

CHILDREN'S CAPITAL OF CULTURE

Programme Decision-Making Framework

This appendix sets out the Programme Decision-making Framework for Children's Capital of Culture. The process has been designed in collaboration with the Cultural Partnership Board, the Council and young people, in order to ensure that the curation of the programme:

- is transparent and accessible for potential delivery partners
- includes and involves children and young people
- involves specialists with relevant programming and curatorial expertise
- consults with the Council and the Cultural Partnership Board at key stages in order to provide appropriate assurance that activities are in line with the Children's Capital of Culture Quality Principles, conditions of any external funding and the Council's policies and procedures
- protects the Children's Capital of Culture brand and licence, which is owned by the Council on behalf of the partnership.

The process starts with an **Open Call** which is publicised through social media and email distribution lists. Open Calls will take place on a bi-monthly basis with decision announcements made up until August 2025, which will be the last opportunity for projects which can be included in the 2025 Festival year closing programme.

The Programme Decision-making Framework then has 4 stages:

- **Stage 1: Expression of Interest**
- **Stage 2: Full application**
- **Stage 3: Youth Programming Panel**
- **Stage 4: Cultural Partnership Board (CPB)**

Stage 1: Expression of Interest

Prospective project delivery partners complete an Expression of Interest Form comprising key questions including events/activity description, target audience, themes, quality principles, dates, outline budget/identification of potential funding sources, engagement with children and young people

Assessed by Head of Creative Programming & Engagement and CCoC Programme Manager including sensitive issues:

- Sexuality, gender identity
- Politics and current affairs, contentious issues
- Religion and faith

All applicants receive feedback:

- Not appropriate to the programme: Council and Cultural Partnership Board notified for information
- Additional information required – for discussion with Council and Cultural Partnership Board
- Progress to full application – Council and Cultural Partnership Board notified for info

Stage 2: Full application

A more detailed proposal outlining milestones, risks, financial viability, commitment to CCoC values and programme themes.

Assessed by Head of Creative Programming & Engagement and CCoC Programme Manager:

- Additional information required – Review with applicant
- Progress to full application – Progress to Youth Programming Panel

Stage 3: Youth Programming Panel

Consultation with children and young people from across broad age and demographic for comments.

- Council notified of proposals progressing for decision and any areas of concern raised.
- Applications progress to Cultural Partnership Board Programming Sub-Group

Stage 4: Cultural Partnership Board (CPB)

- Sub-Group of CPB to propose final programme for approval by full Cultural Partnership Board
- Council notified of recommendations.

The report on Programme Proposals will cover:

- List and brief summary of EOIs received and the outcome of the screening process i.e., not approved, additional information required, progressing to full application
- List and brief summary of full applications received and undergoing consultation, along with any feedback from Youth Programming Panel
- List and brief summary of all proposals approved by Cultural Partnership Board
- Proposals for further discussion where EOI requires additional information

Appendix 2

Programme Decision-making Timescales

July 2024: Open Call for Proposals

- Launch of programme call out and EOI forms
- Advice surgeries at community festivals and drop-in sessions for cultural, education and leisure sectors

July/August 2024: First Assessments

- First EOI assessments take place
- First full applications received
- First Youth Programme Panel meets for consultation on proposals
- Council updates as set out in the 4 stages above.

August 2024: First Programme Elements Agreed and 2nd Open Call Launched

- Cultural Partnership Board approves first applications

Remaining Milestones:

- October 2024 2nd Decision Round
- December 2024 3rd Decision Round
- February 2025 4th Decision Round
- April 2025 5th Decision Round
- August 2025 Final Decision Round for Closing Programme for Children's Capital of Culture is finalised.

Dates may vary in accordance with available resources. Applicants will be offered feedback on their proposals via the Children's Capital of Culture Programme Manager. Applicants can use this feedback to strengthen future proposals. However, the decision of the Cultural Partnership Board is final.