses;
- Grant Agreement with us, copies of all the claims and forms submitted to us.

Ideally, you need to keep originals of all documents. If it is not possible, you can keep copies but they need to be certified as a true copy of the original. In order to do so, write the following statement on the copy:

I certify that this is a true copy of the original document.

Signed:

Date:

Name and surname:

Position in the organisation:

Name of the organisation:

Electronic documents are acceptable as evidence. They can be: scans of original documents (they will need to be certified as true copies – as explained above) or documents that exist in electronic version only e.g. a spreadsheet with a project budget. The computer system on which electronic versions are kept has to be secure, reliable and meet national legal requirements. Equipment and software needed to access these documents also has to be kept. Electronic documents have to be kept for as long as the paper documents.

## Annex 7: Table of Current Provision

To help potential applicants understand possible gaps in provision, we have pulled together a table that maps a large proportion of business support and skills activity already taking place locally. While every effort has been made to provide a comprehensive map of provision, we must stress that **this table is not exhaustive**. It is likely there is other provision taking place not listed in this table. Equally, we cannot guarantee that all the provision listed below is still available, or being delivered in the same way. If you identify any errors in this information, please let us know by contacting [vikki.leaney@newcastle.gov.uk](mailto:vikki.leaney@newcastle.gov.uk) so we can improve our understanding of current provision.

Version 7: 11/10/22

| Programme                                                                                               | Provider               | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------|------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Creative and Culture sector specific support</b>                                                     |                        |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Skills for Music and Performing Arts Professionals and Technicians (NTCA Skills for Growth)             | Generator NE           | Skills                    | Support for the music and performing arts industry in the North of Tyne, which offers targeted training opportunities for current and aspiring professionals and technicians. It will create new Level 3/4 qualifications which provide progression into HE, technical jobs, and self-employment across the whole live sector. Delivery will be coordinated by Newcastle College and will include significant practical experience and industry insight.                             |
| Making Creativity Work (NTCA Skills for Growth)                                                         | Signpost Productions   | Skills                    | Training delivered by the Tyneside-based Signpost Productions, part of ITV. Its purpose is to diversify the talent pool of screen professionals in North of Tyne. The programme is aimed at young people with disabilities aged 18-30 and other underrepresented groups who find themselves excluded from the screen sectors. The programme is focused on entry-level trainees, equipping them with the skills, confidence and networks required to enter screen-related employment. |
| Collaborate: skills and talent development pathways for creative practitioners (NTCA Skills for Growth) | The New Bridge Project | Skills                    | Sector-leading, inclusive, needs-led pathway for freelancers to develop high level skills in creative arts practice. It draws on learning developed during three initiatives developed by The NewBridge Project in partnership with Newcastle University and seeks to redevelop, consolidate and scale these up to provide an accessible skills pathway for young people and people seeking to up/re-skill.                                                                          |

| Programme                                                | Provider                            | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------|-------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Creative and Culture sector specific support</b>      |                                     |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Writing & Publishing Skills Hub (NTCA Skills for Growth) | New Writing North                   | Skills                    | New Writing North's new Centre for Writing will open in 2024/25 and will be underpinned by a cross-sector partnership of major publishers, broadcasters, SMEs, HE, local media, education and the arts sector. The centre will create new job offers, attract new employers to the region, be a home to start-ups, and for the first time strategically align the arts sector and commercial creative industries with communities, civic purpose and education. This project will support NWN to develop a Skills focused team (creating 2.5 new high-quality jobs) who will work with commercial, educational, community and HE partners to develop and deliver a range of skills development opportunities that will reach a wide range of young people, students, SME's and aspiring SME's, freelancers and those already working in the sector. |
| Creative & Cultural Skills Apprenticeships Advice        | Creative and Cultural Skills        | Skills                    | Information and guidance on all apprenticeship matters, from Government policy through to the employment and management of apprentices, focused on giving young people opportunities to work in and learn about the creative industries, and helping feed skilled and talented young people into the creative industries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| North of Tyne Culture and Creative Investment Programme  | NTCA / Creative UK                  | Business support          | A two-year partnership between NTCA and Creative UK, launched in June 2021 to invest £2.6m in the North of Tyne's creative and cultural industries. It offers a package of financial and business support for businesses and freelancers in the North East's culture and creative industries including, specialised investment in the form of loans and equity, grants, a challenge fund, and a tailored programme of business support.                                                                                                                                                                                                                                                                                                                                                                                                             |
| a-n artists' membership organisation                     | a-n The Artists Information Company | Business support          | a-n is the largest artists' membership organisation in the UK with over 28,000 members. It supports artists and those who work with them, acting on behalf of its membership and the visual arts sector to improve artists' livelihoods. With offices in Newcastle and London, a-n provides a variety of research, campaigns, advice and networking to stimulate and support contemporary visual arts practice.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Business and IP Centre North East                        | British Library                     | Business support          | Free information and advice for inventors, start-ups, and existing businesses based in the North East. Offers market intelligence, IP advice, 1-to-1 support, and events via a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Programme                                           | Provider                   | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------|----------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Creative and Culture sector specific support</b> |                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                     |                            |                           | regional centre in Newcastle and six local centres in Berwick, Morpeth, Hexham, Sunderland, North Shields, and South Shields.                                                                                                                                                                                                                                                                                      |
| Creative Fuse North East                            | North East Universities    | Business support          | Creative Fuse North East is a collaborative project delivered by all five North East universities. The project delivers funding, business innovation support and specialist advice to support the region's creative, cultural and digital economy to grow and develop, and to encourages creative-led innovation to benefit the wider regional economy.                                                            |
| Generator Union                                     | Generator                  | Business support          | A cross-sector membership network for the creative and cultural industries, bringing together freelancers, business founders, students, start-ups, and individuals with a range of backgrounds and expertise. Brings members together through a monthly programme of diverse events, as well as providing support, profile raising, opportunities for peer-to-peer learning, knowledge exchange and collaboration. |
| International Foundation programmes                 | Newcastle University, INTO | Skills                    | Supports international students into higher education programmes in the UK. Programmes are typically one year and include English language support, resulting in a guaranteed UK university place. Offers courses in Architecture and Humanities and Social Sciences, supporting entry into creative and cultural undergraduate programmes.                                                                        |
| Digital Catapult North East Tees Valley             | Sunderland Software City   | Business Support          | supports businesses from across the region to explore the growth and adoption of advanced digital technologies to improve the productivity and performance of organisations.<br>Runs the virtual production studio at PROTO, offering high end kit access and technical support to companies looking to adopt virtual production techniques in their creative processes.                                           |
| Dynamo North East                                   | Dynamo                     | Skills                    | A volunteer-led group that aims to grow the North East IT economy through collaboration, innovation, and skills. It hosts regular events and an annual digital conference and runs several digital clusters and special interest groups to champion                                                                                                                                                                |

| Programme                                           | Provider                                     | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------|----------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Creative and Culture sector specific support</b> |                                              |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                     |                                              |                           | specialities like cybersecurity, digital construction, shared service operations and fintech.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Innovation SuperNetwork                             | Innovate NE Ltd                              | Business Support          | brings together more than 50 partners and over 5,000 businesses to share new ideas, market opportunities, knowledge, and funding to support innovative businesses in the North East.                                                                                                                                                                                                                                                                                                                                                                                     |
| Undergraduate courses (e.g. BA Hons, BMus Hons)     | Newcastle University                         | Skills                    | Offer a range of undergraduate (level 6) degree qualifications, typically of 3 – 4 years in length. Students usually enter these programmes with A-Levels or equivalent as a pre-requisite. Programmes offered include: Architecture; Business and Management; Digital Cultures and Media; English Literature and Creative Writing; Film Practices; Fine Art; Journalism, Media and Culture; Marketing; Media, Communication and Cultural Studies; Music. <a href="https://www.ncl.ac.uk/undergraduate/subjects/">https://www.ncl.ac.uk/undergraduate/subjects/</a>      |
| Postgraduate taught courses (e.g. MA, MFA, PGCert)  | Newcastle University                         | Skills                    | Offer a range of taught postgraduate (level 7) degree qualifications, typically of 1 – 2 years in length. Students usually enter these programmes with an undergraduate degree or equivalent as a pre-requisite. Subjects offered include: Advanced Architectural Design, Creative Writing; Writing Poetry; English Literature; Film Studies; Fine Art; Media and Journalism; Media and Cultural Studies; Art Museum and Gallery Studies; Heritage Studies; Music. <a href="https://www.ncl.ac.uk/postgraduate/degrees/">https://www.ncl.ac.uk/postgraduate/degrees/</a> |
| Postgraduate research courses                       | Newcastle University                         | Skills                    | Offer PhD courses (level 8) across a range of creative subject areas, which include research skills development. Students usually enter these programmes with a postgraduate degree as a pre-requisite. Courses offered include a number of creative practice-based programmes. <a href="https://www.ncl.ac.uk/postgraduate/degrees/">https://www.ncl.ac.uk/postgraduate/degrees/</a>                                                                                                                                                                                    |
| Northern Bridge Doctoral Training Partnership       | Newcastle University, Northumbria University | Skills                    | Northern Bridge is a Doctoral Training Partnership funding by the Arts and Humanities Research Council. Offers funded PhD studentships across the full range of arts subjects at Newcastle and Northumbria universities, plus other members of the consortium. Additional training includes support for students to undertake placements at partner organisations. <a href="http://www.northernbridge.ac.uk/">http://www.northernbridge.ac.uk/</a>                                                                                                                       |
| Newcastle Centre for the Literary Arts              | Newcastle University                         | Skills                    | Run a number of courses for writers to hone their skills across a range of genres. <a href="https://www.ncl.ac.uk/ncla/courses/">https://www.ncl.ac.uk/ncla/courses/</a>                                                                                                                                                                                                                                                                                                                                                                                                 |

| Programme                                                  | Provider             | Skills / Business Support   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------|----------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Creative and Culture sector specific support</b>        |                      |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Captured for Creatives                                     | Newcastle University | Skills and Business support | Free two month programme delivered by Newcastle University Business School for small and micro-enterprises (employing less than 20 staff). This version of the Captured programme partnered with Creative Fuse and specifically delivered to creative business owners. Includes online workshops, mentoring and peer-to-Two courses delivered in 2022. <a href="https://www.creativefusene.org.uk/workshop/captured-for-creatives/">https://www.creativefusene.org.uk/workshop/captured-for-creatives/</a>                                                                                                                                                                                                                                                                                                                                                 |
| Wor Culture                                                | Newcastle University | Skills and Business support | Wor Culture is a forum for discussing issues relating to the culture and creative sectors in the North East and contribute to shaping its future. Supports skills development through knowledge exchange and networking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 16-18 Education & Training (E&T) (Levels 1, 2 and Level 3) | Newcastle College    | Skills                      | E&T programmes at Newcastle College are either 1 year or 2 years in length. School leavers enter these levels depending upon what GCSE's have been achieved. These courses are developed to scaffold learner's skills set, and include: general Art and Design, Fashion and Textiles, Fashion Business and Marketing and Ceramics. <a href="#">Art and Design Courses (ncl-coll.ac.uk)</a> , Animation & Illustration, Photography, Media Production, and Graphic Communication. <a href="#">Digital Arts Courses (ncl-coll.ac.uk)</a> , Games Design and Development. <a href="#">Computing Courses (ncl-coll.ac.uk)</a> , music production, music performance <a href="#">Music Courses (ncl-coll.ac.uk)</a> and performing & production arts, acting, dance and musical theatre <a href="#">Performing and Production Arts Courses (ncl-coll.ac.uk)</a> |
| Foundation Diploma Art and Design                          | Newcastle College    | Skills                      | The <a href="#">Art and Design Foundation Diploma</a> provides students who have achieved A levels an exploratory year in which they develop a range of skills and build up an effective creative portfolio to progress into specialist creative areas including: Fine Art, 3D Design, Visual Communication, Fashion and Textiles. Students select a pathway to pursue in further depth through specialist projects and a final exhibition. Guidance from expert tutors on this flagship Foundation Diploma programme is delivered in partnership with UAL, a prestigious Art and Design school.                                                                                                                                                                                                                                                           |
| Access to Higher Education (HE)                            | Newcastle College    | Skills                      | Access to HE programmes at Newcastle College are 1 year programmes that support adults (aged 19+) returning to education and keen to progress into Higher Education. Programmes available include <a href="#">Access to HE Diploma in Art and Design</a> , <a href="#">Computing</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Programme                                                       | Provider                                   | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Creative and Culture sector specific support</b>             |                                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                 |                                            |                           | <a href="#">Access to Higher Education</a> , <a href="#">Digital Arts Access to Higher Education</a> , <a href="#">Photography and Media Access to Higher Education</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Undergraduate courses (eg FdA/FdSc, BA/BSc (Hons), BMus (Hons)) | Newcastle College University Centre (NCUC) | Skills                    | <p>Undergraduate programmes at Newcastle College University Centre (NCUC) are either 2 year FdA/FdSc, or 3 years BA/BSc (Hons) which enables flexibility for students who may want to achieve a Foundation Degree (year one and year two) then top this up to a full honours degree (year 3). Standard entry requirements for our undergraduate programmes are A-Levels, BTEC Level 3, or equivalent qualifications.</p> <p>Art and Design degrees develop a creative community, enabling students to explore ideas, develop work for the creative sector and collaborate with industry leaders. Students have access to industry standard equipment including digital laser cutting, 3D printers, screen printing facilities, CNC router and industrial sewing rooms. Our creative degrees allow students to develop their own professional practice for their specific sector. <a href="#">Art and Design Degree Courses</a>.</p> <p>Digital Arts offer Animation, Illustration, Photography, Digital Design, Graphic Communication and Creative Video Content Production. <a href="#">Digital Arts Degrees</a></p> <p>Digital Technologies offer business support pathways in cyber security and networking and computing degree and creative degrees in Games Technologies and Software Engineering which develop competence in a wide range of technical skills <a href="#">Computing Degrees</a></p> <p>The Performance Academy at Newcastle College University Centre boasts fantastic facilities for creative degree programmes in acting, dance, musical theatre, music performance and music production. <a href="#">Music and Performing Arts Degrees</a></p> |
| Adult Courses 19+ at level 5 Remote Learning                    | Newcastle College                          | Skills                    | Digital Technologies offer a 1-year programme that is delivered remotely with distance learning in collaboration with the code institute. This programme Full Stack Web Development skills to help train or retrain students to develop the skills needed to create engaging websites. Pre entry includes successful completion of a 5 day coding challenge <a href="#">Web Applications Development – Level 5</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Programme                                           | Provider                                             | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Creative and Culture sector specific support</b> |                                                      |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Post Graduate Course (MA)                           | Newcastle College University Centre (NCUC)           | Skills                    | The MA in Creative and Professional Practice in Visual Arts is an exciting programme which has been designed in consultation with regional and national art and design-based practitioners. The course is delivered as an extended one-year full-time (12 months) or two-year part-time (24 months) programme for visual arts practitioners who want to increase their professional profile and industry processes exploring work-related and enterprising avenues. <a href="#">MA in Creative and Professional Practice (Visual Arts)</a> |
| Sphere Network                                      | Sphere                                               | Business Support          | combines academic research and industry experience to address cross-sector challenges through digital transformation and innovation. It offers informal networking, round table, and deep-dive events to explore new problem-solving routes.                                                                                                                                                                                                                                                                                               |
| VRTGO Labs                                          | Innovate NE Ltd                                      | Business Support          | the UK's first industry-led virtual reality and augmented reality centre of excellence that brings together businesses, academics, and freelancers to collaborate on the development and commercial application of these emerging technologies.                                                                                                                                                                                                                                                                                            |
| North East Screen                                   | North East Screen                                    | Business Support/Skills   | work with Indie production companies based in the North East providing them with business and commission development support. NES also offer talent and professional development support for home grown freelancers (writers, producer, directors, and artist filmmakers).                                                                                                                                                                                                                                                                 |
| Generator                                           | Generator North East                                 | Business Support          | Generator/Union is our cross-sector membership network, bringing together freelancers & founders, students & start-ups, and everyone in between. Its mission is to create successful and sustainable creative and cultural industries in the North East                                                                                                                                                                                                                                                                                    |
| North of Tyne Culture and Creative Fund             | Creative UK                                          | Business Support          | The programme has been designed to benefit freelancers and businesses at every stage of their journey, with specialised investment in the form of loans and equity, as well as grants, a challenge fund, and a tailored programme of business support                                                                                                                                                                                                                                                                                      |
| Design Foundation Year                              | Northumbria School of Design, Northumbria University | Skills                    | The Foundation Year in Design provides an opportunity to study across a broad range of creative design elements including <i>Communication Design, Product Design, Fashion Design and Interior Design</i> . Developing knowledge and core skills in areas of practice such as drawing, making, materials, form and colour; through a rigorous academic and studio-based learning experience that builds on core creative skills, enriching and                                                                                             |

| Programme                                                                | Provider                                              | Skills / Business Support                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Creative and Culture sector specific support</b>                      |                                                       |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                          |                                                       |                                                       | enhancing design, academic and creative abilities. Successful completion of the foundation year, guarantees progression to Design (Arts or Architecture) undergraduate programme . <a href="https://www.northumbria.ac.uk/study-at-northumbria/courses/design-foundation-year-uusdef1/">https://www.northumbria.ac.uk/study-at-northumbria/courses/design-foundation-year-uusdef1/</a>                                                                                                                                                                                                                  |
| Undergraduate Programmes (e.g. BA Hons)                                  | Northumbria School of Design, Northumbria University  | Skills, Business support through 'live' client briefs | A range of undergraduate degree qualifications, typically of 4 years ((and 3 years) in length. Students usually enter these programmes with A-Levels or equivalent as a pre-requisite. Programmes offered include: <a href="#">Design for Industry (Service and Product Design)</a> <a href="#">Three Dimensional Design (Furniture and Product)</a> , <a href="#">Interior Design</a> , <a href="#">Fashion Design</a> , <a href="#">Fashion Design and Marketing</a> , <a href="#">Fashion Communication</a> , <a href="#">Graphic Design</a>                                                         |
| Undergraduate Level 5 International Year In Multidisciplinary Innovation | Northumbria School of Design, Northumbria University. | Skills, Business support through 'live' client briefs | A one-year award for Northumbria students who have successfully completed Level 5 of their undergraduate studies and are seeking to complement their degree and experience with a year of design and creative thinking study. The one-year will involve a semester of taught study in Amsterdam, followed by one semester in Newcastle. Designed with the future in mind, students gain a range of skills, knowledge and professional attributes that will enhance their remaining studies and strengthen their graduate employability.                                                                 |
| Postgraduate Taught Programmes (MA)                                      | Northumbria School of Design, Northumbria University  | Skills, Business support through 'live' client briefs | Arrange of taught postgraduate (level 7) degree qualifications,12 month in length. Students usually enter these programmes with an undergraduate degree or equivalent Professional Practice as a pre-requisite. Subjects offered include: <a href="#">Fashion Design</a> , <a href="#">Fashion Sustainable and Ethical</a> , <a href="#">Fashion Design Menswear</a> , <a href="#">Womenswear</a> , <a href="#">Performancewear</a> ; <a href="#">Design</a> , <a href="#">Design Management</a> , <a href="#">Communication Design</a> , <a href="#">Luxury Brand Management</a>                       |
| Postgraduate Taught Programmes (MA)                                      | Northumbria School of Design, Northumbria University  | Skills, Business support through 'live' client briefs | MA in <a href="#">Communication Design</a> is a one-year creative and strategic design that focuses on issue-based design research and contemporary design practice. This programme features a multidisciplinary approach to expose students to the various areas of communication design including digital branding, UX/UI design and service design with an overarching theme of 'design for good'. The programme's learning and teaching ethos encourages external collaboration and live briefs to help make a positive impact on social, environmental and economic issues. In addition to working |

| Programme                                                  | Provider                                             | Skills / Business Support                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Creative and Culture sector specific support</b>        |                                                      |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                            |                                                      |                                                       | with various international businesses, in the last three years it has worked regionally with a vibrant mix of tech start-ups, digital agencies, public and third sector organisations including Hive HR, Gliff.ai, hedgehoglab, and NE1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Postgraduate Taught (MA, MSc) Multidisciplinary Innovation | Northumbria School of Design, Northumbria University | Skills, Business support through 'live' client briefs | <p>MDI is a one-year Masters programme focusing on innovation practice. The course is practical and project focused. The course is multidisciplinary and takes a design-led approach to tackling complex problems with creative solutions. Theory and knowledge are used to support the evolving innovation practitioners (students) as they apply themselves in teams to a series of projects with external organisations. These student-led innovation projects aim for social, organisational and business innovation where the MDI team co-creates with partnering organisations to think creatively about socially responsible solutions.</p> <p><b>Who is it for?</b></p> <p>We welcome all academic and professional backgrounds. The programme is for people who are interested in applying themselves, their knowledge, experience, expertise and viewpoints in creative and analytical practices to positively impact systems, networks, organisations, services and products for the benefit of communities of people. The programme is for people seeking a career path or experience in innovation.</p> <p><b>Why study MDI</b></p> <p>Multidisciplinary Innovation offers the chance to develop personally and professionally; you develop personal and professional self awareness. Students may choose MDI to enhance current disciplinary expertise whilst gaining know-how in other disciplines or perhaps as a facilitator for a change in career path and work with industry leaders and opportunities to innovate for renowned clients such as Unilever, Mars and British Airways; FAQs <a href="https://www.northumbria.ac.uk/study-at-northumbria/courses/multidisciplinary-innovation-dtfmdy6/~link.aspx?id=A33819E6BC9F4C71B4A64F60642DC0F8&amp;z=z">https://www.northumbria.ac.uk/study-at-northumbria/courses/multidisciplinary-innovation-dtfmdy6/~link.aspx?id=A33819E6BC9F4C71B4A64F60642DC0F8&amp;z=z</a></p> |

| Programme                                           | Provider                                             | Skills / Business Support                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Creative and Culture sector specific support</b> |                                                      |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Postgraduate Research and Taught Programmes         | Northumbria School of Design, Northumbria University | Skills and Sector Knowledge                   | Offer PhD courses (level 8) across breadth of Design collaborating with external stakeholders (collaborative research). Taught research programmes include:<br><a href="#">Doctorate of Design</a> 2 year programme, designed for experienced design practitioners to contribute to a field of design knowledge and demonstrate impact in a professional and academic context. This unique programme supports the development of design-led professional practice and enhances employability in both academic and industrial enterprises.<br><a href="#">Masters of Research Design</a> a taught programme providing the opportunity to carry out original, in-depth design research and to develop the skills to become a critical thinker and innovative researcher.                                                                                                                                                                                                                                                                                                                                     |
| Innovators and Designers in Residence               | Northumbria School of Design, Northumbria University | Skills and Sector Knowledge, Business support | Opportunity for Graduates of the School to take up residency and develop their Design Practice and support business development external and their own over a 2 – 3 year residency in the School.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Short Courses                                       | Northumbria School of Design, Northumbria University | Skills and Sector Knowledge, Business support | Leading Innovation <a href="https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/leading-innovation/">https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/leading-innovation/</a><br>Design Sprints <a href="https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/transformative-innovation/">https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/transformative-innovation/</a><br>Get Ready to Innovate – example of a programme in the following link <a href="https://www.northumbria.ac.uk/about-us/academic-departments/northumbria-school-of-design/research/featured-projects-and-communities/creative-fuse/get-ready-to-innovate/">https://www.northumbria.ac.uk/about-us/academic-departments/northumbria-school-of-design/research/featured-projects-and-communities/creative-fuse/get-ready-to-innovate/</a> |
| Small Business Leadership Programme                 | Newcastle Business School, Northumbria               | Skills and Sector Knowledge, Business support | Design Workstream: <a href="https://www.northumbria.ac.uk/business-services/help-to-grow-management-programme/">https://www.northumbria.ac.uk/business-services/help-to-grow-management-programme/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Programme                                             | Provider                                 | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Creative and Culture sector specific support</b>   |                                          |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                       | School of Design, Northumbria University |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| MA in Creative Writing                                |                                          |                           | New Writing North provides a series of industry speakers to come and talk to the students on the module Professional Practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| British Film Institute                                |                                          |                           | <b>The BFI (British Film Institute)</b> works with Northumbria on projects including live briefs, masterclasses and curriculum development for undergraduate and postgraduate arts and humanities students.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Tyne and Wear Archives and Museums partnership        |                                          |                           | Northumbria University and TWAM have worked together in partnership since 2013. That partnership has sought to reinforce extensive links between the two organisations and amplify the contributions each makes to understanding the art, culture, heritage and science of the North East. TWAM is home to 4 museums, 3 art galleries, 2 Roman Forts and 1 Archive. Together, these sites combine to tell the stories that have shaped not only the North of England, but the rest of the world. Today, Northumbria and TWAM are excited about the future of our dynamic North East, and believe art, culture and heritage sits firmly at the heart of our region. |
| Baltic partnership                                    |                                          | Skills                    | The Baltic team contribute to the teaching and learning experiences of students. Teaching across undergraduate and postgraduate courses affiliated with the Arts Department, 250 hours of contact time per year will be demonstrated through talks, workshops, live briefs, placements and assessment. They also support annual exhibitions of student work, a joint lecture series, a joint summer school and doctoral supervision.                                                                                                                                                                                                                               |
| Undergraduate degrees in English and Creative Writing | Northumbria University                   | Skills                    | New Writing North deliver into every level 4-6 of the UG English and Creative Writing degree.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| MA in Publishing                                      |                                          | Skills                    | <b>This MA Publishing masters course has been designed in collaboration with and will be delivered alongside one of the world's largest publishing houses, Hachette UK, and reading and writing development organisation, New Writing North. This</b>                                                                                                                                                                                                                                                                                                                                                                                                              |

| Programme                                           | Provider                                     | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Creative and Culture sector specific support</b> |                                              |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                     |                                              |                           | Publishing masters course is the first in the UK to offer students a guaranteed placement with a global publisher and the opportunity to work with New Writing North on live writing development projects.                                                                                                                                                                                                                                         |
| Northern Bridge Doctoral Training Partnership       | Newcastle University, Northumbria University | Skills                    | Northern Bridge is a Doctoral Training Partnership funding by the Arts and Humanities Research Council. Offers funded PhD studentships across the full range of arts subjects at Newcastle and Northumbria universities, plus other members of the consortium. Additional training includes support for students to undertake placements at partner organisations. <a href="http://www.northernbridge.ac.uk/">http://www.northernbridge.ac.uk/</a> |

| Programme                                                                                                        | Provider                       | Skills / Business Support | Description                                                                                                                                                                                                                                                                                                                    |
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| <b>Other business support - can be accessed by culture and creative businesses, organisations, and start-ups</b> |                                |                           |                                                                                                                                                                                                                                                                                                                                |
| The Business Factory                                                                                             | North Tyneside Council / TEDCO | Business support          | Main business support service for North Tyneside. Offers free workshops, 1-2-1 support and specialist consultancy for start-ups, existing businesses, and social enterprises.                                                                                                                                                  |
| PNE Business Support                                                                                             | PNE Enterprise                 | Business support          | 1-2-1 advice and mentoring, training, masterclasses, management and leadership qualifications, and online library of resources targeted at both start-ups and existing businesses.                                                                                                                                             |
| Better Business Skills                                                                                           | NBSL                           | Business support          | Fully funded programme, in partnership with NTCA, provides a tailored programme for individuals and businesses that need guidance and support to refresh their business skills. The programme covers change management, minimising risk, process improvement, brand, marketing and sales, and an introduction to social media. |
| North East Business Support Fund                                                                                 | NBSL                           | Business support          | Grant funding to support business improvement and growth. SMEs based in Northumberland and Tyne & Wear can access up to 35% funding for business improvement projects costing between £3,000 and £8,000.                                                                                                                       |

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| Enterprise Support in the North East 2      | NEEAL                | Business support            | Fully funded support for anyone looking to start a business in Northumberland, Tyne and Wear and County Durham. Includes 1-2-1 mentoring with an advisor, a range of workshops to learn the key building blocks to starting a business, and opportunities for networking. Support is delivered across the region by a range of NEEAL partners, including NE BIC, PNE, NBSL, and TEDCO.                                                                                                                                                                       |
| Careers Service                             | Newcastle University | Skills and Business support | Offers support to all current Newcastle University students, and up to three years after graduation in exploring careers. Offer career planning, application support, enterprise skills, support for business start-ups, finding placements and work experience, interview preparation, finding jobs and postgraduate courses, networking support. <a href="https://www.ncl.ac.uk/careers/">https://www.ncl.ac.uk/careers/</a>                                                                                                                               |
| PARTNERS programme                          | Newcastle University | Skills                      | PARTNERS aims to support students into higher education who have faced barriers to their education. Students receive a lower conditional offer, support with transition, student skills, application support. Supports entry into all undergraduate programmes, including cultural and creative programmes.                                                                                                                                                                                                                                                  |
| CPD: Higher and Degree Apprenticeships      | Newcastle University | Skills                      | Structured learning programmes that combine workplace training with study and are supported by employers through the apprenticeship levy. Currently offering courses at Level 5, 6 and 7. These include Level 5 Operations or Departmental Manager Higher Apprenticeship, Level 7 MSc Digital Technology Solutions and Level 7 Senior Leader Apprenticeship. <a href="https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/degree-apprenticeships/">https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/degree-apprenticeships/</a> |
| Collaborative student and teaching activity | Newcastle University | Skills and Business support | We collaborate with businesses to deliver activities as part of taught degree programmes and on student placement activities. This is built into different degree programmes, Schools, and Careers Service programmes. Includes support for creative and cultural businesses. E.g. <a href="https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/learning-partnerships/">https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/learning-partnerships/</a>                                                                             |
| Collaborative research                      | Newcastle University | Business support            | We collaborate with businesses to translate our research into commercial and societal impact. <a href="https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/collaborative-research/">https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/collaborative-research/</a> Several creative and cultural businesses are being supported through collaborative research activity.                                                                                                                                                          |
| Consultancy                                 | Newcastle University | Business support            | Expertise of academics and researchers are available to organisations for specialist advice and guidance. Consultancy draws on existing knowledge and expertise (rather                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                        |                        |                             | than generating new knowledge). <a href="https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/consultancy/">https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/consultancy/</a>                                                                                                                                                                                                                                                      |
| Arrow                                  | Newcastle University   | Business support            | Provides business support for small and medium-sized enterprises, as well as early stage businesses in the startup phase. Supports innovation and growth activity. Part-funded by ERDF and can offer no-cost support. Accepting new project enquiries until September 2022. <a href="https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/arrow/">https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/arrow/</a>                      |
| Knowledge Transfer Partnerships        | Newcastle University   | Business support            | Knowledge Transfer Partnerships are collaborative projects between a university, a UK business and a graduate. KTP Associates work full-time on a project at the business and are supervised for half a day per week by an academic for 12 – 36 months. Part-funded by Innovate UK and the business. <a href="https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/ktp/">https://www.ncl.ac.uk/business-and-partnerships/expert-solutions/ktp/</a> |
| National Innovation Centres            | Newcastle University   | Business support            | Newcastle University is a funder for the National Innovation Centres for Data, Ageing and Rural Enterprise. All three centres have a remit to support business innovation in these fields, including for creative and cultural businesses. See: <a href="https://www.nicd.org.uk/">https://www.nicd.org.uk/</a> , <a href="https://uknica.co.uk/">https://uknica.co.uk/</a> , <a href="https://www.ncl.ac.uk/nicre/">https://www.ncl.ac.uk/nicre/</a>          |
| Captured                               | Newcastle University   | Business support            | Captured is a leadership programme provided free of charge by Newcastle University Business School to small and micro-enterprises in the North East. Includes workshops and mentoring. <a href="https://research.ncl.ac.uk/captured/">https://research.ncl.ac.uk/captured/</a>                                                                                                                                                                                 |
| Graduate Futures                       | Northumbria University | Skills and Business support | Specialist careers guidance, employability advice and careers clinics, including advice on international mobility options, placements, internships, student and graduate enterprise. <a href="https://www.northumbria.ac.uk/study-at-northumbria/planning-your-career/careers-and-employment/">https://www.northumbria.ac.uk/study-at-northumbria/planning-your-career/careers-and-employment/</a>                                                             |
| CPD: Higher and Degree Apprenticeships | Northumbria University | Skills                      | Northumbria University provides a range of <a href="#">Higher and Degree Apprenticeships</a> covering: <ul style="list-style-type: none"> <li>• Architecture, Built Environment and Construction</li> <li>• Digital, Tech and Creative</li> <li>• Financial and Legal Services</li> <li>• Health, Sport and Social Care</li> <li>• Leadership and Management</li> <li>• Education</li> </ul>                                                                   |

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|                                                                                        |                                                     |                             | We work in collaboration with partner organisations to guide both employer and employees through the application and funding process and will be on hand to assist you during the apprenticeship journey.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Collaborative student and teaching activity                                            | Northumbria University                              | Skills and Business support | We encourage all students to collaborate with businesses through placements, internships, student projects as part of their taught programme or alongside. We have a Business Clinic, Building Advice Clinic, Student Law Office where organisations can pose challenges to students <a href="#">Talent and Insight   Northumbria University</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Collaborative research                                                                 | Northumbria University                              | Business support            | <a href="https://www.northumbria.ac.uk/research/partners-and-collaborators/">https://www.northumbria.ac.uk/research/partners-and-collaborators/</a> Our partnerships and business development team work with businesses to unlock research expertise from our academics, access funding streams to support R&D and deliver social and economic impact.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Consultancy                                                                            | Northumbria University                              | Business support            | Consultancy is where our academic staff use their expertise to provide advice to external organisations within particular fields. <a href="#">Consultancy   Northumbria University</a> We have carried out a number of consultancy projects for Creative and Cultural organisations, all of lead by an academic and some include students alongside their studies. <a href="#">Bigg Market past and future reflected in design project   Northumbria University, Newcastle</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Knowledge Transfer Partnerships                                                        | Northumbria University                              | Business support            | <a href="https://www.northumbria.ac.uk/business-services/engage-with-us/research/knowledge-transfer-partnerships">https://www.northumbria.ac.uk/business-services/engage-with-us/research/knowledge-transfer-partnerships</a><br>Knowledge Transfer Partnerships are collaborative projects between a university, a UK business/organisation and a graduate. KTP Associates work full-time on a project at the business and are supervised for half a day per week by an academic for 12 – 36 months. Part-funded by Innovate UK and the business. Innovate UK have committed to funding up to 75% of KTPs with not for profit organisations which opens up further opportunities for Creative and Cultural organisations. They also have funding for management KTPs which focus on management practices and processes, the focus is on skills, people and culture change in pursuit of a more robust business, better financial performance and long-term sustainability. |
| Building capacity of individuals/organisations to develop successful 'not-for-profits' | Community Foundation Tyne & Wear and Northumberland | Business support            | Regular events programme <a href="https://www.eventbrite.co.uk/o/community-foundation-tyne-amp-wear-and-northumberland-17091353822">https://www.eventbrite.co.uk/o/community-foundation-tyne-amp-wear-and-northumberland-17091353822</a> alongside in-house expertise and expert speakers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

