

## Schedule 6 Claim Form

### Section 1 - Details of Recipient(s)

- Please submit a hard copy of this claim form **signed by your Recipient's Chief Officer Financial Officer**, and follow up with an electronic copy
- Electronic copies should be returned to: your GLA Project Manager.
- Hard copies should be returned to: Coral Flood, Greater London Authority, City Hall, The Queen's Walk, London, SE1 2AA
- **Please attach evidence of expenditure** (see Section 2 of Part B of Schedule 6 below for guidance on acceptable evidence)

Borough/Organisation	London Borough of Brent
Name of programme	London Borough of Culture 2020
Name(s) of officer applying for grant:	
Position in organisation/ borough	, Brent 2020
Date last claim submitted (if applicable)	N/A
Email address	@brent.gov.uk
Correspondence address	Brent 2020, The Granville Centre, 140 Carlton Vale, Kilburn,
Postcode	NW6 5HE
Tel number	
Mobile number	

GLA date of receipt

## **Section 2 - List of Milestones for which GLA Funding is being claimed and related guidance**

Please list below the Milestones for which you are claiming funding, along with the Projects to which they relate.

Guidance on completing table:

A: Projects should match with the Projects set out in Schedule 2 of the Funding Agreement.

B: Milestones should match with the Milestones set out in Schedule 2 of the Funding Agreement.

C: Please indicate the nature of the evidence provided to support this expenditure. The evidence should be a copy of an invoice, or in the absence of such an invoice, transaction listings from your finance management system showing actual expenditure.

D: Budget should match the budget set out in Schedule 2 of the Funding Agreement.

E: Self explanatory.

F: Self explanatory.

G: Match Funding (£).

H: Total amount claiming for this item in this claim.

A: Project	B: Milestone	C: Evidence	D. Budget (£)		E. Total expenditure to date on this item (Excl VAT)	F. Supplier name and invoice number	G. Match Funding (£)	H. Claim from the GLA (£)	
			Capital	Revenue				Capital	Revenue
LBoC 2020	1 <sup>st</sup> payment of £300,000 due on signing of funding agreement and submission of evidence outlined								£300,000

A: Project	B: Milestone	C: Evidence	D. Budget (£)		E. Total expenditure to date on this item	F. Supplier name and invoice number	G. Match Funding (£)	H. Claim from the GLA (£)	
			Capital	Revenue				Capital	Revenue
	below								
	Full LBoC team of 8 recruited and in place	See about us page on website: <a href="https://www.brent2020.co.uk/about/team-and-board/">https://www.brent2020.co.uk/about/team-and-board/</a>							
	Culture 2020 Fund launched	Funding portal: <a href="https://www.brent2020.co.uk/the-2020-culture-fund/">https://www.brent2020.co.uk/the-2020-culture-fund/</a>							
	VICE (VICE x Brent project), A New Direction (Education programme). Bolton and Quinn (PR), Peter and Paul (Branding) and Ultra Young Ambassadors/Blue print Collective) contracted	Contracts attached							
	Brent Artist Network launched	<a href="https://www.brent2020.co.uk/get-involved/the-culture-network/">https://www.brent2020.co.uk/get-involved/the-culture-network/</a> . First event took place on 17 jan at the yellow with 125							

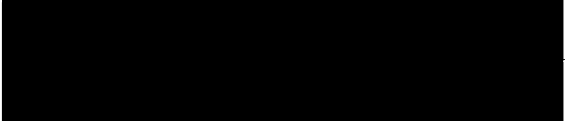

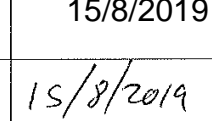
A: Project	B: Milestone	C: Evidence	D. Budget (£)		E. Total expenditure to date on this item	F. Supplier name and invoice number	G. Match Funding (£)	H. Claim from the GLA (£)	
			Capital	Revenue				Capital	Revenue
		attendees and 2 <sup>nd</sup> 15 may at the Granville with 158 attendees							

### **Section 3 – Declaration and Undertaking**

The Recipient declares that:

- it has read, understood and complied with all the conditions of the grant set out in the Funding Agreement to which this claim refers.
- the information on this form is correct to the best of its knowledge and belief and the Recipient accepts full responsibility for it.
- it undertakes that it will keep accounts, invoices and receipts for 6 years after the last date grant is paid in connection with this grant and make them available for inspection on request by GLA officers.
- it has taken delivery of and paid for all items for which it is claiming grant and the Recipient's claim covers only the amounts spent on the items described in this form. The Recipient's claim is for the net costs of the items, excluding VAT.
- it undertakes that it will notify the GLA immediately in writing or by email of any changes to the details provided in this form.

**This declaration must be signed by the Project Manager and the Recipient's Chief Financial Officer which is making this claim.**

Signature	Name in BLOCK letters	Position	Date
			15/8/2019
			15/8/2019

## Schedule 6 Claim Form

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- Please attach evidence of expenditure (see Section 2 of Part B of Schedule 6 below for guidance on acceptable evidence)

Borough/Organisation	London Borough of Brent
Name of programme	London Borough of Culture 2020
Name(s) of officer applying for grant:	[REDACTED]
Position in organisation/borough	[REDACTED] Brent 2020
Date last claim submitted (if applicable)	N/A
Email address	[REDACTED]@brent.gov.uk
Correspondence address	Brent 2020, The Granville Centre, 140 Carlton Vale, Kilburn,
Postcode	NW6 5HE
Tel number	[REDACTED]
Mobile number	[REDACTED]

GLA date of receipt
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## Section 2 – List of Milestones for which GLA Funding is being claimed and related guidance

Please list below the Milestones for which you are claiming funding, along with the Projects to which they relate.

Guidance on completing table:

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E: Self explanatory.

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H: Total amount claiming for this item in this claim.

A: Project	B: Milestone	C: Evidence	D. Budget (£)		E. Total expenditure to date on this item (Excl VAT)	F. Supplier name and invoice number	G. Match Funding (£)	H. Claim from the GLA (£)	
			Capi	Revenue				Capital	Revenue
LBoC 2020	2 <sup>nd</sup> payment of £600,000 due on submission of evidence outlined below								£600,000
	Marketing Plan signed off	See attached Marketing Plan signed off by PCG in August 2019							

A: Project	B: Milestone	C: Evidence	D. Budget (£)		E. Total expenditure to date on this item (Excl VAT)	F. Supplier name and invoice number	G. Match Funding (£)	H. Claim from the GLA (£)	
			Capi	Revenue				Capital	Revenue
	Volunteers programme launched and first phase volunteers recruited	Report on number/roles of volunteers							
	Website launched	www.brent2020.co.uk							
	Artistic programme finalised	See attached artistic programme report sent to Brent Council's PCG in Sep 2019							
	Culture 2020 first round awards made and second round launched	See attached report to Brent Council's SRO board after the first round, and list of successfully funded projects/ info on second round on our website at <a href="https://www.brent2020.co.uk/stories/2020-culture-fund-round-one-announcement/">https://www.brent2020.co.uk/stories/2020-culture-fund-round-one-announcement/</a>							
	Programme launched with GLA at press launch	Scheduled for 12 nov at kiln theatre							



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			Capi	Revenue				Capital	Revenue
	Spacebook launched	Scheduled for 25 Sep – to be launched at Brent Artist network event at ACE cafe							
	All artists/orgs leading LBOC projects have been contracted	So far contracts have been issued for Metropolis for the Arena Gig, Yuwende Odunibi for No Bass, William Galinski for Museum of All Brent Life, Katy Fuller for Street Party, Spread the Word for The Anthem, A New Direction for the Education programme, BAC and the Kiln for The Agency and Listen local, VICE for VICE X Brent, Julian hall and Errol Donald for the Blueprint Collective, Southpaw Dance for the Opening Event, LSE Cities and Resolve Collective for Seen and Heard							

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			Capi	Revenue				Capital	Revenue
	New Culture Trust set up and running	Despite delays with the Charity Commission the LBOC team have made significant progress in order to establish the Charity (and received Charitable Status) to deliver and fundraise for the London Borough of Culture and its legacy. Following three rounds of negotiation with the Charity Commission we are awaiting a final confirmation and the Charity Number following our records being updated by Companies House. We are expecting this by the end of September. See attached PCG report for further info							
	LBOC Education programme launched	See attached report on LBOC Education programme							

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This declaration must be signed by the Project Manager and the Recipient's Chief Financial Officer which is making this claim.

Signature	Name in BLOCK letters	Position	Date
			11.Sep.2019
			12/9/2019

## **Schedule 6 Claim Form**

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- **Please attach evidence of expenditure** (see Section 2 of Part B of Schedule 6 below for guidance on acceptable evidence)

Borough/Organisation	London Borough of Brent
Name of programme	Borough of Culture
Name(s) of officer applying for grant:	
Position in organisation/borough	
Date last claim submitted (if applicable)	
Email address	@brent.gov.uk
Correspondence address	Brent Civic Center, Engineers Way
Postcode	
Tel number	
Mobile number	

GLA date of receipt

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London Borough of culture	London Borough of Culture 2020 launch event delivered/handover with Waltham Forest	Report/documentation of launch event covering audiences and press/media coverage	n/a	£285,000	£285,000	Brent Council	£285k (funded by Quintain)		£0
	Premiere of Anthem takes place	Delayed due to Covid. Film due to be released in Dec 2020- agreed GLA/ Brent Board meeting 7th May 2020	n/a	£11,000	£11,000	Brent Council	n/a		£11,000
			n/a	£25,000	£25,000	Brent Council	£75,000 (Kiln)		£25,000

	Premiers of new Zadie Smith monologue presented	First presentation of Zadie Smith monologue- Delayed to 2021 agreed at board meeting 7th May 2020	n/a	£500,000	£500,000	Brent Council	£250,000 (NCIL)	£250,000
	All 3 rounds of Culture Fund completed and all awards made	Complete- Report on 2020 Culture Fund awards submitted with full listing of grantees and joint PR	n/a	£76,000	£76,000	Brent Council	£76,000 (unrecoverable costs)	£76,000
	Thoroughfare Event Safety Management Plan signed off by B-SAG	Cancelled and overall budget reduced. Agreed board meeting 7th May 2020	n/a	£262,000	£262,000	Brent Council	£62,000 (artfund)	£200,000
	Museum of all Brent life artists active in libraries	Museum of all Brent life artist successful proposals. Completed- project launched	n/a	n/a	n/a	Brent Council	n/a	
	Timelines and delivery plans for all LBOC projects in place	Altered due to covid and agreed board meeting 7th May 2020						
TOTAL SPENT								£562,000
TOTAL DUE FROM THE GLA TO BRENT COUNCIL								£300,000

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**This declaration must be signed by the Project Manager and the Recipient's Chief Financial Officer which is making this claim.**

**This Agreement may be executed by the electronic application of their authorised signatories' signatures and provision of electronic copies of the same.**

Signature	Name in BLOCK letters	Position	Date
			8th October
			8th October

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Name of programme	Borough of Culture
Name(s) of officer applying for grant:	
Position in organisation/borough	
Date last claim submitted (if applicable)	
Email address	<a href="mailto: [REDACTED]@brent.gov.uk">[REDACTED]@brent.gov.uk</a>
Correspondence address	Brent Civic Centre, Engineers Way
Postcode	HA9 0FJ
Tel number	[REDACTED]
Mobile number	

GLA date of receipt



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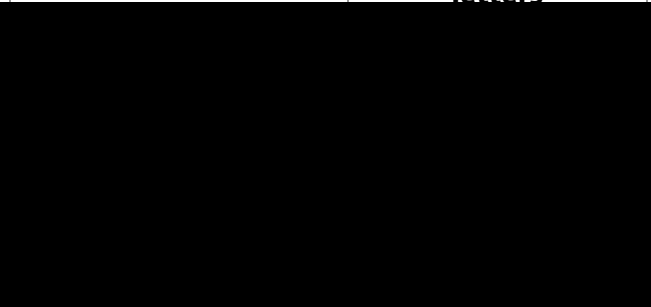
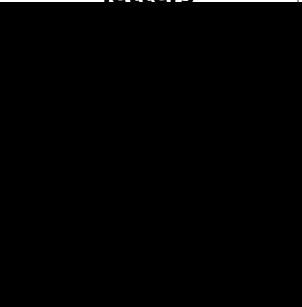


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			Capital	Revenue				Capital	Revenue
	Murals			41,028	41,028				41,028
	Salaries & Consultancy			117,107	117,107				117,107
	Monitoring & Evaluation			17,225	17,225				17,225
<b>Total spent</b>									175,360
<b>Total Due From GLA</b>									150,000

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Signature	Name in BLOCK letters	Position	Date
			29.07.21
			29.07.21